

SECTION THREE: OPERATIONAL & CAPITAL FUNDING REQUESTS

ANNUAL APPLICATION DEADLINE: MAY 1

L.100. PURPOSE

The TDD may provide operational and capital funding support to organizations promoting tourism within the sub-county taxing district, as authorized under Section 125.0104, Florida Statutes, and Okaloosa County's Tourist Development Plan.

L.200. AUTHORIZATION

The TDD may set aside a portion of the overall annual budget as a budgeted line item to fund operational and capital funding requests approved in accordance with this Manual.

L.300. APPLICATION PROCESS

- 1) The application must be completed in its entirety in order for the funding request to be presented to the Tourist Development Council for consideration. Supplemental information may be provided, but summary information must be provided in each section of this form.
- 2) **Applications are due by May 1** to be considered for the upcoming fiscal year budget. If May 1 is a Saturday or Sunday, applications are due the first weekday in May.

For example, applications for expenses to be incurred October 1, 2017 through September 30, 2018 are due no later than May 1, 2017.

- 3) The individual signing the Application must be authorized to enter into agreements on behalf of the requesting organization.
- 4) Applications may be electronically submitted or hand-delivered or mailed to the Tourist Development Department, 1540 Miracle Strip Pkwy SE, Fort Walton Beach, FL 32548. Incomplete applications and applications received after 5pm on May 1 may not be considered. A Conflict of Interest form must be submitted with the application.
- 5) Applications received by May 1 shall be presented to the Tourist Development Council during its May budget meeting to be considered for funding as part of the annual budget process.
- 6) Upon final adoption of the annual budget by the Board of County Commissioners in mid-September, applications will be processed in accordance with County Purchasing approval authority limits and a purchase order or contract issued.
- 7) Applicants shall be notified of their funding status in mid to late September.
- 8) An exception to the May 1 application deadline may be granted by the Tourist Development Director for emergency situations when the issues are time critical. If an exception is granted, the application will be presented to the Council for consideration. If funding is approved by the Council and budget funds are available, the application will be executed in accordance with County Purchasing approval authority limits. If funding is approved by the Council and a budget amendment from reserves is required, recommendation of the Council and approval by the Board is required regardless of dollar amount. If the budget amendment is approved, the application will be executed in accordance with County Purchasing approval authority limits.

L.400. REIMBURSEMENT PROCESS

- 1) Payments are on a reimbursement basis only. Copies of proof of performance and proof of payment for approved expenditures must accompany the organization's invoice.
- 2) **Reimbursement requests are due no later than October 15.** Funding lapses at fiscal year end (September 30). Failure to submit a timely invoice along with proof of performance and proof of payment may result in forfeiture of funding.
- 3) The TDD recognizes that amounts requested on the Operational & Capital Funding Request may vary from amounts actually incurred. While variances in dollar amounts among approved expenditures are acceptable, only expenditures approved on the application will be paid and the total invoiced for reimbursement may not exceed the total approved on the Funding Request.
- 4) In the event a portion of an invoice submitted to the County for payment, as specified above, is disputed, payment for the disputed amount may be withheld pending resolution of the dispute, and the remainder of the invoice will be processed for payment without regard to that portion which is in dispute.

OFFICIAL USE ONLY

Allowable use of tourist development tax funds per F.S. 125.0104? Yes _____ No _____

Allowable use of tourist development tax funds per Ordinance 14-08? Yes _____ No _____

Fiscal Year in which funds will be disbursed: FY _____

Funding Source: 1st _____ 2nd _____ 3rd _____ 5th _____

Funding Source: Contingency Budget _____

Budget Reallocation _____

Reserves Amendment _____

Approved By: _____
In accordance with County purchasing approval authority limits.

Total Funding Approved: \$ _____

Title: _____

Date: _____

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all bidders/proposers, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES _____

NO _____

NAME(S)

POSITION(S)

FIRM NAME: _____

BY (PRINTED): _____

BY (SIGNATURE): _____

TITLE: _____

DATE: _____

ADDRESS: _____

PHONE NO. _____

E-MAIL _____