TOURISM FACILITIES GRANT PROGRAM

Purpose

This policy is intended to guide the City of Newport in accepting applications and considering grant proposals for funding under the Tourism Facilities Grant Program established by the Newport City Council. The Tourism Facilities Grant Program is funded by local transient room tax revenues, so state law controls the types of projects to which grants may be provided. If a project cannot meet legal requirements, it will not be awarded a grant.

Title

The provisions adopted by this Resolution shall be known as the "Tourism Facilities Grant Program Rules."

Policy

It is the policy of the City to make Grant Funds available to qualified Applicants without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age, disability or familial status.

Definitions

(1) "Applicant" means any 501(c) organization or government entity may apply for a grant from the Tourism Grant Program.

(2) "City" means the City of Newport.

(3) "City Manager" means the City Manager of the City of Newport or the City Manager's designee.

(4) "Council" means the City Council of the City of Newport.

(5) "Grant Agreement" is the legally binding contract between the City and the grant recipient. The Grant Agreement consists of the conditions specified in these rules, special conditions enumerated in the agreement, if applicable, and the grant application approved by the Council.

(6) "Grant Funds" means the funds requested by an Applicant and/or the funds delivered to a grantee through the Tourism Facilities Grant Program.

(7) "Match" is any contribution to a project made up of funds other than Grant Funds. Match may include:

(a) Cash on hand or cash that is pledged to be on hand prior to commencement of the project;
(b) Secured funding commitments from other sources; or
(c) Pending or potential commitments of funding from other sources. In such instances, Tourism Grant Program funding will not be released prior to secured commitment of the

other funds. Pending commitments of the funding must be secured within the time provided in the Grant Agreement.

(8) "Tourism Facilities Task Force" is a Task Force, consisting of 7 members, appointed by the Council in accordance with Resolution 3553.

Definitions for "Tourism-Related Facilities"

(1) "Conference center" means a facility that:

(a) Is owned or partially owned by a unit of local government, a governmental agency or a nonprofit organization; and

(b) Meets the current membership criteria of the International Association of Conference Centers.

(2) "Convention center" means a new or improved facility that:

(a) Is capable of attracting and accommodating conventions and trade shows from international, national and regional markets requiring exhibition space, ballroom space, meeting rooms and any other associated space, including but not limited to banquet facilities, loading areas and lobby and registration areas;

(b) Has a total meeting room and ballroom space between one-third and one-half of the total size of the center's exhibition space;

(c) Generates a majority of its business income from tourists;

(d) Has a room-block relationship with the local lodging industry; and

(e) Is owned by a unit of local government, a governmental agency or a nonprofit organization.

(3) "Tourism" means economic activity resulting from tourists.

(4) "Tourism-related facility":

(a) Means a conference center, convention center or visitor information center;

(b) Means other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.

(5) "Tourist" means a person who, for business, pleasure, recreation or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from and unrelated to the person's community of residence, and that trip:

(a) Requires the person to travel more than 50 miles from the community of residence; or

(b) Includes an overnight stay.

(6) "Visitor information center" means a building, or a portion of a building, the main purpose of which is to distribute or disseminate information to tourists.

Application Requirements

(1) Applications that do not comply with the requirements in this section will not be considered.

(2) Applications must be submitted on a form provided by the City.

(3) Applications for the 2012/2013 grant cycle are due in the City Manager's office by 5:00 p.m. on Friday, January 18, 2013. Applicants must submit 10 hard copies of the application and one electronic copy on a flash drive or memory stick. Applications submitted by email or FAX will not be considered.

(4) All Applicants shall supply the following information:

(a) Name of Applicant;
(b) Name, physical and email address, and FAX and telephone numbers of the Applicant's contact person(s) and, if applicable, the Applicant's fiscal officer(s);
(c) The name and a description of the proposed project;
(d) Estimated line item budget for the project;
(e) Identification of specific project elements for which Grant Funds will be used;
(f) A list of any non-Grant Funds, services or materials available or secured for the project and any conditions which may affect the completion of the project;
(g) If the project is part of a multi-year project, and a new funding request continues a previously City-funded activity, a description of the previous project accomplishments and results as well as an accounting of past expenditures and revenues for the project;
(i) A project schedule including times of project beginning and completion; and
(j) Any information requested by the Tourism Facilities Task Force or the Council in order to evaluate the project.

(5) All Applicants shall demonstrate a dollar for dollar match, based on the total Grant Funds request, at the time of application.

(6) All Applicants shall demonstrate that the Grant Funds requested will be used to fund Tourism-Related Facilities.

(7) Applications must include the following attachments:

(a) If applicable, documentation from the Internal Revenue Service confirming that the Applicant is a 501(c) tax exempt organization;
(b) Three years of year-end revenue/expense summaries and current balance sheet, or feasibility study;
(c) An executive summary of the business plan for the project, including a budget;
(d) A time frame for fundraising, if applicable;
(e) A time frame for project completion.

