

**Outer Banks Visitors Bureau
(Short Term) Restricted Fund
Rules & Qualifications**

- A. Short Term Restricted Fund Projects must be completed within the fiscal year for which the grant is awarded. The projects can not entail the carry-over of funds from one fiscal year to the next.
- B. The Dare County Tourism Board will monitor the progress being made on each project. Should a project not materialize or should it progress at a rate which would limit its viability, the funds will be unencumbered and revert to the Short Term Restricted Fund for future projects.
- C. Applicants shall be Dare County Local Governments; or a non-profit entity with its principal place of business in Dare County, and having its non-profit status conferred in writing under Section 501 of the U.S. Internal Revenue Code.
 - 1. Project must be located in Dare County.
- D. Grants will be disbursed on a matching basis, not to exceed 50% of the actual cost. Grants will be paid as a reimbursement once the project has been completed and all paid receipts have been presented as described under the terms of the Contract Agreement.
- E. Expenditures shall not be used for operations customarily funded by Governmental entities but must be for area improvement projects such as highway beautification, beach or sound access, park and recreational enhancement.
- F. Grants can not be transferred or assigned to a third party.
- G. Requirement for reimbursement for approved project must have the following:
 - 1. Approvals from all organizations directly or indirectly involved in proposed project must agree with all terms and conditions outlined. Burden of compliance rests with the applying organization.
 - 2. Appropriate sign recognition of contribution made by the Dare County Tourism Board, including Bureau logo and "Project Funded In Part By The Dare County Tourism Board".
 - 3. Approved signage must be erect and maintained permanently.
- H. The following items are non-reimbursable: inkind services (ex. Administrative salaries of public employees) and any local, state or federal tax.
- I. Funding of phase projects does not obligate the Outer Banks Visitors Bureau to funding of any future phases of the same project.
- J. Approved organization must come to the Outer Banks Visitors Bureau to sign and understand all aspects of contract agreement.

- K. Applications may be requested at any time, however, proposals must be submitted between August 1 and September 30 by U.S. Postal Service certified mail return receipt requested. Personal hand-delivery of applications will be accepted during this period, Monday through Friday 9:00 AM – 4:30 PM (excluding any holiday). A receipt must be signed by a Bureau employee and the delivery person as evidence of delivery within the allotted application period. One original and 15 copies clipped together (**NOT STAPLED**) of the application and any collateral material is required.
- L. On or before October 31, each applicant will be notified if the proposal submitted meets the rules and qualifications guidelines. If the proposal does not meet the rules and qualifications guidelines, the applicant will be notified and have until November 30 to modify, adjust, and correct the application. The Grant Administrator and the Managing Director, or his/her designee will be available to assist the applicants.
- M. On or before December 1, all proposals that meet mechanical guidelines will be forwarded to the Steering Committee for consideration. The Steering Committee will make its recommendations to the full Board of Directors at a regularly scheduled Board meeting. Recommended Short Term Restricted Fund projects will then be forwarded to the Dare County Board of Commissioners for consensus.
- N. Applying organization will be notified no later than June 30, of the applying fiscal year, on acceptance or rejection of Short Term Restricted Fund project.
- O. The following documents are considered as the complete contract and applying organization bears the responsibility to understand all terms and conditions.

Signature

Date