

**Outer Banks Visitors Bureau  
Natural Cultural Historic Fund Grants  
Rules & Qualifications**

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Adopted 06/25/2015  
Amended 4/20/17

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Program Intent

Dare County Tourism Board's Natural Cultural Historic Fund Grant (NCH) program was established to financially assist Dare County Governmental Units and other Non-profit Organizations within Dare County with projects that promote the Outer Banks' natural, cultural and historical attractions needed due to the impact of tourism on the County.

The Dare County Tourism Board (hereinafter "Tourism Board" or "Board") makes funding for NCH grants available by an annual appropriation as approved by the Board from long-term unappropriated funds, up to \$500,000. Long-term funds accrue from 70% of the ¼ of the 1% occupancy tax and 1% prepared meal tax revenues generated annually in the Special Revenue Fund.

Qualified applicants must submit a proposal outlining the project, the impact of the project on tourism, a statement of need, a copy of the most recent balance sheet, and a budget overview of the entire project's funding and expenditures.

Applicant Assumes This Risk

Should local, state or federal laws prohibit the Dare County Tourism Board's performance, disband the Dare County Tourism Board or repeal the Board's enabling legislation, then the Dare County Tourism Board shall have no obligation to fulfill the terms and obligations of this agreement, including, but not limited to funding and reimbursement of applicant's expenditures. If the Dare County Tourism Board's authority hereunder is limited or terminated, then this Agreement shall be void as of the effective date of said ordinance, law or regulation and the Dare County Tourism Board shall be forgiven all performance obligations that are its responsibility under this agreement that is or are made contrary to law. All applicants must agree to this tremendous limitation to the Dare County Tourism Board's performance obligations, assume the risks associated therewith, including the risk that the Applicant may not be reimbursed for expenditures under this program.

Grant Criteria

- A. Applicants shall be Dare County Local Governments or a non-profit entity with its principal place of business in Dare County and having its non-profit status conferred in writing under Section 501 of the U.S. Internal Revenue Code.
- B. Project must be located in Dare County.

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- C. Natural Cultural Historic Fund Projects must be completed within one year from which the grant is awarded. The projects cannot entail the carry-over of funds from one year to the next, unless approved in writing by the Board or staff if the Board has granted that authority to the staff.
- D. Expenditures shall not be used for operations customarily funded by Governmental entities (including but not limited to repairs and maintenance) but must be for capital improvements and/or projects that demonstrate a tangible natural, cultural or historical significance to the Outer Banks as a tourist destination.
- E. Grants will be paid as a reimbursement once the project has been completed and all paid receipts have been presented as described under the terms of the Contract Agreement.
- F. Grants cannot be transferred or assigned to a third party, unless approved by the Dare County Tourism Board in writing.
- G. Requirement for reimbursement for approved project must have the following:
  - 1. Approvals from all organizations directly or indirectly involved in proposed project must agree with all terms and conditions outlined. Burden of compliance rests with the applying organization.
  - 2. Appropriate sign recognition of contribution made by the Dare County Tourism Board at the capital project site. To include Bureau logo and wording such as "Project Funded In Part by the Dare County Tourism Board." Approved signage must be erected and maintained permanently at the site of the capital project.
  - 3. If not a physical capital project, appropriate recognition of contribution made by the Dare County Tourism Board, including logo, must be in press releases and all associated publicity materials.
- H. The following items are non-reimbursable: Preliminary architectural, engineering, surveying and other forms of professional services, in-kind services (ex. Administrative salaries of public employees, lodging, meals, etc.) and any local, state or federal tax.
- I. Funding of phase projects does not obligate the Tourism Board to funding of any future phases of the same project.

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- J. Applicant must come to the Outer Banks Visitors Bureau to meet with the Grant Administrator prior to submitting an application. The purpose of this process is to jointly review the application and answer any questions the applicant may have.
  
- K. Applications may be submitted any time throughout the year. Upon receipt of a qualified proposal, the Grant Administrator will determine the best time frame for all parties involved to present the proposal to the Dare County Tourism Board's Steering Committee for consideration. Any proposals recommended by the Steering Committee will be forwarded to the Tourism Board for approval at the next regularly scheduled meeting. Generally, this process may take up to two months.
  
- L. Applying organization will be notified no later than five days after approval or rejection of the project by the Tourism Board.
  
- M. Upon approval, a contract will be submitted to the applying organization for signature.

I have read and understand the above rules and guidelines for submission of a Natural Cultural Historic Fund Grant.

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Signature

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Date