





**22/23
SEASON**



ANNUAL EVENTS AT A GLANCE

OCTOBER 2022

Oceanside Park Farmers Market [1, 8, 15, 22, 29]

Glow with the Flow [5]

Sunday by the Shore [9] Orange Theory

Sunset Salutations [20]

DIWALI FESTIVAL OF LIGHTS [21]

PUMPKINS & PALM TREES [23]

FNSW FLIBS WEEKEND [27 - 30]

NOVEMBER 2022

FRIDAY NIGHT SOUND WAVES [NOV 4, 11, 18]

Oceanside Park Farmers Market [5, 12, 19, 26]

Sunday by the Shore [6, 20, 27]

Glow with the Flow [9]

FLIFF Beach Bash [12]

LIGHT UP THE BEACH [22]

PETER MAYER STARS & PROMISES TOUR [25]

DECEMBER 2022

WONDERLAND [NOV 25 - DEC 18 OR JAN 2]

Daily Markets & Activations [min Thurs - Sun]

Glow with the Flow [7]

Sunset Salutations [22]

Christmas Eve, Sinatra Style [24]

New Years Eve on the Beach [31]

JANUARY 2023

Glow with the Flow [4]

ELVIS WEEKEND [6 - 8]

Friday Concert; Saturday Movie; Sunday Gospel Brunch

Oceanside Park Farmers Market [7, 28]

Sunday by the Shore [8, 29]

Sunset Salutations [19]



**A FULLY IMMERSIVE
MINIATURE GOLF EXPERIENCE**

January 20 - March 26, 2023

Open Weekdays 12 pm - 10 pm

Weekend's 10 am - 10 pm

Thur-Sat. (18+), 7 pm - 10 pm

Corporate Groups

Kids Movie Nights - Friday

FEBRUARY 2023

NHL All-Star Weekend [1 - 5]

Glow with the Flow [8]

Oceanside Park Market [11, 18, 25]

Sunset Salutations [16]

FNSW FEBRUARY WEEKEND [17, 18, 19]

3rd Annual Fur the Love Pet Fest [Feb 18]

Sunday by the Shore [26]

**22/23
SEASON**



ANNUAL EVENTS AT A GLANCE

MARCH 2023

Oceanside Park Market [Mar., 4, 11, 18, 25]

Glow with the Flow [8]

Sunday by the Shore [12, 26]

Sunset Salutation [23]

FNSW March Weekend [24, 25, 26]

TBD - Closing Weekend Pixar Putt Putt

APRIL 2023

Oceanside Park Market [Apr., 1, 8, 15, 22, 29]

FNSW- April Weekend - TBD 3/30 - 4/1

Jazz Appreciation Month

SOS Ocean Conservation Day [2]

Glow with the Flow [5]

3rd Annual Spring Fling [8]

Sunday by the Shore [16, 30]

Sunset Salutations [20]

Movies by Moonlight [28]

MAY 2023

FNSW- MAY WEEKEND [5,6,7]

French Theme and Performances

Oceanside Park Market [May 6, 13, 20, 27]

Sunday by the Shore [7, 21]

JUNE 2023

FNSW JUNE WEEKEND [2,3,4]

Caribbean-American Heritage Month

Oceanside Park Market [3, 10, 17, 24]

Sunday by the Shore [11, 25]

Movies by Moonlight [23]

JULY 2023

Oceanside Park Market [July 1, 8, 15, 22, 29]

Sunday by the Shore [9, 23]

Movies by Moonlight [July 28]

AUGUST 2023

Oceanside Park Market [Aug., 5, 12, 19, 26]

Movies by Moonlight [Aug 25]

SEPTEMBER 2023

Oceanside Park Market [Sept 2, 9, 16, 23, 30]

FNSW Hispanic Heritage Month Weekend [1-3]

Movies by Moonlight [Sept 22]

LOOP - 148 Self-Produced Events
Pixar Putt Putt - 63 days / 9 weeks

22/23
SEASON

THE
LOOP
FORT LAUDERDALE BEACH
IMPROVE EXPERIENCES FOR EVERYONE UNDER THE SUN


ANNUAL EVENTS
ECONOMIC IMPACT

Estimated Economic Impact

From majestic parks to oceanside beaches and sports tourism destinations, visitors are attracted to Florida's natural resources and spend money on food, travel, and lodging during their stay, bringing new dollars and tax receipts into the region as tourists.

