

MONROE COUNTY TOURIST DEVELOPMENT COUNCIL'S

OPERATIONS MANUAL

SECTION IV-C

FISHING UMBRELLA

Events Procedures - Fishing
>> Continued

FISHING UMBRELLA EVENT FUNDING APPLICATION

THIS APPLICATION IS FOR A FISHING RELATED EVENT BY ROD, REEL, LINE & HOOK TO TAKE PLACE BETWEEN THE FOLLOWING DATES:

OCTOBER 1, 2020 AND SEPTEMBER 30, 2021

All respondents must use the current application. Use of any other application will result in your application being rejected.

APPLICATION DEADLINE:

All applications should be received no later than **4:00 p.m.**

All applications submitted should be addressed to:

**FLORIDA KEYS FISHING TOURNAMENTS, INC.
ATTENTION: CHRISTINA WEINHOFER
FISHING UMBRELLA EVENT FUNDING APPLICATION**

USPS: P.O. Box 420358
Summerland Key, Fl. 33042
OR
FedEx/UPS: 24386 Overseas Hwy.
Summerland Key, Fl. 33042

Applicants must submit:

- A. One (1) disc OR (1) USB flash drive with complete copy of application as a .pdf (all attachments must be merged into one document: Please DO NOT include the instruction pages) and.....**
- B. One (1) signed and marked as ORIGINAL paper copy PLUS.....**
- C. Two (2) paper copies**

All inquiries and correspondence should be made to Christina Weinhofer by telephone: (305) 872-2233. All email correspondence should be addressed to fishumbrella@aol.com.

APPLICANT RESPONSIBILITIES

Applications may be submitted by the following entities:

1. **Fishing Tournament** Event applicants under their own name can apply, but must be aware that the contract will be entered into in their name, and they will become the event contractor within the final funding contract. All invoices and documentation must show their name (event contractor) as written within the final funding contract.
2. A public entity governed by a county or municipality; or a profit or not-for-profit; or a private business in good standing with the Division of Florida Corporations. Prior to completing an **Fishing Tournament** event application, please go to www.sunbiz.org to ensure that your organization is registered to do business in the State of Florida. Only entities (applicants) that are duly registered will be accepted. Contract will be entered into in the name exactly as it appears on sunbiz.org, and that official name will become the event contractor within the written final funding contract. All invoices and documentation must be in the event contractor name as written within the contract.

It is important that every tournament fill out completely, the enclosed funding agreement application, attach all the proper information that is requested, and return to Florida Keys Fishing Tournaments, Inc. Refer to the applicant check list at the back of this application.

Applicants are encouraged to return the completed applications prior to the deadline noted on cover sheet. This provides an opportunity for the Fishing Umbrella to spot any errors that need to be corrected prior to the deadline date.

It is the responsibility of the event applicant and the event contractors (contracted entity) to keep apprised of all Monroe County Tourist Development Council's policies and procedures pertaining to event funding.

When event applications are received, they will be distributed to the Fishing Umbrella for review and their recommendations will be placed before the TDC for approval. Upon approval of the TDC a contract will be submitted to the Monroe County Board of County Commissioners (BOCC) for final approval.

Only events held within Monroe County shall be considered for event funding. Only events that use rod, reel, line and hook are eligible to apply for fishing tournament event funding.

FY 2021

October 2020							November 2020							December 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
January 2021							February 2021							March 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
April 2021							May 2021							June 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
July 2021							August 2021							September 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		

USA Holidays and Observances					
12 Oct, 20	<u>Columbus Day</u>	31 Oct, 20	<u>Halloween</u>	11 Nov, 20	<u>Veterans Day</u>
26 Nov, 20	<u>Thanksgiving Day</u>	25 Dec, 20	<u>Christmas</u>	01 Jan, 21	<u>New Year's Day</u>
18 Jan, 21	<u>M L King Day</u>	14 Feb, 21	<u>Valentine's Day</u>	15 Feb, 21	<u>Presidents' Day</u>
02 Apr, 21	<u>Good Friday</u>	04 Apr, 21	<u>Easter Sunday</u>	09 May, 21	<u>Mother's Day</u>
31 May, 21	<u>Memorial Day</u>	04 Jun, 21	<u>National Donut Day</u>	20 Jun, 21	<u>Father's Day</u>
04 Jul, 21	<u>Independence Day</u>	05 Jul, 21	<u>Independence Day Holiday</u>	06 Sep, 21	<u>Labor Day</u>

