



Fort Lauderdale Beach Business Improvement District (BBID)

REIMBURSABLE GRANT FUNDING APPLICATION FY 2024 (October 1, 2023 – September 30, 2024)

GENERAL INFORMATION

1. Name of Event:

2. Registered Business Name:

3. Fictitious name, if applicable:

4. Company Address:

5. Amount requested from BBID:

6. Indicate what the amount will be used for:

7. Indicate business structure of the company:

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership
<input type="checkbox"/> C-Corporation	<input type="checkbox"/> S-Corporation
<input type="checkbox"/> Limited Liability Corporation LLC	<input type="checkbox"/> Other, please specify: <input type="text"/>

8. Provide your contact information:

Name:

Office phone:

Cell phone:

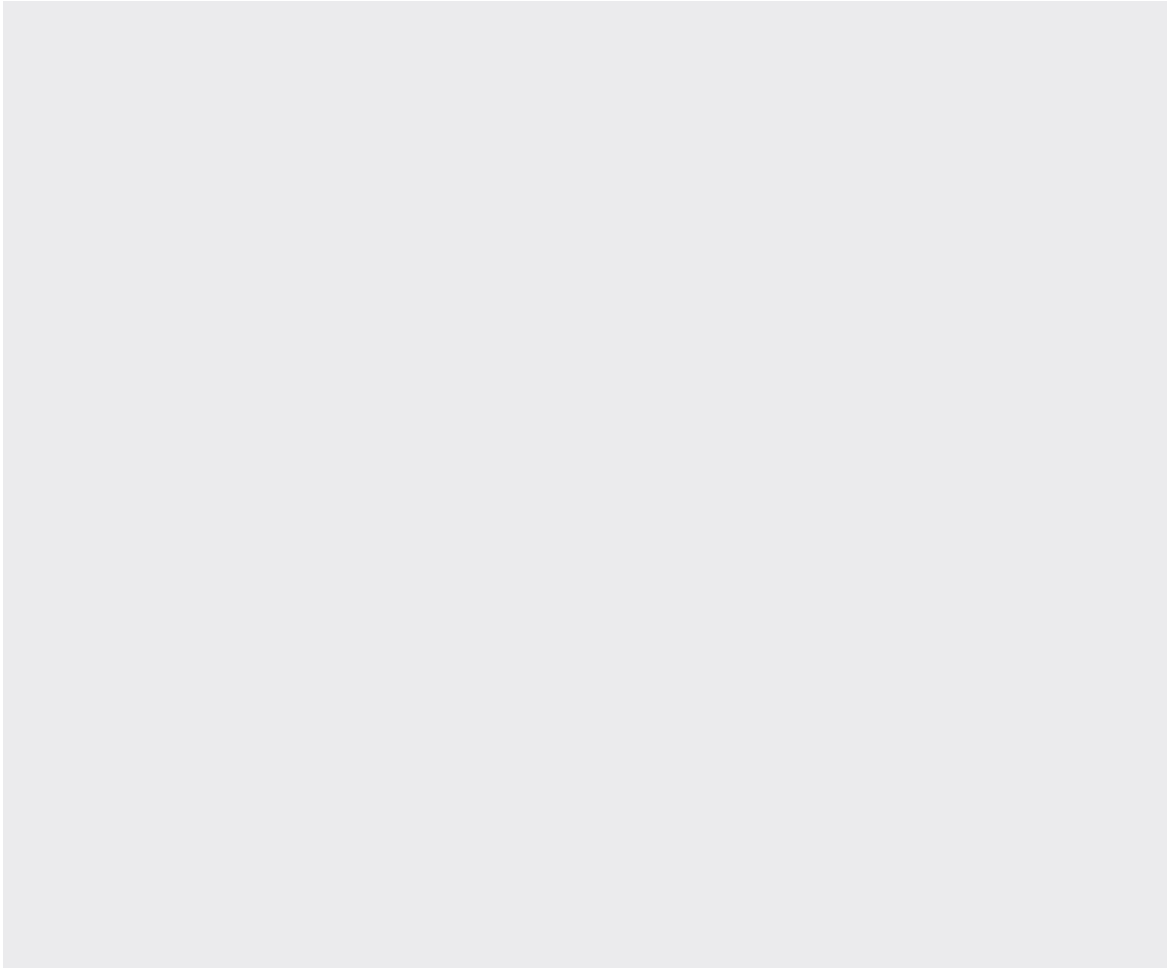
E-mail:

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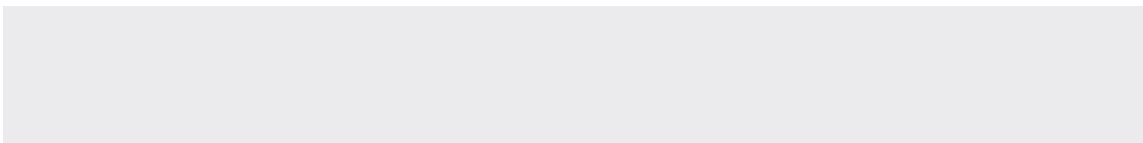
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SECTION 1 : EVENT TYPE

9. Describe the event. Explain how the event is designed to attract visitors and if there is a specific audience or target group. Include how the event aligns with local and regional tourism strategies to brand Fort Lauderdale Beach as a world-class destination.



10. Indicate the location of the event. Provide address and attach location map or site plan.





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SECTION 2: ECONOMIC IMPACT AND ORGANIZATIONAL CAPABILITIES

11. List all dates associated with the event:

a. Set-up date(s):

b. Event date(s)
and hours:

c. Breakdown
date(s):

12. Is this the first year for the event on Fort Lauderdale Beach?

Yes

No

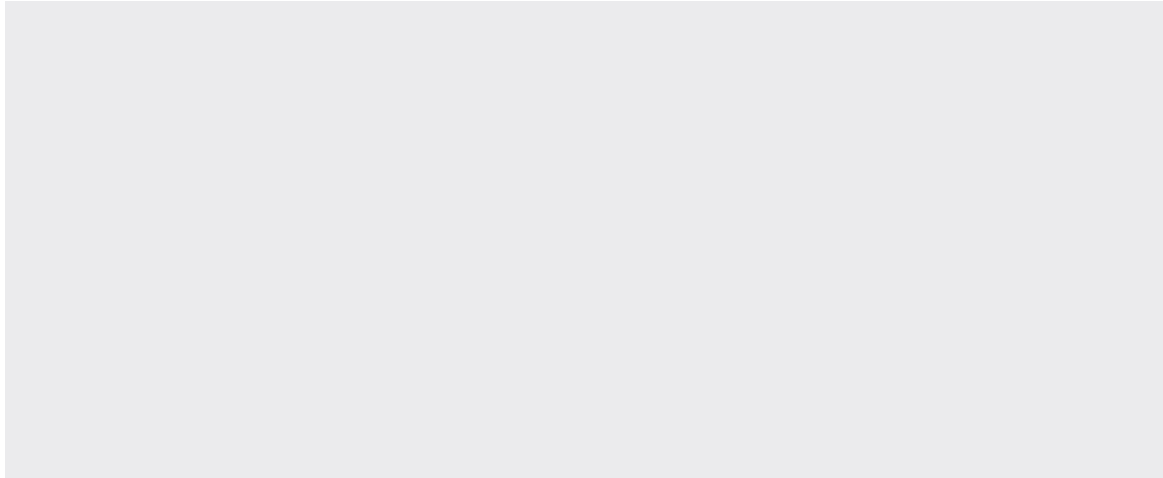
13. If the event has been held before, list the dates for prior events:

14. Define what measurable outcomes you will use to evaluate the success of the event.

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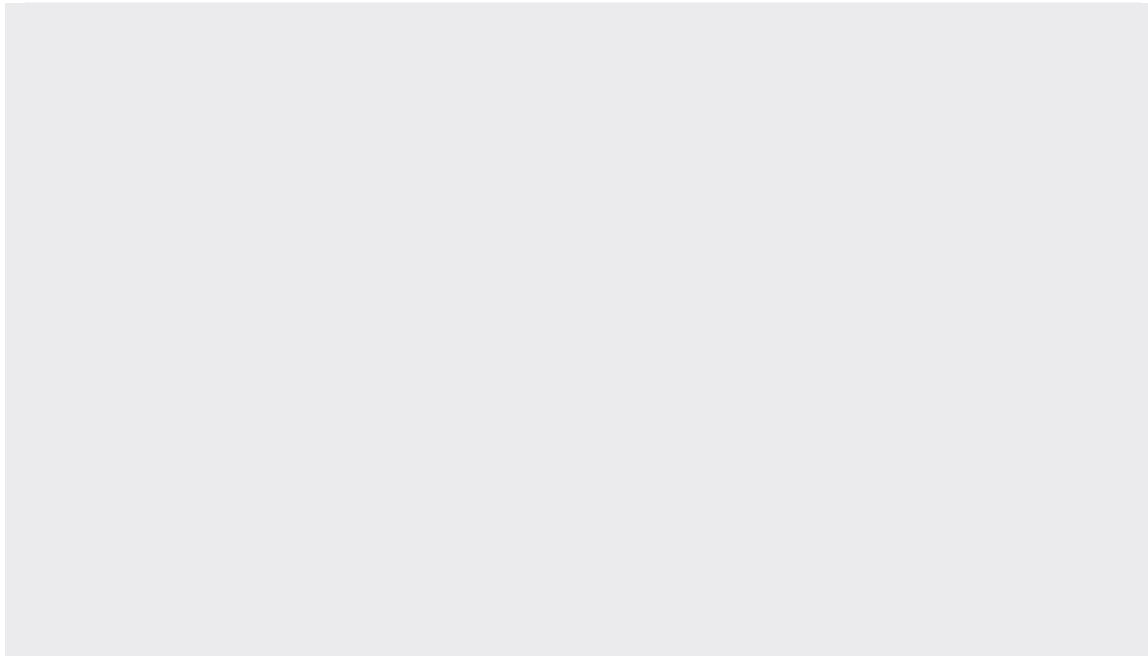
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15. Explain in detail the positive economic impact the proposed event/project will have for the BBID and businesses located within its boundaries. Indicate how it is consistent with the legislative determinations of special benefit found in [Ordinance C-06-34](#), Section 1.04 (A) (2), by increasing the number of visitors to the BBID.



SECTION 3: ADVERTISING, MARKETING, AND PROMOTION

16. Provide a detailed description of marketing activities that explains how the proposed event will be included in marketing, promotions and advertisements. Include or attach illustrations, content, estimated market reach, and schedule of activities.



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17. Describe the sponsorship levels you offer and indicate which level this request aligns with.

18. Describe how the BBID's sponsorship will be included in the advertising and marketing efforts for the event. Provide proofs where applicable and check mark the box next to the term if you agree.

- BBID logo will be included in all advertising and marketing efforts for the event in locations and in proportion to other sponsors at similar sponsorship levels including radio, TV, print, on line, on-site banners, and stage announcements etc.
- BBID review and approval of associated media, marketing, and advertising to ensure accuracy.
- Opportunity for a 10' x 10' activation area for the event. For recipients receiving more than \$50,000 in annual funding. It is BBID's responsibility to provide décor and staffing for the activation area.



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SECTION 4: BUDGET AND FINANCIALS

19. Complete the event budget:

Applicant Organization:	
Name of Event:	
BBID Funding Request	
Budget does not have to balance. It can show a profit or a loss	
Revenue	Projected \$ Amount
Ticket Sales	
Other Sponsorships/Fundraising/Donations (not including the BBID Request)	
Concession/Vendor Revenue	
Other (specify):	
Total Revenue	\$ 0
Percent of Revenue Covered by BBID	0%
Expenses	Projected \$ Amount
Venue	
Entertainment/Performers/Presenters	
Permits & Licenses	
Staff	
Security	
Catering	
City Services (Public Safety, Parking, City Staffing etc)	
Advertising/Promotions	
Photography/Videography	
Displays, Décor, Supplies & Swag	
Cleaning & Sanitation	
Equipment Rental	
Taxes & Fees	
Ticketing/Access	
Signage	
Office Expenses	
Other (specify):	
Other (specify):	
Total Expenditures	\$ 0
Percent of Expenses Covered by BBID	0%
Net Profit/Loss	\$ 0

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20. When does your fiscal year end:

21. Indicate documents you are attaching to this application:

- Company/organization's prior year's financial statement
- Profit & Loss from prior year's event (required if this is not the inaugural event)

SECTION 5: EQUITY, DIVERSITY, AND INCLUSION

22. Describe how this event includes elements of diversity, equity, and inclusion (DEI).

SECTION 6: OTHER IMPORTANT CONSIDERATIONS

23. Describe if there are other important considerations or factors about the event that are not included in previous sections of the application.

