

## **HAMILTON COUNTY TRANSIENT OCCUPANCY TAX 2019 CAPITAL PROJECT GRANT APPLICATION**

### **PURPOSE**

To invest in projects which service the local convention and visitors industry by supporting the purchase, construction, or renovation of a building or the purchase of equipment. The goal of the Hamilton County Transient Occupancy Tax Capital Project Grant is to fund improvements which result in strengthening the local convention and visitor infrastructure, increasing room night bookings, and effectively promoting convention facilities in Hamilton County. Preference will be given to projects which:

1. Address the maintenance, repair, or renovation needs of an existing convention facility, entertainment facility or sports facility within the territory of the Hamilton County Convention Facilities Authority;
2. Generate additional transient occupancy tax revenues through increased room night bookings; or
3. Improve the ability of the Convention Visitors Bureau to promote the local convention and visitors industry.

### **ELIGIBILITY**

- Convention facilities, entertainment facilities, sports facilities and political subdivisions are eligible to apply. **Grants will not be awarded to individuals.**
- Grant recipients are eligible for additional funding in subsequent years only if the grant project is new or significantly expands an existing or prior year's project.
- All expenditure of grant funding must be used in strict compliance with the provisions of Ohio Revised Code Chapter 351.
- Grant funds cannot replace existing funding.

### **GRANT REQUESTS AND MATCHING FUNDS**

Grant projects must start within the time period specified in the required agreement to be signed between Hamilton County and grant recipients. Matching funds are not required, but a commitment of matching funds is a positive evaluation criterion in reviewing grant applications.

### **FUNDING DECISIONS**

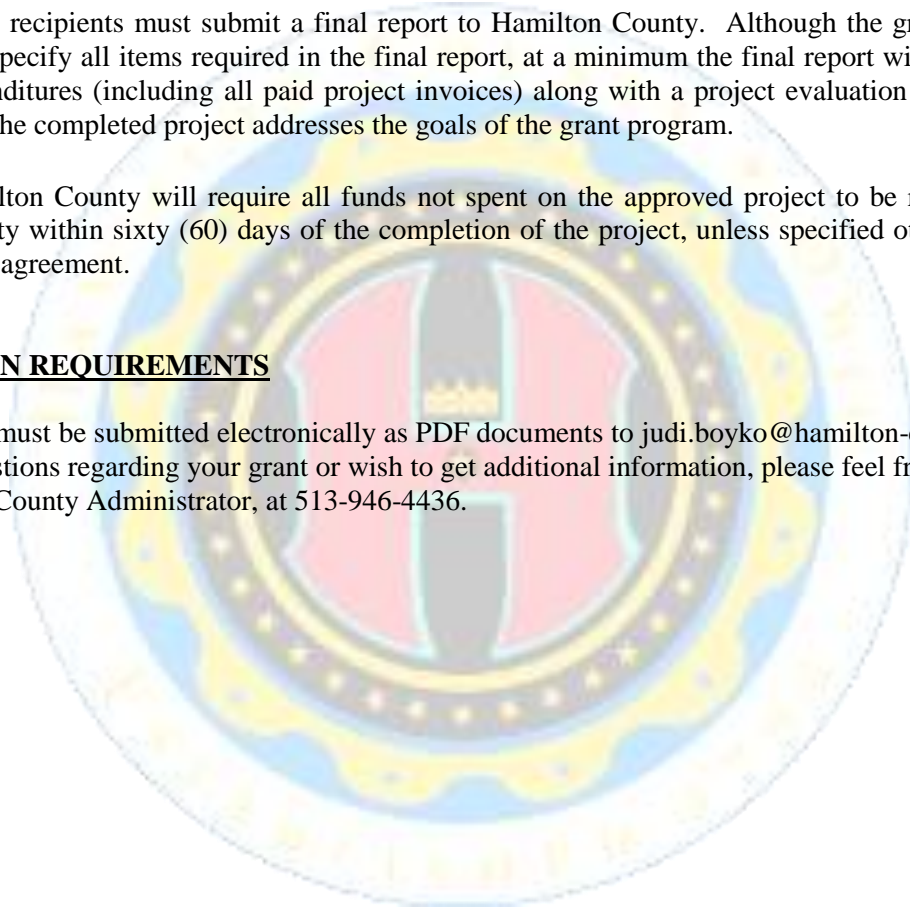
The Hamilton County Board of Commissioners will accept eligible applications twice annually, **March 15<sup>th</sup> and October 1<sup>st</sup>**. County representatives will review grant applications and County Administration will recommend award to the Hamilton County Board of Commissioners, based on the selection criteria outlined herein. Applications will be reviewed as soon as possible after they are received. Applicants selected for receipt of grant funding will be notified as soon as possible after the grant is approved. The decision of the Hamilton County Board of Commissioners is final. Grant recipients can expect to receive funding as specified in their applicable grant agreement.

