

Transient Occupancy Tax Grant Program Allocation Policy and Process Adopted August 24, 2021

TOT Grant Program Policy

- Staff will advertise the open application process through County newsletters, social media, local Chambers of Commerce and County website posting.
- Applicants will submit funding proposals through the Office Budget and Debt Management and staff will verify proposals meet the minimum criteria and County Counsel will determine project/program compliances with the TOT funding requirements and County legal standards.
- Designate two Board members to oversee the Transient Occupancy Tax Grant Program review process and serve on a selection panel including the Chiefs of Staff representing the remaining three Districts.
- The Board of Supervisors will review all proposals and make funding decisions in coordination with the County's annual budget at a public hearing.

Funding awarded through the TOT Grant Program will be subject to the following criteria:

- The application process will be conducted annually;
- Funds awarded to a grantee must be spent for the year awarded; they will not carry-over from year-to-year;
- In the case a grantee is unable to accept a District-directed grant award, the Supervisor may re-direct funds to another applicant to be used within the set term of the funding cycle;
- Proposals can be for any public purpose;
- Applicants will be asked to self-identify project into one of the following service categories:
 - Animal Care Services
 - Arts and Culture
 - Community Development
 - Health Services
 - Human Services
 - Economic Development
 - Parks & Recreation
 - Workforce Development
 - Youth Development

If applications warrant additional categories, staff will adjust accordingly;

- Grantees must be a non-profit organization;
- Funding cannot be awarded for capital campaign projects;

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- The minimum funding level will be \$5,000 and the maximum amount will be \$50,000;
- Proposals that include matching funds from an outside entity will receive priority consideration;
- The grantee will be required to enter into a funding agreement with the County and funding will be processed on a reimbursement basis;
- All grantees may be subject to County audit.