



TDT ARC

Capital Projects & Venues

Virtual – Information Session
March 25, 2024

Trudy Wild – Director of Public Grants & Advocacy
Elyse Jardine – Senior Director of Community Outreach





Welcome!

- Recording today's meeting
- Posted on ARC & United Arts website
- Emailed to those who registered
- Live captions

Agenda.

Welcome
Introductions
Public Comments

Elyse Jardine
Attendees

ARC & United Arts
Funding Opportunity Overview
Where and When to Apply
Accessing & Navigating the Grant
Portal

Elyse Jardine

Key Dates and Documents
Eligibility
Allowable Expenditures
Application Sections and Content

Trudy Wild

Technical Assistance
Q&A

Elyse Jardine
Attendees

TDT ARC Grants

The Tourist Development Tax Grant Application Review Committee was created by Resolution No. 2017-M- 44. adopted by the Board of County Commissioners on October 31, 2017.

The Tourist Development Tax Application Review Committee is authorized to consider applications for excess tourist development tax revenue funding and to provide written funding recommendations to the Tourist Development Council and the Board of County Commissioners based on applicable criteria established by ordinance.



**Tourist Development Tax
Application Review Committee**

As a leading resource for arts and culture in Central Florida, we're the local arts agency that catalyzes the work of artists and organizations to have the greatest impact in our communities.

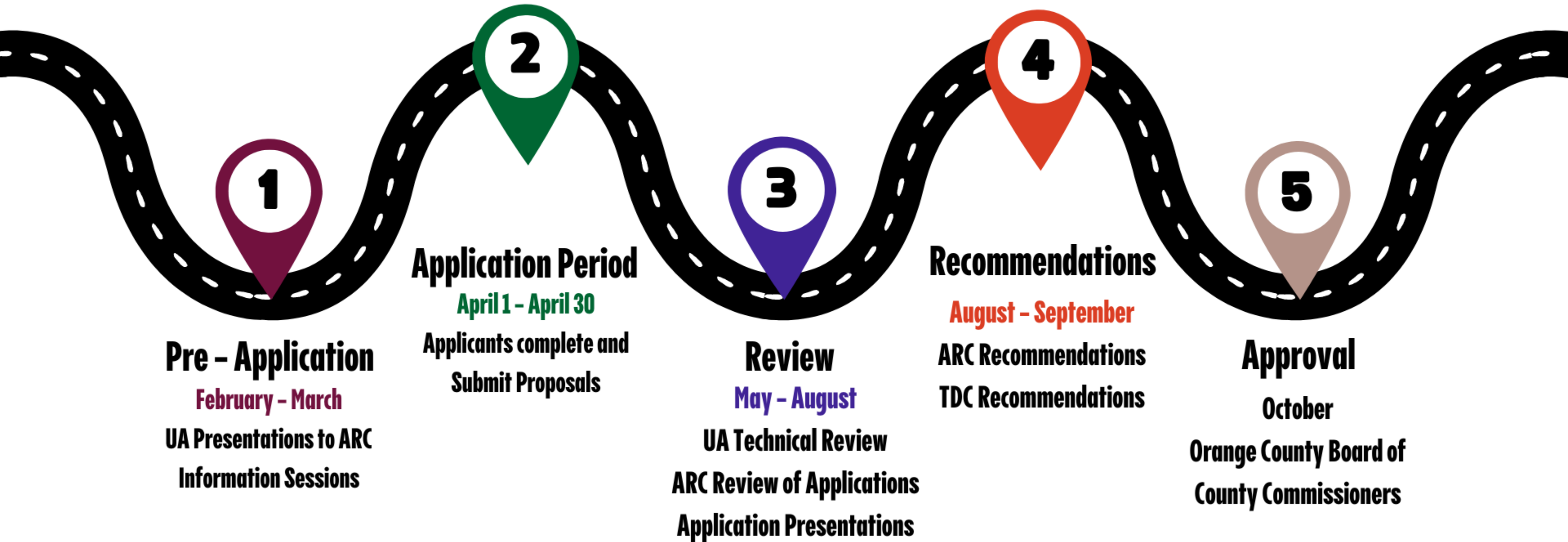
Our work makes art most accessible to all so that everyone, from our neighbors to our future generations, can live in a more inspiring and enriching community.