According to information on visitor expenditures in Florida visitor surveys and studies, the average per-person, per-day expenditure is \$124.08. According to state park visitor surveys, the percentage of visitors traveling to a park from 50 miles or more away is 74%. Based on these averages, the calculator projects a \$20,530,773 Tourism impact generated through recreation and events.

Numbers have been reduced to 60% visitors, and \$60 average spend to provide a conservative estimate of impacts




FLORIDA RECREATION
& PARK ASSOCIATION

[PROPERTY VALUES](#)
[HEALTH SAVINGS](#)
[ENVIRONMENT](#)
[TOURISM](#)
[PUBLIC SAFETY](#)
[JOBS](#)
[CONTACT](#)

TOURISM

From majestic parks to oceanside beaches and sports tourism destinations, visitors are attracted to Florida's natural resources and spend money on food, travel, and lodging during their stay, bringing new dollars and tax receipts into the region as tourists.

<input type="text" value="15,600"/>	X	<input type="text" value="60"/>	%
Total Visitors to the Park for Recreation		% Non-local visitors	
<input type="text" value="9,360"/>	X	<input type="text" value="\$80"/>	
Non-local Visitors (Recreation)		Average Expenditure	
<input type="text" value="208,000"/>	X	<input type="text" value="60"/>	%
Total Visitors to the Park for Events		% Non-local visitors	
<input type="text" value="124,800"/>	X	<input type="text" value="\$80"/>	
Non-local Visitors (Events)		Average Expenditure	



\$10,732,800

ANNUAL SPENDING GENERATED
THROUGH RECREATION
AND/OR EVENTS

22/23
SEASON



ANNUAL EVENTS ECONOMIC IMPACT

Estimated Economic Impact

From majestic parks to oceanside beaches and sports tourism destinations, visitors are attracted to Florida's natural resources and spend money on food, travel, and lodging during their stay, bringing new dollars and tax receipts into the region as tourists.

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TOURISM

From majestic parks to oceanside beaches and sports tourism destinations, visitors are attracted to Florida's natural resources and spend money on food, travel, and lodging during their stay, bringing new dollars and tax receipts into the region as tourists.

<input type="text" value="15,600"/>	X	<input type="text" value="74"/>	%
Total Visitors to the Park for Recreation			
<input type="text" value="11,544"/>	X	<input type="text" value="\$124.08"/>	
Non-local Visitors (Recreation)			
<input type="text" value="300,000"/>	X	<input type="text" value="74"/>	%
Total Visitors to the Park for Events			
<input type="text" value="222,000"/>	X	<input type="text" value="\$124.08"/>	
Non-local Visitors (Events)			

\$28,978,140

ANNUAL SPENDING GENERATED
THROUGH RECREATION
AND/OR EVENTS

[For more information on references, citations and studies used, click here.](#)

22/23
SEASON



EVENTS CALENDAR

MAJOR EVENTS: 2,500 + 2nd Annual PUMPKINS & PALM TREES

Celebrate the harvest season on the Main Lawn at Las Olas Oceanside Park. The day will provide a bushel full of fun and activities for the whole family to enjoy in celebration of Fall's arrival to Fort Lauderdale Beach.

FREE.

DATE: Sunday, October 23, 2022

TIME: 9 am - 4pm

ACTIVITIES:

- Pumpkin Patch,
- Photo Opportunities
- Live Music
- Lawn Games & Contests
- Broadway-Themed Trick or Treat Trail*
- Fall Flavors Cooking Demos
- Best Pie In GFL Competition
presented by
Fort Lauderdale Magazine

*Partnership with Broward Center
of the Performing Arts Spotlights



2022 MARKETING RECAP

Dedicated Placements: 68
Est. Impressions: 70,616,095
Est. Value: \$1,050,516.85
Social Impressions: 27,579
Tickets: 1,673



22/23
SEASON



EVENTS
CALENDAR

BOND, BEATS & BOATS

Boat Show Weekend - concert confirmed. movie pending



THURSDAY NIGHT
Movie Screening:
Casino Royale



FRIDAY NIGHT
Free Concert:
Yacht Rock Band



SATURDAY NIGHT
Casino Night
TBD - pending

22/23
SEASON



EVENTS CALENDAR

SIGNATURE EVENTS

FRIDAY NIGHT SOUND WAVES

Free concerts featuring live music performances by local and regional bands, including Jazz, Latin, County, Top 40, Indie, Oldies & Classic Rock. A Night Market and Activities are held in conjunction with each concert.

