



## City of Plymouth California

### TOT GRANT PROGRAM

### NOW ACCEPTING APPLICATIONS

### **FILING DEADLINE IS QUARTERLY – See chart on page 2**

Drop off at City Hall or Email - Attention: Interim City Manager—([cbegbie@cityofplymouth.org](mailto:cbegbie@cityofplymouth.org))

The TOT Grant program was established to support local events, program projects or initiatives (“activities”) which benefit the City of Plymouth, and its residential and business communities by increasing tourism, promoting town awareness or encouraging economic development.

***(Requests for Grants over \$5,000 will go directly to City Council)***

In order to apply for TOT funds, Applicants must adhere to the following:

- The activity must benefit the community of Plymouth.
- The City Council reserves the right to expand the service area for a specific grant if it can be demonstrated that it will provide a direct benefit to the community of Plymouth.
- The activity cannot be a social service activity, such as transitional housing, job placement, and crisis intervention programs.
- The activity cannot be in violation of local, state, and federal laws and regulations.
- The activity adds a positive effect regenerating TOT within the City of Plymouth.
- The Applicant must identify all required permits and insurance, including those required by the City.
- Failure to submit a timely or complete application shall remove applicant from funding consideration.
- Applicant should be prepared to provide close out documentation.

The following Must accompany the completed application:

- ❖ A Statement of Purpose outlining the benefit to the City of Plymouth.
- ❖ Applicant must provide a detailed budget for all estimated revenues and expenditures, including an estimate of City services where appropriate; and disclose other sources of funding. The City may decline to be the sole funding source for an activity.
- ❖ If the Applicant has been awarded TOT funds in the past, a list of all events and corresponding TOT grant funds received by Applicant within the last three years.

***Although the Applicant may be eligible to apply for funding, the City does not guarantee that the Applicant will receive funding.***



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## **Application Review Timeline:**

- City staff will review the grant ensuring all documentation requirements have been met.
- TOT Grant Advisory Committee will review and score all grant applications and recommend to Council the grant applications, with recommended amounts, that most closely advance the purpose of the TOT Grant. (suspended)
- City Council will not be limited or bound by the Committee’s recommendation. (suspended)

## **Grant Post-Activity Reporting Requirements:**

- Grantee should be prepared to provide close out documentation after the activity which includes a financial report showing all revenue and expenditures.
- Grantee must provide a written report within 90 days after the activity detailing how the activity met the grant purpose; including how the activity could be improved in the future to better meet the grant purpose.

<b>TOT APPLICATION SUBMITTAL DEADLINE</b>				
<b>APPLICATION DEADLINE</b>	<b>QUARTER</b>	<b>QUARTERLY FUNDING</b>	<b>TOT ADVISORY COMMITTEE APPLICATION REVIEW</b>	<b>CITY COUNCIL REVIEW</b>
OCTOBER 1ST	Q1	JANUARY	OCTOBER	NOVEMBER
		FEBRUARY		
		MARCH		
JANUARY 1ST	Q2	APRIL	JANUARY	FEBRUARY
		MAY		
		JUNE		
APRIL 1ST	Q3	JULY	APRIL	MAY
		AUGUST		
		SEPTEMBER		
JULY 1ST	Q4	OCTOBER	JULY	AUGUST
		NOVEMBER		
		DECEMBER		