(8) Clarification of information submitted may be sought from the Applicant during the evaluation process.

Application Processing

(1)Submission of an application does not ensure funding. Decisions to award Grant Funds will be made based on the criteria and rating schedule attached to these rules as Exhibit A. The Council may elect to terminate the Tourism Facilities Grant Program and not award any Grant Funds.

(2)The Tourism Facilities Task Force will review all applications that comply with the application requirements included in these rules (qualifying applications). The Tourism Facilities Task Force will then rate the qualifying applications based on the criteria and rating schedule attached to these rules as Exhibit A.

(3)All Applicants who submit qualifying applications will be invited to make an oral presentation to the Tourism Facilities Task Force.

(4)Based on the application materials submitted and the Applicant's oral presentation, the Tourism Facilities Task Force will forward a recommendation to the Council as to which Applicants should be awarded Grant Funds, as well as the recommended amount of Grant Funds to be awarded to each Applicant.

(5)Applicants recommended to the Council by the Tourism Facilities Task Force will be expected to make an oral presentation before the Council.

(6)The Council is not bound by the Tourism Facilities Task Force recommendations.

(7)The Council will make its decision as to which Applicants should be awarded Grant Funds, as well as the amount of Grant Funds to be awarded to each Applicant based on the criteria and rating schedule attached as Exhibit A.

(8) The City may require additional information from the Applicant to aid in evaluating and considering a proposed project.

(9) Applicants will be notified in writing of award of a grant or denial of an application. Written notifications will be sent by first class mail to the address provided in the application. Notifications will be deemed received by the Applicant three calendar days after deposit by the City in the United States Mail.

Grant Agreement Conditions

(1) If a grant application is approved, the City Manager, on behalf of the City, will enter into a Grant Agreement with the grantee.

(2) If the Grant Agreement has not been fully executed by all the parties within one month of Council approval, funding shall be terminated. The money allocated to the grant shall be available for reallocation by the City.

(3) The terms of the Grant Agreement may be tailored to fit the project for which the Grant Funds are awarded. Grantees shall comply with all Grant Agreement conditions.

(4) Obligations of the City under the Grant Agreement are contingent upon the availability of monies for use in the Tourism Facilities Grant Program.

(5) The grantee shall comply with all federal, state and local laws and ordinances applicable to the work to be done under the agreement.

(6) Grant Funds may not be used to refinance existing debt.

(7) The grantee is responsible for all the expenses of the operation and maintenance of the project, including but not limited to adequate insurance, and any taxes or special assessments applicable to the project.

(8) The grantee shall comply with all prevailing wage laws if they are applicable to the project.

(9) The Applicant's total financial resources must be adequate to ensure completion of the project.

(10) Upon notice to the grantee in writing, the City Manager may terminate funding for projects not in compliance with the terms of the Grant Agreement. The money allocated to the project but not used will be available for reallocation by the Council.

(11) The grantee will obtain all required permits and licenses from local, state or federal government entities.

(12) The City may place additional conditions in the Grant Agreement as necessary to carry out the purpose of the Tourism Facilities Grant Program, including any provisions that the City Manager considers necessary to ensure the expenditure of funds for the purposes set forth in the application.

Distribution of Funds

(1) The City will not reimburse the grantee for any expenditures incurred prior to the signing of the Grant Agreement by all parties.

(2) Prior to disbursement of Grant Funds, the grantee must provide proof that the dollar for dollar required Match, based on the total Grant Funds awarded, has been secured.

(3) Funds shall not be disbursed until the City Manager receives satisfactory evidence that necessary permits and licenses have been granted and documents required by the City have been submitted.

(4) The City shall retain ten percent of the Grant Funds until the final project report, as required by the Grant Agreement, has been approved by the City. Final reports are due within 60 days of

project completion. Any unexpended Grant Funds must be returned to the City with the final report. Upon receipt of the final report, the City shall have 90 days to approve the completed report or notify the grantee of any concerns that must be addressed or missing information that must be submitted before the report is considered complete and reviewed for approval. Once the final report has been approved the final payment shall be promptly provided to the grantee.

Appeals

(1)If the Tourism Facilities Task Force or the Council denies a grant application, the Applicant may appeal the denial to the Council by submitting a written notice of appeal to the City Manager's office within 5 business days of the receipt of the denial.

(2)Within 20 calendar days of the City's receipt of the written appeal, the Council will review the denial on the record of the application. No new information will be accepted for review.

(3)The Applicant is not entitled to an appeal hearing.

(4)The Council's decision on the appeal is final.

(5)The Council's decision regarding the appeal will be transmitted to the Applicant at the address provided in the application, by first class mail.