Sarasota County

Attachment 3

PROJECT Reimbursement Request

Sarasota County Tourist Development Cultural / Arts Grant
Performance Based Reimbursement Agreement
Grant Year: FY2026

PROJECT Name:
Legal Name of Organization:
Total Amount of Grant Funding: $

PROJECT Start Date (first performance for this PROJECT):
PROJECT Completion Date (final performance for this PROJECT):
PROJECT Reimbursement Request Deadline:

Check appropriate Performance Measure for which funding is being requested

☐ **#1 – PROJECT Marketing Performance Measure (50% of Grant Funding)**

Marketing plans and effective approaches to reach targeted tourist segments for the TDC/A PROJECT with the intent and purpose to attract tourists.

*Attach completed **Marketing Resource Reports** (Attachments 5 and 5A of the Grant Agreement)*

☐ **#2 – PROJECT Final Reporting Performance Measure (50% of Grant Funding)**

*Attach completed **Final Report** (Attachment 6 of the Grant Agreement)*

I hereby state that expenses have been incurred for eligible activities during the Grant Allocation Period up to the requested amount and I am authorized to approve this PROJECT Reimbursement Request for Performance Measure # Select ..... ***as indicated above, in the amount of for the TDC/A PROJECT in accordance with the agreement between and Sarasota County Contract No. , PROJECT No. .***

Name of Authorizing Official	Signature	Date
Title		

Sarasota County

Marketing Resource Report

Sarasota County Tourist Development Cultural / Arts Grant Performance Based Reimbursement Agreement

Grant Year: FY2026

Submit Attachments 4 & 4A along with #1 - PROJECT Marketing Performance Measure #1 (Attachment 3)

PROJECT Name:

PROJECT No.: Contact:

Legal Name of Organization:

- Select all that apply to the PROJECT. Selections paid for with TDC/A grant funds require the placement of the PROJECT Acknowledgment (Sec. 2.11) except for Audio/Visual Communications and Digital Marketing categories.
- Any changes to the selections below require a revised Marketing Resource Report (Attachment 5) and PROJECT Change Request (Attachment 7) to be completed and submitted for approval.

Audio/Visual Communications

- ☐ TV - Regional
- ☐ TV - Non-Regional
- ☐ Radio - Regional
- ☐ Radio - Non-Regional
- ☐ Streaming Services
- ☐ Other:

Out of Home

- ☐ Video/Lobby Displays, Kiosks - Regional
- ☐ Video/Lobby Displays, Kiosks - Non-Regional
- ☐ Billboards - Regional
- ☐ Billboards - Non-Regional
- ☐ Airport/Visitor Center Displays
- ☐ Other:

Print Publications

- ☐ Advertising/Articles - Regional
- ☐ Advertising /Articles - Non-Regional
- ☐ Print Material Distribution - Regional
- ☐ Print Material Distribution - Non-Regional
- ☐ Advertising/Articles, Visitor Publications
- ☐ Other:

Digital Marketing

- ☐ Behavioral targeting, re-targeting, look-alike audience
- ☐ Visit Sarasota Cooperative marketing offerings
- ☐ Online newsletters
- ☐ Online advertising/banners
- ☐ Paid Advertising/boost on social media networks

Regional: Sarasota, Manatee, Charlotte and DeSoto Counties

Non-Regional: Outside of the regional counties

Out of Home: Advertising seen outside of the home (i.e. billboards, public transportation, posters, etc.)

Sarasota County

Marketing Summary Report

Sarasota County Tourist Development Cultural / Arts
Grant Performance Based Reimbursement Agreement

Grant Year: FY2026

PROJECT Name:
PROJECT No.:
Legal Name of Organization:

Category	Selection	Amount	Vendor	Date Paid	Product Acknowledgment
Select...	Select...				Select...
Select...	Select...				Select...
Select...	Select...				Select...
Select...	Select...				Select...
Select...	Select...				Select...
Select...	Select...				Select...
Select...	Select...				Select...
Select...	Select...				Select...
Select...	Select...				Select...
Select...	Select...				Select...
Select...	Select...				Select...
Select...	Select...				Select...