## **ACCOUNTABILITY AND REPORTING REQUIREMENTS**

- All grant recipients will be required to execute a grant agreement which will contain terms and conditions applicable to the grant funding.
- Hamilton County will only provide grant funds for expenditures set forth in the grant application. Any material programmatic or budgetary changes will require prior written approval by Hamilton County.
- Hamilton County has the right to visit a project site at reasonable times to audit the expenditure of grant funds.
- Grant recipients must submit a final report to Hamilton County. Although the grant agreement will specify all items required in the final report, at a minimum the final report will include total expenditures (including all paid project invoices) along with a project evaluation demonstrating how the completed project addresses the goals of the grant program.
- Hamilton County will require all funds not spent on the approved project to be returned to the County within sixty (60) days of the completion of the project, unless specified otherwise in the grant agreement.

## **SUBMISSION REQUIREMENTS**

Applications must be submitted electronically as PDF documents to [judi.boyko@hamilton-co.org](mailto:judi.boyko@hamilton-co.org). If you have any questions regarding your grant or wish to get additional information, please feel free to contact Jeff Aluotto, County Administrator, at 513-946-4436.



**HAMILTON COUNTY TRANSIENT OCCUPANCY TAX  
CAPITAL PROJECT GRANT PROGRAM SELECTION CRITERIA**

**MANDATORY**

1. Project must be conducted within the territory of the Hamilton County Convention Facilities Authority;
2. Project must be conducted within convention and visitors or event planning industries.
3. Applicant must specify other sources of funding being utilized on the project.
4. Entertainment and sports facilities should demonstrate the impact the project has on promoting and strengthening Hamilton County's overall convention and visitor infrastructure.

**EVALUATION POINTS**

Highest priority will be given to programs that best meet the following criteria:

1. The project focuses on one or more of the following priorities:
  - a. Repairing, maintaining, or renovating a convention facility within the territory of the Hamilton County Convention Facilities Authority;
  - b. Repairing, maintaining, or renovating an entertainment facility or sports facility within the territory of the Hamilton County Convention Facilities Authority to the degree it enhances the ability to promote events in the County which can credibly be shown to drive future room night bookings;
  - c. Promoting local convention and visitor industry; or
2. Relative impact of the project in strengthening the local convention and visitor infrastructure.
3. Strength of the business case substantiating how the project drives additional room night bookings.

# HAMILTON COUNTY CAPITAL PROJECT GRANT APPLICATION

## Application Cover Sheet

Applicant Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Applicant Organization is:

- Convention Facility
- Entertainment Facility
- Sports Facility
- Other \_\_\_\_\_

Project Title \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

### PROJECT SUMMARY

Please provide a *brief* description of your program in the space provided.

Authorized Official \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## **Grant Application (Continued)**

Provide the following program information, in the order listed. Please number pages and use no smaller than 10 point font.

### **1. Background**

Briefly explain organizational mission and experience related to proposed project.

Provide a thorough description of the project, the role of the proposed project in promoting the convention and visitors infrastructure, amount of funding requested, amount of local match being committed, timeframe for completing the project and if applicable how does the project increase future room night bookings.

### **2. Program Budget**

Show the entire program budget – expenses and revenues (including funding from this grant).

**Send application electronically to [Lisa.Anderson@hamilton-co.org](mailto:Lisa.Anderson@hamilton-co.org).**

Direct any questions to Jeff Aluotto, County Administrator, at 513-946-4436.