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BBID Sponsorship Terms

Applicant shall mark the boxes below to acknowledge agreement with the following terms:

- I will request the BBID logo in the appropriate format for marketing purposes. A BBID representative will provide logo and manage usage.
- I will conduct a PowerPoint presentation detailing the event to the BBID Advisory Committee at the request of the Committee.
- I am a registered vendor with the City of Fort Lauderdale, or I will complete a new vendor registration form if funding is approved.
- The City has a completed W-9 form, or I will complete the W-9 if funding is approved.
- If the BBID Advisory Committee recommends approval of funding I will attend the scheduled City Commission meeting where this item will be reviewed to answer questions the Commission may have.
- If the BBID Advisory Committee recommends approval of funding, I will submit an executed Grant Participation Agreement via email and two originals to the City of Fort Lauderdale. (See Instructions for Grant Application, page 2 for address)
- I understand that all funding is reimbursements, and as such if approved, I will provide a final invoice within 90 days of the event along with supporting documents for expenses detailed in question 6.
- If the City Commission approves BBID funding and after an event is completed, I will provide a post-event financial recap and financial reports to the BBID Advisory Committee upon request from the Committee. The financial statements and a detailed profit & loss statement shall be prepared in accordance with generally accepted accounting principles.



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Prior to signing the application, please check the following to acknowledge completion:

- Legal name and place of business match Sunbiz.org
- Location or site map is attached to the application
- Proofs of how the BBID logo will be used are attached
- Company/organization's prior year's financial statement is attached (if available)
- Prior year's P&L for event is attached (if available)
- I am the authorized representative to sign BBID application and City Agreement
- or*
- I am not authorized to sign BBID application or City Agreement

BBID Funding History *(for BBID staff use only)*

Note: Only the authorized representative of the company applying for the grant funds may sign this application. If the applicant does not have the authority to sign a binding agreement, the applicant shall provide the name and title of the individual authorized to sign a grant participation agreement on behalf of the company with the City of Fort Lauderdale.

Provide name and title of the individual authorized to execute a Grant Participation Agreement with the City. If person signing the agreement of behalf of the company is not listed as authorized signer, a Corporate Resolution will needed to execute the agreement.

Applicant Full Name (print) and Title

Applicant Signature

Company Name

Date Signed

Contact information for inquiries:

City of Fort Lauderdale
Ingrid Kindbom, BBID Program Manager
Phone: 954.828.6178
Email: ikindbom@fortlauderdale.gov



Fort Lauderdale Beach Business Improvement District (BBID)

REIMBURSABLE GRANT FUNDING APPLICATION INSTRUCTIONS

OVERVIEW OF THE APPLICATION PROCESS

- Application Submittal – See Application Timeline below for important information
- BBID Committee Presentation
- City Commission Approval
- Execute Agreement
- Event Takes Place or Project Completed
- Submit Final Invoice for Payment

The Beach Business Improvement District’s (BBID) Reimbursable Grant Application is used to determine whether a proposal meets the goals and objectives of the BBID as regulated in Ordinance C-06-34. Only proposals that comply with the BBID’s goals will be considered.

The Beach Business Improvement District Assessment is a non-ad valorem assessment especially dedicated to providing beach business improvement services, facilities, or programs that provide a special benefit to business properties located in the area along SR A1A between Sunrise Boulevard to the north and the east/west section of Harbor Drive to the south.

BBID Reimbursable Grant Application Contact Information

Ingrid Kindbom, Program Manager
 Development Services Department – Nighttime Economy Division
 300 SW 2nd Street, Ste 5
 Fort Lauderdale, FL 33312
 (O): (954) 828-6178
 (E): ikindbom@fortlauderdale.gov

APPLICATION TIMELINE

Grant Funding Period	October 1, 2023 - September 30, 2024
Applications Available	November 1, 2022
Consultation Period with Staff	November 1, 2022 – January 31, 2023
Submission Deadline	January 31, 2023,
Application Comments / Corrections	February 21, 2023
Revised / Final Application Due	February 28, 2023
BBID Advisory Committee Evaluation Meeting	March- June 2023
Selected Applicants to Present to BBID Advisory Committee	April 10, 2023, 3:30 PM
Request for Approval from City Commission	May-June 2023
Award Notifications Issued	May-June-July 2023
Availability of Grant Funds	No earlier than October 1, 2023