- **Fall / Winter Season:** October 28- December
 - 10/28 Yacht Rock Band - Boat Show Weekend
 - 11/4 Holidazed
 - 11/11 Jay Valor Band
 - 11/18 Mantrap
 - **11/25 Peter Mayer Stars & Promises - Wonderland Kickoff**
 - 12/02 The Kollektive - Audicy Music Festival Weekend
 - 12/9: TBA
 - 12/16: TBA
 - **12/24: Sinatra Christmas Eve**
 - **12/31: New Year's Eve - pending**
- **January Concert:** January 6, 7, 8 - ELVIS WEEKEND
- **March Concert:** March 24, 25,26: TBD, Broward Schools Spring Break
- **April Concert:** March 30 - April 2: JAZZ APPRECIATION MONTH
- **May Concert:** May 5 - 7: VIVA LA FRANCE, TBD
- **June Concert:** June 2 - 4: Caribbean-American Celebration



2022 MARKETING RECAP

Dedicated Placements: 500
Est. Impressions: 1,084,010,584
Est. Value: \$10,075,239.33

Estimated Attendance: 22,800
Eventbrite Tickets Claimed: 6,264
New Years' Eve: 2,507
Christmas Eve: 404



22/23
SEASON



EVENTS CALENDAR

WONDERLAND

A winter wonderland awaits as Fort Lauderdale Beach transforms itself into a hub of holiday activities from November 25- December 19. Throughout the month, locals and visitors of all ages will make lasting memories through an array of sights, sounds, special activities and performances, including holiday market vendors, strolling characters, children's activities, live music, dance performances, wreath and tree sales, gift wrap for charity, clinics, contests and games, selfie stations and weekly holiday movies.

DATES: November 25 - December 19, 2022

ACTIVITIES:

- Holiday Market Vendors
- Strolling Characters,
- Children's Activities
- Live Music / Carolers,
- Dance Performance
- Holiday Decorating Clinics
- Cooking Demonstrations
- Contests, Games,
- Photo Experiences
- Visits with Santa



2022 MARKETING RECAP

Dedicated Placements: 101
Est. Impressions: 188,610,411
Est. Value: \$1,367,207.30
Social Impressions: 46,421 - CPI: \$0.013
Responses: 2,073







[VIDEO LINK](#)







22/23
SEASON



EVENTS CALENDAR

MAJOR EVENTS: 2,500 + 3rd ANNUAL FUR THE LOVE PET FEST

FUR THE LOVE PET FEST is a celebration of Fort Lauderdale's love for their furry companions and a day of four-legged fun, hosted by Instagram Influencer South Florida Teddy Bear and Ana, his mom. This year's theme is **Circ du Soleil**, benefiting **local pet rescues**.

DATE: Saturday, February 18, 2023

TIME: 4 pm - 9 pm

ACTIVITIES:

- AGILITY TRAINING ROOM - **SOLD**
- BALLOON ARTISTRY
- CIRCUS PERFORMERS
- CIRCUS-THEMED SELFIE STATIONS
- CIRCUS FOOD & DRINK STATIONS
- COSTUME LOUNGE - **SOLD**
- FACE PAINTING
- MIDWAY GAMES & CONTESTS
- MOVIE: THE GREATEST SHOWMAN
- VIP LOUNGE - **SOLD**



2022 MARKETING RECAP

Dedicated Placements: 68
Est. Impressions: 70,616,095
Est. Value: \$1,050,516.85
Social Impressions: 42,954
Social Reach: 28,759



22/23
SEASON

THE
LOOP
FORT LAUDERDALE BEACH
PROVIDING EXPERIENCES FOR EVERYONE LOVING THE SUN

EVENTS
CALENDAR

MAJOR EVENTS: 2,500 +

3rd Annual SPRING FLING EGGstravaganza is an EGG-cellent opportunity for the whole family to join in on a variety of inclusive, and engaging activities and a little fun in the sun. FREE.

