

Iron County
Tourism, Recreation, Cultural, Convention and Airport Facilities Tax Act
(TRCC) Policy for Project Funding

PURPOSE

The purpose of the Tourism, Recreation, Cultural, Convention and Airport Facilities Tax Act (TRCC) Policy for project funding is to establish the criteria for qualified organizations to apply for the funding of marketing programs and tourism promotion; or for the development, operation and maintenance of tourist, cultural, recreation, and convention, airport facilities; or to pledge as security and reserves on bonds related to financing tourism, recreation, cultural and convention facilities.

POLICY

I. Eligibility Requirements

- A. In order to be eligible for funding the applicant must be a public agency (government, city, school, etc.) located in Iron County.

II. Funds Subject to Availability

- A. Annual funding is not guaranteed and is subject to the availability of the Tourism, Recreation, Cultural, Convention and Airport Facilities Tax (TRCC) funds.

III. Application Deadline

- A. Applications are due November 1st of each year prior to the proceeding funding cycle.
- B. Application forms will be made available either through the notification process or with instructions on how to obtain them online.

IV. Application Process

- A. Applications must be completed and received by November 1st and sent to:

Executive Director
Cedar City –Brian Head Tourism Bureau
581 N. Main Street
Cedar City, Utah 84721

- B. The applications will be individually reviewed and scored by the members of the TRCC Tax Board (referred to as the Iron County Restaurant Tax Board).
- C. Qualified applicants will be notified by the Executive Director to attend a Restaurant Tax Board meeting, typically held in November, and will be allowed the opportunity to give a short presentation to the board, with a follow-up question and answer period regarding their proposed project. *Although it is not required, it is highly recommended that applicants prepare a presentation.*
- D. Once the Restaurant Tax Board renders their decision on which projects they recommend to be funded, the applicants will be notified in writing

after the County budget is approved by the Iron County Commission at their budget meeting (typically held mid-December).

Funding Payment Policy and Procedure

Upon approval of funding, applicants may request up to 50% of the total amount of the approved funding 60 days prior to the start date of the project. This request must be in the form of a written invoice sent to the Executive Director of the Cedar City –Brian Head Tourism Bureau.

Cedar City-Brian Head Tourism Bureau
Atten: Maria Twitchell
581 N. Main
Cedar City, Ut 84721

- A. A Memorandum of Understanding must be signed by all parties prior to receipt of funding. The Executive Director will draft the MOU at the beginning of the year. Iron County must be recognized as a contributor to the project; as agreed upon by all parties in a Memorandum of Understanding for each specific project to be signed by all parties prior to the receipt of any funding.
- B. A payment must be requested within the budget year for which funding was approved. Requests for payments of any portion of the funding should be sent to the Executive Director at the address referenced above.

Once the project is completed, applicant may submit a final invoice for the remaining portion of the approved funds. Attach copies of the project receipts totaling the amount funded,

- C. Should the applicant's project not require the total funds approved they will only receive the amount required for the project. Final invoices should be sent to the Executive Director.
- D. Should a project not be completed within the budget year for which the funds are allocated, the applicant must submit request for extension including a project summary timeline prior to November 1st, in order for the funds to be considered for carry over to the following budget year.
- E. Should the applicant not submit a request for extension by the November 1st deadline, they will forfeit any remaining funds.
- F. Projects should be completed in a timely manner as unexpended funds may only carry over for one budget year.