United Arts of Central Florida



OPPORTUNITY OVERVIEW



Where & When to Apply.

Application Window

- April 1, 2024 – April 30, 2024 @ 11:59 pm

United Arts Grant Portal

- <https://www.arantinterface.com/Home/Loaon?urlkey=unitedarts>
 - Application will be available starting April 1
 - Indicate Intent by starting application in portal
 - Add email address to safe list
 - [United Arts Grants] - administrator@arantinterface.com
 - Do not email this address

Grant Portal Tutorials

- [Account Creation](#)
- [Applicant Dashboard](#)
- [Collaborating](#)

Key Dates.

Application Window

- April 1, 2024 – April 30, 2024 (**Applicant**)
 - April 16 - Deadline to submit items for staff pre-review of application or forms
 - April 29, 5 p.m. – Deadline for staff assistance on application questions
 - April 30, 5 p.m. - Deadline for grant portal support AND 11:59 p.m. - Deadline to "submit" application

Staff/Technical Review (UA)

- May 1, 2024 – June 4, 2024

Panel Review (ARC)

- June 5, 2024 – August 31, 2024

Presentations to ARC (Applicants)

- July - August, 2024 (TBA)

Approvals

Aug-Sept ARC | Sept TDC | Oct BCC

Eligibility – Project.

If you are unsure if the project meets eligibility requirements, contact Outreach@UnitedArtsCFL.org for support.

Proposed Project Eligibility

- Located entirely in Orange County
- Request amount in excess of \$2,000,000 and up to and including \$15,000,000
- Request must be for one or more years within the program dates of Oct 1, 2024 – Sept. 30, 2028
- Florida Statute Section 125.0104 allowable use: Project is for the acquisition, construction, expansion, enlargement, renovation, or equipping of eligible facilities

Organization Eligibility

- Municipality
- Nonprofit corporation AND 501c3, in IRS compliance

Eligibility – Facility.

Facility Eligibility – one of the following:

- Convention center, museum, auditorium, sports facility, or other facility allowed in Section 125.0104
- Facility owned and operated by a government entity
- Facility owned by a government entity that is leased to a not-for-profit
- A facility that is owned by a not-for-profit organization situated on publicly owned property with a ground lease that meets the requirements of the “Checklist for Ground Lease”
- A facility that is leased from a government entity that in turn has an eligible lease on the building from a private owner.

Eligibility – Own/Lease.

Ownership or Lease of Land and Building

1. Applicant organization must provide:
 - Legal proof of unrestricted ownership (land & building) - deed, title, copy of recent tax statement
 - Undisturbed use of property for a specific period of time - executed lease & addendums
 - Required: Lease term must allow five (5) years of public access beyond completion of the project

Checklist for Ground Lease -- for building owned by a nonprofit & separate land ownership/ lease; requires seven (7) items to be true.

Eligibility – Own/Lease.

Sublease – Nonprofit-owned building, on land leased to a government entity from a private entity and subleased to the nonprofit.

Acquisition – Exempt from the ownership eligibility requirement at the time of application; purchase may not occur prior to approval and execution of the grant agreement. Applicant will present intent to sell, cost, and description of the facility.

Eligibility –

Admin &

Lead.

Eligibility – Administrative & Legal

- Retain ownership or undisturbed use of the land and building. Public access must be allowed for the length of the required lease.
- Retain ownership of all improvements made under the grant
- Satisfied the administrative requirements of any previous grants received through the County
- Have a maintenance reserve in the organization's budget and refrain from applying for on-going maintenance of current equipment.
- Applicant organization has provided at least one year of programming in Orange County attracting tourists
- Understanding of insurance and bond requirements upon acceptance of grant award agreement.