Total Marketing Expenses $ 0.00

Sarasota County

Final Report

Sarasota County Tourist Development Cultural / Arts
Grant Performance Based Reimbursement Agreement
Grant Year: FY2026

Submit this Form along with #2 - PROJECT Final Reporting Performance Measure (Attachment 3)

PROJECT Name:
PROJECT No.: Contact:
Legal Name of Organization:
PROJECT Start Date (first performance for this PROJECT):
PROJECT Completion Date (final performance for this PROJECT):

I. PROJECT OVERVIEW

(a) Was the PROJECT implemented as outlined in the TDC/A Grant Application & Agreement? Select

(b) If no, has the PROJECT Change Request been completed and submitted for approval to the Arts & Cultural Alliance? ***If yes, please include a copy of the approved PROJECT Change Request (Attachment 7 of the Grant Agreement) with the Final Report.*** Select

(c) Indicate the PROJECT duration**.** Select

II. ATTENDANCE

Final PROJECT attendance numbers must be reported, broken down into the following categories:

	Projected	Actual	% of Actual
Local Residents (Sarasota County)			0.00%
Local Residents (Manatee and Charlotte County)			0.00%
Non-Local Florida Residents			0.00%
Out of State Visitors			0.00%
International Visitors			0.00%
Total	0	0	

% of Non-Local Attendance 0.00%

Reimbursement levels for second 50%:

- 0 – 9.99% Non-Local attendance: 0% of the 50%
- 10 - 14.99% Non-Local attendance: 50% of the 50%
- 15 - 24.99% Non-Local attendance: 75% of the 50%
- 25% or more Non-Local attendance: 100% of the 50%

Sarasota County

Final Report

(Continued)

III. ATTENDANCE COMPUTATION

How were the attendance figures collected?

Select...

IV. ZIP CODE COLLECTION

☐ GRANTEE must report and provide attendee zip codes for all ticket buyers at the end of the grant period. Please check if included.

V. SURVEY COLLECTION

Please enter the survey collection information. Include a sample survey with the report.

	Number of Ticket Buyers	Number of Surveys Sent	Survey Responses and Completion Rate Included
Local Residents (Sarasota County)			☐
Local Residents (Manatee and Charlotte County)			☐
Non-Local Florida Residents			☐
Out of State Tourists			☐
International Tourists			☐
Total	0	0	

Sarasota County

Final Report

(Continued)

VI. FINANCIAL REPORTING

Actual PROJECT Expenses	Matching Funds		TDT Grant Funds	Total PROJECT Expenses
	Cash	In-Kind		
PROJECT Promotions and Marketing				$0.00
PROJECT Personnel – Admin/Artistic/Production				$0.00
PROJECT Fees and Contracted Services				$0.00
PROJECT Space Rental				$0.00
PROJECT Materials and Supplies				$0.00
Total PROJECT Expenses	$0.00	$0.00	$0.00	$0.00

Actual PROJECT Revenues	
Admissions	
Contracted Services	
Other Revenue	
Corporate Contributions	
Other Private Support	
Grantee Cash Contributions	
Subtotal – Cash Revenues	$0.00
Foundation Grants	
Government Grants: Federal & State (If all or partial funds were used for this PROJECT, please indicate amount)	
Government Grants: Other	
Subtotal – Grant Revenues	$0.00
In-Kind Contributions	$0.00
TDT Grant Award – Sarasota County	$0.00
Total PROJECT Revenues	$0.00

Sarasota County

Final Report

(Continued)

VII. POINT OF ENTRY REQUIREMENT

Briefly describe the PROJECT'S point of entry requirement to collect attendee data (i.e. ticket sales, building access registration, on-line registration, etc.).