DATE: Saturday, April 8, 2023

TIME: 10 am - 4pm

Activities:

- Easter Egg Hunt
- Strolling Characters
- Photo Opportunities
- Family Friendly Activities
- Arts & Craft Stations
- Live Music
- Games & Contests



Spring
FLING
EGGSTRAVAGANZA

2022 MARKETING RECAP

Dedicated Placements: 58

Est. Impressions: 281,007,943

Est. Value: \$1,676,827.85

Tickets: 1,200



CAM 22-0972

Exhibit 1

Page 18 of 38









THE LOOP

FORT LAUDERDALE BEACH

INFINITE EXPERIENCES FOR EVERYONE UNDER THE SUN

For inquiries contact:
Arianne Glassman | info@theloopflb.com | 954.205.8754



Discover. Stay. Dine. Play.

Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION

1. Legal Name of Applicant (First Name, Last Name)

2. Registered Business Name and Form of Business Entity (A-C)

A. Registered Business Name

B. Is the company doing business under another name?

If yes, please list the name below.

C. What is the business structure of your company?

Please mark an X next to the appropriate selection below.

- ☐ Sole proprietorship
- ☐ Partnership
- ☐ Corporation
- ☐ S-Corp
- ☐ Limited Liability Corporation (LLC)



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Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION

- 3. Name and title of individual authorized to sign a Grant Participation Agreement with the City, on behalf of the stated business above. If person signing the agreement on behalf of the company is not listed as authorized signor, a Corporate Resolution will be needed with the executed agreement.**

- 4. State the name of the event and whether this is an inaugural event or has been held in prior years. If it's been held before, please list event years and locations.**

- 5. Location of Event**

Provide description and location map or site plan.

- 6. List all dates associated with this event**

a. Set-Up Date:

b. Event Date:

c. Breakdown Date:

- 7. Hours of Operation:**

- 8. Projected Attendance:**

- 9. Cost to Attendees:**

- 10. Total Cost of Event:**

Page 2 of 8



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Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION

11. Amount Requested from the BBID:

12. Indicate what the requested amount will be used for:

13. List other revenue sources, other than the amount requested from the BBID. If requesting funds elsewhere, indicate the organization name, amount requested, and status of requested funds.

14. Please list proposed activities planned.

Attach a narrative, if necessary.

15. BBID event sponsorship, if approved, shall only be "seed" money, with contributions reduced in subsequent years unless otherwise approved by the BBID. Provide a business plan detailing how the proposed event will become self-sustaining within three to five years. Attach a narrative, if necessary.



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Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION

- 16. Explain in detail the positive economic impact the proposed event/project/proposal will have for the BBID and the 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.**

- 17. Discuss how these impacts will be measured and reported to the BBID Committee upon completion of the event. Attach a narrative, if necessary.**

- 18. Explain in detail how the proposed event will aid in the BBID's efforts to brand Fort Lauderdale Beach as a world-class tourist destination. Attach a narrative, if necessary.**

- 19. Provide a detailed marketing plan that explains how the proposed event will be marketed and advertised. Attach a narrative, if necessary.**



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Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION

BID SPONSORSHIP TERMS

20. Describe how the BBID sponsorship will be included in advertising and marketing plans for the event; provide proof where applicable; and mark an X next to the term, if you agree.

- ☐ **A. BBID LOGO:** Will be included in all advertising and marketing efforts for the event in locations and in proportion with other sponsors at similar sponsorship levels including radio, TV, print, online, and on-site via banners, stage announcements, etc.
- ☐ **B. BBID MANAGER REVIEW AND APPROVAL:** Of associated media, marketing, and advertising to ensure accuracy.
- ☐ **C. OPPORTUNITY FOR A 10' x 10' ACTIVATION AREA AT THE EVENT.** For those receiving more than \$50,000 in annual funding. BBID is responsible for providing all décor and staffing.