Eligibility – Expenses.

Allowable Expenses

- Promotion, marketing & programming
- Paid advertising & media buys
- General preference to have TDT funds used for construction costs
 - Architectural design
 - Site work
 - Building materials
 - Construction labor costs
 - Furniture, fixtures and equipment (FF&E)
- General and administrative expenses and other expenses when specifically authorized and set forth in the funding agreement

Disallowable Expenses

- Soft costs
 - Owners rep consultant fees
 - Permitting fees
 - Contingency funds
 - Insurance
 - Landscaping
 - External signage
- Debts incurred prior to the grant
- Travel expenses
- Expenses outside of the program period¹
- Expenses without proof of payment

¹ Except prepaid bid fees

Application Sections.

Application – Narrative

Section 1: Preliminary Information

- Organization/Applicant information

Section 2: Project information

- Venue/Capital Project information & eligibility
 - Details of tenants, calendar of events*, attendance & origin, room nights (projected & guaranteed), timeline*,

Section 3: Project Marketing, Security & Economic Impact

- Marketing Plan, Security Needs, Economic Impact
- Anticipated and Promised Return on Investment
 - Attendance
 - Room nights
 - Number of jobs and type of jobs, effect on surrounding area

(continued)

Application Sections.

Application – Narrative continued

Section 4: Project Budget Recap – Revenue

- Project revenue sources, use of TDT funds
- Other funding & partnerships
 - Project contingency
 - Maintenance reserves
 - Credible resource for budget preparation
 - Insurance protections (requirements of)

Section 5: Expenses

- List of expenses
- "Match" – [list other funding sources (gov't, private, additional, and past TDT funding)]
- Sponsorship package; naming rights; contributed revenue, Capital Campaign Plan
- 5-year proforma with revenue/expenses*

Section 6: Certification

Attachments: Forms & Financial Statements

* Required upload/attachment

Application Sections.

Required Attachments

For Attachments, see Upload Document Checklist

These items will be requested:

- Articles of Incorporation*
- Tax ID, or IRS letter of nonprofit tax-exempt status
- Authorization as agent on behalf of applicant**
- Organization outline with at least officers/board*
- Construction timeline and milestones
- Complete project budget
 - Revenue, TDT funds and sponsorship declarations
 - Expenses
- Additional expenses (if more than table allows)
- Calendar of finalized/potential events

(continued)

* Exempt: governmental agencies

** If applicable

Application Sections.

Required Attachments – continued

For Attachments, see Upload Document Checklist

These items will be requested:

- Financial Statements:
 - Nonprofit IRS Form 990s (past 2 years)
 - Independent Audit - most recent fiscal year
 - Operating Proforma – next five years of project operation (after project is complete)
- Feasibility Study (as required)**
- All written agreements, such as:
 - Lease/ownership/contracts,
 - Hotel/motel contracts,
 - Media contracts
- Acknowledgement plan

- Allowed: Three support documents (media articles, letters of support, drawing/site plan)

* Exempt: governmental agencies

** If applicable

Key Documents & Materials.

Click on the links below to access:

- [United Arts Website](#)
- [United Arts Grant Portal Log-in](#)
- [Orange County Press Release](#)
- [Section 125.0104 of the Florida Statutes](#)
- [Orange County Tourist Development Plan](#)
- [ARC TDT Website](#)
- [Recording of Virtual Information Session](#)
- PDF of Slide Deck

Grant Portal Tutorials

- [Account Creation](#)
- [Applicant Dashboard](#)
- [Collaborating](#)

Technical Assistance.

Contact Information

- Outreach@UnitedArtsCFL.org
- UA Phone Number: 407-628-0333
 - Trudy & Elvse – Application & Grant Portal
 - Amy – Accessibility Coordinator
 - Beatriz – Spanish Language Assistance

Grant Portal Tutorials

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