Point of Entry Data Collection – What information did you collect? Check all that apply.

- ☐ Name
- ☐ Address
- ☐ Sarasota County Resident
- ☐ Sarasota County Part-Time Resident
- ☐ Manatee County Resident
- ☐ Charlotte County Resident
- ☐ Non-Local Florida Resident
- ☐ Out of State Visitor
- ☐ International Visitor
- ☐ Other:

VIII. CERTIFICATION & SIGNATURE

I hereby certify that I am authorized to approve this Final Report, that I have reviewed the attached attendance figures, financial reporting (actual PROJECT expenses and PROJECT revenues) and that all information reported was incurred during the Grant Allocation Period and is accurate and to the best of my knowledge.

Name of Authorizing Official	Signature	Date

Title

IX. REVIEW EVALUATION & COMMENTS

Your comments / feedback will assist the County in continuing to improve the TDC/A Grant process. Please rate current TDC/A Program below on a scale of 1 to 5 (where 1 = Strongly Disagree and 5 = Strongly Agree) and provide your comments.

Overall TDC/A Grant Program

☐ ... The TDC/A Grant Program meets the needs of the Arts Organizations in Sarasota County

Comments:

Sarasota County

PROJECT Change Request

Sarasota County Tourist Development Cultural / Arts Grant
Performance Based Reimbursement Agreement
Grant Year: **FY2026**

PROJECT Name:
PROJECT No.: Contact:
Legal Name of Organization:
PROJECT Start Date (first performance for this PROJECT): *(this date should never be changed)*
PROJECT Completion Date (final performance for this PROJECT): *(this date should never be changed)*

PROJECT Change Request requires approval from the Arts & Cultural Alliance –Sec. 2.6(e) of the Grant Agreement

General Description of the Change: **(if changing the Marketing Resource Report (Attachment 5) please complete a new Marketing Resource Report and provide a brief description of the changes below).**

If applicable, please complete:
New PROJECT Start Date: _____ ***New PROJECT Completion Date:*** _____ ***New Reimbursement Deadline Date:*** _____

The undersigned represents that he / she is authorized to sign this PROJECT Change Request on behalf of GRANTEE.

Name of Authorizing Official	Signature	Date
Title		

E-mail to the Arts Alliance upon completion: tdcagrants@sarasotaarts.org

For Arts & Cultural Alliance Use Only

Arts & Cultural Alliance Authorized Approval	**Date**

Sarasota County

Attachment 7

PROJECT Reimbursement Accrual Request

Sarasota County Tourist Development Cultural / Arts Grant
Performance Based Reimbursement Agreement

Grant Year: **FY2026**

Required for projects ending September 1 of the Grant Year or later;
Due to the County no later than September 15 of the Grant Year

I hereby state that I am authorized to submit this PROJECT Reimbursement Accrual Request for consideration requesting payment of Grant Funds for , in the amount , pursuant to Sarasota County Contract No. of , PROJECT No.

Name of Authorizing Official	Signature	Date
Title		

Sarasota County

Attachment 8

Request for Extension of PROJECT Reimbursement Request Deadline

Sarasota County Tourist Development Cultural / Arts Grant
Performance Based Reimbursement Agreement

Grant Year: FY2026

Due prior to the PROJECT Reimbursement Request deadline (Sec. 1.7)

I hereby state that I am authorized to submit for consideration this request for extension of the PROJECT Reimbursement Request deadline for and Sarasota County Contract No. , PROJECT No. .

This form is intended to extend the allowed time to submit the Final Report and shall not alter the provisions of Section 2.15.

Name of Authorizing Official	Signature	Date
Title		

If approved, the PROJECT Reimbursement Request and Final Report will be submitted on or before the new deadline date listed below.

For Sarasota County Use Only

Contract Administrative Agent	Approval Date

Extended PROJECT Reimbursement Request Deadline: _____