21. Applicant shall mark an [X] to acknowledge agreements with the following terms:

- ☐ I will request the BBID logo in the appropriate format for marketing purposes. BBID Manager will provide logo and manage usage.
- ☐ I will provide a PowerPoint presentation detailing the event or project to the BBID Committee 90 days prior to the proposed event or project.
- ☐ I have completed a new vendor application form with the City of Fort Lauderdale.
- ☐ I have completed a W-9 form and submitted it to the City of Fort Lauderdale.
- ☐ If the BBID Committee recommends approval of funding, I will attend the scheduled City Commission meeting at which this item will be reviewed to answer questions the commission may have.
- ☐ If the BBID Committee recommends approval of funding, I will submit an executed Grant Participation Agreement with the City of Fort Lauderdale and mail, or hand-deliver (2) original copies to the City Attorney's Office. Address follows on the next page.



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Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION

City of Fort Lauderdale
City Hall
C/O Lynn Solomon, Assistant City Attorney
100 North Andrews Avenue
Fort Lauderdale, FL 33301

Please also submit electronic copies via e-mail to:

- Tasha Cunningham, BBID Manager:
tasha@thebrandadvocates.com
- Ingrid Kindbom, City of Ft. Lauderdale:
ikindbom@fortlauderdale.gov
- Sonia Sierra, Senior Legal Assistant, City of Ft. Lauderdale:
ssierra@fortlauderdale.gov

☐ I understand that sponsorship dollars are treated as reimbursement and as such if approved, I will provide a final invoice at the end of the event or project, along with supporting documents for expenses detailed in Question 12.

☐ If the City Commission approves BBID funding, and after the event or project is complete, I will provide a post-event financial overview PowerPoint presentation to the BBID Committee, no later than 60 days after the event.

☐ I understand that within ninety (90) days of the close of the applicant's fiscal year, a financial statement, including a detailed profit and loss statement, must be prepared, in accordance with generally accepted accounting principles, and submitted to:

City Manager's Office – Nighttime Economy Division
Attention: Ingrid Kindbom
300 SW 2nd Street, Ste 5
Fort Lauderdale, FL 33312
ikindbom@fortlauderdale.gov



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Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION **BID SPONSORSHIP TERMS**

When does your fiscal year end?

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



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Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION

APPLICANT'S CONTACT INFORMATION

Name, Physical Address, Office Number, Cell Number and E-Mail Address

**Prior to signing this 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
- ☐ AS THE APPLICANT, I AM
THE AUTHORIZED
REPRESENTATIVE TO
SIGN BID APPLICATION
AND CITY AGREEMENT
- or
- ☐ NOT AUTHORIZED TO
SIGN AGREEMENT

BBID FUNDING HISTORY

(For BBID Staff Use Only)

Friday Night Soundwaves and Event
Activations funded by the BBID:

2016: \$ 164,997

2017: \$ 149,500

2018: \$ 180,493

2019: \$ 85,900

2020: \$ 137,187

2021: \$ 107,500

2022: \$ 190,500

TOTAL : \$1,016,077

APPLICANT FULL NAME (PRINT)

Arianne Glassman

APPLICANT SIGNATURE

MANAGER:

COMPANY NAME AND TITLE

DATE SIGNED

NOTE: Only the authorized representative of the company applying for grant funds may sign this application. If the applicant does not have the authority to sign a binding agreement, 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.

Page 8 of 8



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Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION INSTRUCTIONS

The Beach Business Improvement District (BBID) Grant Application is used to determine whether a proposal meets the goals and objectives of the BBID Committee and only proposals that comply with the BBID's goal of increasing the number of visitors to the beach will be considered. A completed application must be submitted 90 days prior to the event date.

The Beach Business Improvement District Assessment is a non-ad valorem assessment for the cost of providing beach business improvement services, facilities and programs that have a special benefit to business property located along SR A1A in the central beach area.

