

Application Period

VSPC will accept Capital Funding Applications beginning February 28th, 2024. Deadline for submittal is Friday, May 31st, 2024 at 5:00 pm ET.

Application Requirements & Instructions

All applicants seeking funding must strictly adhere to these instructions. An applicant must submit **one (1) "DIGITAL APPLICATION" per the instructions below:**

1. Visit <https://partners.visitstpeteclearwater.com/resource/funding-opportunities/capital-projects-funding-program>
2. Review all PROGRAM DOCUMENTATION, including Program Timeline, Capital Funding Guidelines, Application Requirements & Instructions, and Standard Funding Agreement.
3. It is strongly encouraged you have the following documentation ready at the onset of your Digital Application:
 - a. An economic impact study, which satisfies the economic impact study requirements as specified in Attachment A, provided by an independent consultant demonstrating how the proposed Capital Project will enhance and promote Pinellas County as a tourist destination. Study must be completed no earlier than 6 months before application due date.
 - b. Detailed Capital Project description
 - c. Certification that Capital Project is shovel-ready, including explanation and documentation of real or personal property security interests, and the design, permitting, and construction status.
 - d. An explanation of how the funds will be utilized, including amount requested, total Capital Project budget, and an itemized budget (schedule of values).
 - e. Completed Marketing and/or Sponsorship benefits plan to be provided by facility upon completion and occupancy of the Capital Project to jointly promote the destination with VSPC, including the Applicant's valuation and proposed term of the promotion plan.
 - f. Documentation identifying funding sources for matching funds
 - g. Proof of ownership of project property (such as a deed or most recent tax bill); and if either the land or building facility is leased or licensed, a copy of the complete lease or license agreement.
 - h. Certification that Applicant and/or Applicant's attorney has reviewed, understands and agrees to the terms, conditions and provisions of the Funding Agreement.
 - i. (Non-governmental applicants): One (1) *Florida Certificate of Status* (aka *Certificate of Good Standing*) from the Florida Department of State, Division of Corporation (DOS); OR documentation verifying correct legal identity and status from the DOS website at <https://sunbiz.org>; OR equivalent.
4. **INSTRUCTIONS:** The following are instructions for application for Pinellas County Tourist Development Council (TDC) Capital Projects Funding. It is very important to follow all instructions in the application, and to provide ALL requested support materials. Please read the application in its entirety. Complete every question in the application, or type "n/a" if a question is not applicable to you. Please refer to Florida Statutes § 125.0104, Pinellas County Code Sec. 118-32, and the Capital Projects Funding Program Guidelines if you have questions about the Program. The granting of funds under this program is discretionary and not an entitlement; not all eligible projects may receive funding.

Applicants must submit:

- a. Application certification and compliance statement (Application Section A) signed in the spaces indicated
 - b. Application Sections B through E
 - c. All required supplemental and/or supporting documents
5. Complete the following sections of the application, including uploading the required exhibits:

- a. Section A – Certification & Compliance Statement
 - b. Section B – General Information
 - c. Section C – Project Description & Elaboration
 - d. Section D – Required Budget Information
 - i. Upload: Required Budget Information
 - e. Section E – Conflict of Interest Avoidance
 - f. Section F – Public Records/Trade Secrets
 - g. Attachment A
 - i. Upload Economic Impact Study Requirements
 - h. Attachment B
 - i. Review Capital Project Funding Agreement with Applicant’s Attorney
6. Upon successful submittal, the organizer and VSPC staff will receive confirmation emails that the submission was received.
 7. VSPC staff will review and provide funding recommendations to Pinellas County Tourist Development Council as outlined in the Program Timeline.

NOTE: FAILURE TO PROVIDE A COMPLETE APPLICATION MAY DISQUALIFY THE APPLICATION/FUNDING REQUEST. No supplements or changes to an application will be allowed after the application has been submitted, unless specifically approved by the Board of County Commissioners. Individuals with accessibility needs may request a paper application.

Questions / Contact

Questions pertaining to the Capital Funding Program should be made in writing and directed to:

Kylie Diaz
Vice President, Community Engagement
Visit St. Pete Clearwater
Kylie@VisitSPC.com