

## **CATEGORY G GRANT PROGRAM POLICIES AND PROCEDURES**

In 2006, Palm Beach County increased to 5% the tourist development tax on every person who rents or lets for consideration any living quarters or accommodations in any hotel, motel, resort, campgrounds, or condominium for a term of six months or less. A portion of this increase (5% OF THE FIRST 3%) is allocated to the Palm Beach County Sports Commission (PBCSC) for Category G grants to sports events which directly promote Palm Beach County tourism. The Sports Commission administers these grants under contract with Palm Beach County (PBC).

The Palm Beach County Sports Commission (PBCSC) Grant Program is designed to attract high quality amateur and professional sporting events which, in turn advance and promote tourism and enhance the quality of life in Palm Beach County through sport.

Events that will be considered for grant funding include amateur or professional athletic events consisting of game(s), exhibition(s), tournament(s) and/or other sports-related events planned, presented, promoted and played in Palm Beach County. When awarding grants, the PBCSC places emphasis on confirmed hotel room nights, television promotion and other marketing opportunities.

### **To ensure the success of your application please understand the following:**

- \* Applications must be completed using the form provided. Additional information that is requested or provided may be attached to the application.
- \* The event must take place a **minimum of 150 days** from the application deadline. The grant **deadlines are as follows:**

**May 1st** for final recommendation at June Board of Directors Meeting

**August 1st** for final recommendation at September Board of Directors Meeting

**December 1st** for final recommendation at January Board of Directors Meeting

- \* **Forward twenty (20) copies of the application to:**

**Kris Pursell  
Palm Beach County Sports Commission  
1555 Palm Beach Lakes Blvd #1410  
West Palm Beach, FL 33401**

- \* For additional information: 561-233-3124/Fax 561-233-3125  
[kpursell@palmbeachsports.com](mailto:kpursell@palmbeachsports.com)  
[www.palmbeachsports.com](http://www.palmbeachsports.com)
- \* If the event is a bid event, please **submit all bid documents** including award letter to the PBCSC.
- \* The PBCSC will contact the organization upon final recommendation by the Board. Approved applications will receive the grant agreement, Event Report, TDC logo slicks and sample Event Registration Survey.

- \* 30 days prior to the event, the organization must provide proof of insurance, which lists **Palm Beach County**, and the **Palm Beach County Sports Commission** as additional insured, with a minimum comprehensive commercial general liability coverage with limits of not less than \$300,000 per occurrence. Certificate of Insurance shall provide for thirty (30) days written notice to County prior to any material change or cancellation of coverage.
- \* Within 60 days after the completion of the event, the organization must forward the Event Report that includes complete and accurate accounting of the event's financial activity, room night hotel confirmation letters and the event registration survey. The PBCSC will disburse funds as reimbursement for paid invoices only (front and back of canceled checks), for expenses specified in the Event Report. After review of the Event Report, the grant funds will be forwarded to the organization.
- \* Only those categories approved will be reimbursed:

Allowable Categories

1. Promotion, Marketing, and programming expenses including reasonable travel for special officials or performers only as approved by the PBCSC
2. Paid advertising and media buys OUTSIDE PALM BEACH COUNTY
3. Production and technical expenses
4. Site Fees and other costs including rentals, insurance, maintenance, officials, scorekeepers

Disallowable Categories

1. General operating or administrative expenses, travel to solicit events
2. Building, renovating, and/or remodeling a facility
3. Purchase of permanent equipment
4. Hospitality or social functions
5. Printed programs which solicit advertising
6. Expenses of a local sports team traveling outside the County to compete
7. Salaries other than those noted above.
8. Expenses or debts incurred or obligated prior to the grant, unless agreed upon by the PBC Sports Commission (Must be within time period specified in Grant Period)

- \* **Reimbursement is dependent upon the availability of Category G Tourist Development Tax Funds and/or the number of CONFIRMED room nights associated with the event.**

**Reimbursement Formula (Example only):**

Grant	Grant Application	Confirmed	% of	% of awarded	
<u>Awarded</u>	<u>Estimated</u>	<u>Room Nights</u>	<u>Estimates</u>	<u>available</u>	<u>Reimbursement</u>
\$1,000	1,000	700-1,000	70%+	100%	\$1,000
		500-699	50-69%	80%	\$ 800
		300-499	30-49%	60%	\$ 600
		299 or less	1-29%	40%	\$ 400

- \* **Please note: the above is just an example and will not relate to funding awarded against room nights projected. Each grant will be reviewed in full to determine amount of dollars awarded.**

## GLOSSARY OF TERMS

<b>Earnings</b>	The income of local households from wages, salaries, and proprietors incomes. The earnings impact is the increase in household income directly or indirectly attributable to the event.
<b>Economic Impact</b>	Any of several measures of change in the local economy, including output, earnings, employment, or revenue.
<b>Employment</b>	The number of jobs in the local economy. The employment impact is the expected increase in jobs directly or indirectly attributable to the event.
<b>Multiplier</b>	The expected change in output, earnings, or employment for each one-dollar change (million dollar change for employment) in direct impact.
<b>Output</b>	The value of sales of goods and services by local businesses. The output is the increase in sales directly and indirectly attributable to the event.
<b>Participants</b>	Athletes, coaches, officials, trainers, organizers (any part of the competition), friends, family, fans.
<b>Revenue</b>	The income of local government from taxes, fees, and sales of goods and services. The revenue impact is the increase in local government income directly or indirectly attributable to the event, less any expenditures of local government funds to attract or support it.
<b>Hotel Impact</b>	Daily number of rooms multiplied by the average length of stay multiplied by room cost.
<b>Youth</b>	18 years and younger.
<b>Grant Agreement</b>	Contract between PBCSC and Event Owner that is approved by the County Commissioners.
<b>Grant Restrictions</b>	These are the approved, allowable expenses the event owner will be reimbursed for.
<b>Event Report</b>	Within 60 days after the event, event owner must forward the Event Report that includes complete and accurate financial accounting, room night hotel confirmation letters, event registration forms <b><u>NOTING TRAVEL AND HOTEL INFORMATION</u></b> , invoices for expenses specified in grant agreement (must be submitted with a copy of the front & back of cancelled check), pictures and/or video shots of event. County will reimburse within 60 days.
<b>Athletic Event</b>	An eligible athletic event consists of game(s), exhibition(s), tournament(s), and/or other sports-related events planned, presented, promoted and played in Palm Beach County.
<b>Event Registration Survey</b>	Survey form which <b>must</b> be completed by all participants noting travel and hotel information. Must be submitted with Event Report.
<b>Grant Period</b>	Time period during which reimbursable expenses must be incurred (purchased, utilized, etc).
<b>Site Fees</b>	Expenses incurred at event site including: rental of facility, contract help (maintenance, security, officials), temporary changes to site (use of special floor, etc.) equipment setup, etc.
<b>Rights Fees</b>	Fee charged to host location to host an event.