BBID Grant Application Contact Information

Tasha Cunningham, CAPM | Beach Business Improvement District Manager

(O): (954) 745-0570 x 700

(M): (305) 335-8466

(E): tasha@thebrandadvocates.com

City of Fort Lauderdale Support Staff

Ingrid Kindbom

City Manager's Office – Nighttime Economy Division

300 SW 2nd Street, Ste 5

Fort Lauderdale, FL 33312

(O): (954) 828-6178

(E): ikindbom@fortlauderdale.gov

Overview of the BBID Application Process

- ☐ **STEP 1** - Application Submittal
- ☐ **STEP 2** - BBID Committee Presentation
- ☐ **STEP 3** - City Commission Approval
- ☐ **STEP 4** - Execute Agreement
- ☐ **STEP 5** - Event Takes Place or Project Completed
- ☐ **STEP 6** - Submit Final Invoice for Payment
- ☐ **STEP 7** - BBID Committee Post-Event Financial Overview
- ☐ **STEP 8** - Provide Financial Statement



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Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION INSTRUCTIONS

APPROVAL PROCESS

BBID 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 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 Committee's review. The BBID Committee meets 2nd Monday of each month at 3:30 p.m. at City Hall, 8th Floor conference room unless otherwise stated in the public meeting notice posted 72 hours prior to meeting date and time.

➡ **IF APPLICATION IS COMPLETE, MOVE TO STEP 2**

STEP 2 - BBID COMMITTEE REVIEW - 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 level. A recommendation for approval requires majority vote of more than half of the BBID Committee Members.

➡ **IF APPLICATION ACQUIRES BBID COMMITTEE RECOMMENDED APPROVAL, MOVE TO STEP 3.**

STEP 3 - CITY COMMISSION APPROVAL - CONSENT MOTION AGENDA ITEM

The Fort Lauderdale City Commission reviews all BBID grant funding application items at a regularly schedule City Commission meeting. Staff will prepare a Commission Agenda requesting approval of grant funds as recommended by the BBID Committee. If approved, the applicant must have an authorized representative execute (2) copies of the Grant Participation Agreement between the applicant and the City and deliver the originals to City Attorney's Office with copies via e-mail to:

- Tasha Cunningham, BBID Manager:
tasha@thebrandadvocates.com
- Ingrid Kindbom, City of Ft. Lauderdale:
ikindbom@fortlauderdale.gov
- Sonia Sierra, Senior Legal Assistant, City of Ft. Lauderdale:
ssierra@fortlauderdale.gov



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Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION INSTRUCTIONS

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

STEP 4 – Execute Agreement

STEP 5 – Event Takes Place or Project is Completed

STEP 6 – Submit Final Invoice for Payment

STEP 7 – BBID Committee for Post-Event Financial Overview

STEP 8 – Provide Financial Statement

REIMBURSEMENT PROCESS

Once grant funds have been approved by City Commission, City staff will work with the City's Procurement Division to issue a purchase order number 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
- Finance/business tax; parks, clean up, fire/ems & paramedics, fire/ocean rescue; City Parking services; or police detail

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

SUBMIT THE FINAL INVOICE VIA E-MAIL

The City of Fort Lauderdale Accounts Payable will date stamp received invoices prior to review and approval.



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Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION INSTRUCTIONS

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 returnee address listed on final invoice.

Include the information below on final invoice:

- Addressed To: City of Fort Lauderdale
- Purchase Order Number is included
- Primary Contact: Ingrid Kindbom, Program Manager
- Department: City Manager's Office – Nighttime Economy Division
- Address: 300 SW 2nd Street, Ste 5, Fort Lauderdale, FL 33312

E-Mail Invoice Packet: City of Fort Lauderdale Accounts Payable Division

- E-Mail "TO" Field:
 - acctspayable@fortlauderdale.gov
- E-Mail "CC" Field:
 - Ingrid Kindbom, ikindbom@fortlauderdale.gov
 - Sarah Spurlock, sspurlock@fortlauderdale.gov

***ADDRESS REIMBURSEMENT RELATED QUESTIONS TO INGRID KINDBOM.**



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Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION INSTRUCTIONS

FUNDING PROCESS SNAPSHOT

- Upon approval by the BBID, a request will be sent to the City of Fort Lauderdale City Commission meeting for final approval of which applicant is required to attend.
- Once approved, a grant agreement between the City and applicant will be signed before the City's Procurement Division provides the applicant with a purchase order number via mail.
- Applicant shall execute and deliver (2) copies of the Grant Participation Agreement, to City of Fort Lauderdale Attorney's Office.
- Payments from the BBID are made as per the guidelines set forth by the City of Fort Lauderdale.