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REIMBURSABLE GRANT FUNDING APPLICATION INSTRUCTIONS

APPROVAL PROCESS

BBID reimbursable grant funding is a multi-step approval process:

STEP 1 - APPLICATION SUBMISSION AND REVIEW

A submitted application is first reviewed by staff for completion prior to placement on BBID Advisory Committee Agenda. If complete, staff will inform the applicant of BBID Committee meeting date for the presentation. Applicant shall prepare a 10-minute presentation about the proposed event, proposal, or project for the BBID Advisory Committee's review. (See page 4 for instructional about the presentation)

STEP 2 - BBID COMMITTEE REVIEW AND APPLICATION PRESENTATION

BBID Committee will determine if proposal meets BBID goals and objectives, and whether to recommend to the City Commission to fund the proposal and at what amount. A recommendation for approval requires majority vote of more than half of the BBID Committee Members.

The applicant shall prepare a PowerPoint presentation, maximum of ten (10) minutes in length to be presented to the BBID Committee at the scheduled meeting in March. The BBID Committee will vote if they recommend funding based on the submitted application and information contained in the presentation and available funding. The presentation provides an opportunity to illustrate and highlight the event and the impact it will have to the area and the BBID businesses.

If the application acquires BBID Advisory Committee recommended approval, the application moves to step 3.

STEP 3 - CITY COMMISSION APPROVAL - CONSENT MOTION AGENDA ITEM

The Fort Lauderdale City Commission reviews all BBID reimbursable grant funding application items at a regularly scheduled City Commission meeting. Staff will prepare a Commission Agenda Memo requesting approval of grant funds as recommended by the BBID Advisory Committee. If approved, move to step 4.

STEP 4 - EXECUTE AGREEMENT

The proposed event or project shall not begin without an executed Grant Participation Agreement.

The applicant must have an authorized representative execute two copies of the Grant Participation Agreement between the applicant and the City and deliver the originals to City Attorney's Office:

City of Fort Lauderdale
Lynn Solomon, Assistant City Attorney
100 North Andrews Avenue
Fort Lauderdale, FL 33301

with copies via e-mail to:

- Ingrid Kindbom, City of Fort Lauderdale,
ikindbom@fortlauderdale.gov
- Sonia Sierra, Senior Legal Assistant, City of Fort Lauderdale
ssierra@fortlauderdale.gov

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REIMBURSABLE GRANT FUNDING APPLICATION INSTRUCTIONS

STEP 5 – EVENT/PROJECT TAKES PLACE

STEP 6 – SUBMIT FINAL INVOICE WITH SUPPORTING DOCUMENTATION WITHIN 90 DAYS OF EVENT COMPLETION.

REIMBURSEMENT PROCESS

Once grant funds have been approved by City Commission, and the Reimbursable Grant Participation Agreement has been executed, City staff will work with the City's Procurement Division to issue a purchase order for the recipient. After an event or project has taken place, the grant recipient must submit a final invoice detailing the expenses of the event as well as copies of paid expense receipts that match final invoice line-item descriptions. The following are supporting document examples:

- Production company invoices (staging, lighting, etc.)
- Labor/staffing invoice
- If any City services were used for the event, back-up documenting use of such services must accompany your final invoice as well
- Clean up, public safety (Police/Fire/EMS/Ocean Rescue), parking services, police detail

Please note, an invoice packet without proper documentation will not be processed.

SUBMIT THE FINAL INVOICE VIA E-MAIL

To: acctspayable@fortlauderdale.gov

cc: ikindbom@fortlauderdale.gov

The City of Fort Lauderdale Accounts Payable will date stamp received invoices prior to review and approval. The applicant shall submit the final invoice to City of Fort Lauderdale Accounts Payable Division and copy or "cc" City staff via email. City staff will review and process invoice in accordance with guidelines set forth by City of Fort Lauderdale. Once approved, the packet will be routed to the City's Finance Department to issue the check and mail to the address listed on final invoice.

Include the information below on final invoice:

- Addressed To: City of Fort Lauderdale
- Purchase Order Number
- Primary Contact: Ingrid Kindbom, BBID Program Manager
Address: 300 SW 2nd Street, Ste 5, Fort Lauderdale, FL 33312

**ADDRESS REIMBURSEMENT RELATED QUESTIONS TO INGRID KINDBOM,
ikindbom@fortlauderdale.gov or 954-828-6178.**