APPLICANT CHECKLIST

- **BBID MEETING PRESENTATION:** Answer all questions thoroughly.
- Submit to BBID Manager two weeks prior to the next available regular BBID meeting
- Prepare presentation, maximum ten minutes, to the BBID Committee
- If providing a handout, please bring ten copies to the meeting
- If providing PowerPoint – no more than seven slides
- Send e- copy of PowerPoint to BBID Manager and City staff
- Bring electronic copy of any backup to the BBID meeting on a USB flash drive



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Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION INSTRUCTIONS

FUNDING PROCESS SNAPSHOT

- Applicant will provide the BBID with a post event overview within 60 days of the event to report on the outcome of the event. Staff will follow up with the applicant and inform the date, time and meeting location to present before the BBID Committee.

- **Provide Financial Statement:** Within ninety (90) days of the close of the participant's fiscal year, a financial statement prepared in accordance with generally accepted accounting principles, accounting for these funds and reporting upon the manner in which they were expended, shall be submitted to:

City of Fort Lauderdale
City Manager's Office –
Nighttime Economy Division
300 SW 2nd Street, Ste 5
Fort Lauderdale, FL 33312

APPLICANT CHECKLIST

- Once approved, a grant agreement between the City and applicant will be signed before the City's Procurement Division provides the applicant with a purchase order number.
- Applicant shall execute and deliver (2) copies of the Grant Participation Agreement, to City of Fort Lauderdale Attorney's Office.
- Payments from the BBID are made as per the guidelines set forth by the City of Fort Lauderdale.

City Commission Meeting Q&A

- If BBID recommends funding approval. Follow up with staff of date and time of scheduled Commission meeting for final approval. Applicant must attend.



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Fort Lauderdale Beach Business Improvement District (BID)

GRANT APPLICATION INSTRUCTIONS

FUNDING PROCESS SNAPSHOT

N/A

APPLICANT CHECKLIST

- Send (2) Original Copies:
 - City Attorney's Office
 - 100 North Andrews Avenue, Fort Lauderdale, FL 33301
- Reimbursement of Funds/Payment:
- Submit final invoice via e-mail
- AcctsPayable@fortlauderdale.gov with copies to:
 - ikindbom@fortlauderdale.gov
 - sspurlock@fortlauderdale.gov
- **BBID COMMITTEE MEETING**
Post-Event Presentation
 - Prepare 6-10 minute presentation to the BBID Committee (follow steps above)
- Financial Statement:
 - City of Fort Lauderdale
 - Attn: Ingrid Kindbom, Program Manager
 - Nighttime Economy Division, 300 SW 2nd Street, Ste 5, Fort Lauderdale, FL 33312



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Fort Lauderdale Beach Business Improvement District (BBID)

GRANT APPLICATION PRESENTATION GUIDE

The applicant shall prepare a PowerPoint presentation, maximum of ten (10) minutes in length to be delivered to the BBID Committee during a regularly scheduled monthly meeting where a quorum of the board is present. The BBID Committee will vote on an agenda item related to funding based on information contained in the presentation. Therefore, the BBID Committee has prepared the following guide to help ensure your presentation contains the following required information:

- What is the scope of your event?
- What will the BBID grant funds be used for?
- What will the event bring to Fort Lauderdale Beach in terms of visitors, revenue and hotel nights?
- How will the event benefit BBID businesses?
- How will the BBID logo, and BBID businesses, be incorporated into your event marketing?
- If you receive BBID grant funding, what BBID-branded merchandise will you purchase for distribution at your event?
- What kind of security will the event have in place?
- What specific metrics will be used to measure the BBID's Return on Investment (ROI)?
- Where will the BBID be featured as part of marketing the event? For example, will the BBID logo be featured in print, digital and social media advertising?
- Is this event affiliated with Visit Lauderdale? If so, is Visit Lauderdale a sponsor?
- On what level will this event be promoted? National, regional, statewide or locally?
- Who is the publicity, media relations, and promotions contact for the event? This information must be supplied to the BBID for coordination purposes.