APPLICATION

**EVENTS MUST TAKE PLACE BETWEEN
OCTOBER 1, 2020 AND SEPTEMBER 30, 2021**

NAME OF EVENT CONTRACTOR:

(Event Applicant or as it appears on www.sunbiz.org)

OFFICIAL TITLE OF TOURNAMENT: _____

DATE(S) OF TOURNAMENT: _____

(For dates of event you are applying for funding for: refer to calendar on page 2)

AMOUNT OF FUNDS REQUESTED? \$

This application is to request funding from the following District(s):

- District I:** Key West - (shall encompass the city limits of Key West)
- District II:** Lower Keys - (city limits of Key West to West end of Seven Mile Bridge)
- District III:** Marathon – (west end of Seven Mile Bridge to Long Key Bridge)
- District IV:** Islamorada - (between Long Key Bridge and Mile Marker 90.939)
- District V:** Key Largo - (from Mile Marker 90.940 to the Dade/Monroe County line and any portions of mainland Monroe County)

DESIGNATED TOURNAMENT CONTACT PERSON

Please note that the TDC Administrative Office conducts most of its correspondence, including contract and reimbursement material by email, so the person listed below should be able to accept responsibility for receipt of this information

Name & Title: _____

Telephone/mobile no: _____

E-mail: _____

Address: _____

TYPE OF APPLICANT: Non-Profit For Profit

TOURNAMENT HISTORY

Date(s) of Last Tournament: _____

Location of Last Tournament: _____

District I District II District III District IV District V

Age of Tournament: _____

Amount of Entry Fees Collected in the last Tournament: \$_____

Number of Fishing Days: _____

Total Number of Registered Anglers: _____

Use the table below to calculate number of room nights:

a. How many out of County visitors/Anglers to this district?	a. _____
b. How many visitors to a room? (Note: avg. is 3)	b. _____
c. How many nights will the visitors stay?	c. _____
d. Calculate: Room Nights = (a/b) x c Divide line a by line b. Then multiple by line c	*Room Nights: <u>0</u>

What Was Your Target Specie(s)? _____

Total Number of Targeted Specie(s) Hooked? _____

Total Number of Targeted Specie(s) Caught? _____

Tackle Requirements: _____

Daily Fishing Hours: _____

How Many Vessels Participated? _____

FOR FKFT USE ONLY

NUMBER OF VESSELS = _____ X TOTAL HOURS OF EFFORT = _____
HOURS OF EFFORT

NUMBER OF TARGETED SPECIE(S) HOOKED AND HOURS OF EFFORT = _____ HPUE

NUMBER OF TARGETED SPECIE(S) CAUGHT AND HOURS OF EFFORT = _____ CPUE

**TOURNAMENTS DIRECTOR'S REPORT FOR LAST EVENT
WINNERS BY CATEGORY**

DATE OF TOURNAMENT RESULTS

CHAMPION:

NAME: _____

CITY/STATE: _____

CATCH: _____

CAPT/BOAT: _____

1ST PLACE:

NAME: _____

CITY/STATE: _____

CATCH: _____

CAPT/BOAT: _____

2ND PLACE:

NAME: _____

CITY/STATE: _____

CATCH: _____

CAPT/BOAT: _____

3RD PLACE:

NAME: _____

CITY/STATE: _____

CATCH: _____

CAPT/BOAT: _____

PROPOSED TOURNAMENT INFORMATION

Check the box below for the format of your proposed tournament:

- Release Modified Release Weight Fish
 Other, please specify: _____

Check the box below that shows your target species:

- Blue Marlin White Marlin Sailfish Spearfish Sword Fish
 Kingfish Dolphin Wahoo Tuna Barracuda
 Cobia Grouper Snapper Jacks and Sharks
 Cero Mackerel Tarpon Permit Bonefish
 Redfish Snook Sea Trout
 Other, please specify: _____

Tournament entry fees are for: Angler Boat

Below, Enter your Entry Fees:

Adult fee: \$ Child fee: \$ Social fee: \$

SOUNDNESS OF PROPOSED TOURNAMENT

In the space below describe the soundness of your tournament and how it will benefit and expand tourism within the district you are applying for funding.

TOURNAMENT RULES

In the space below, tell us about your Tournament Rules:

TOURNAMENT SCORING SYSTEM

In the space below, tell us about your Tournament Scoring System:

EXHIBIT A

ACCEPTABLE EVENT MARKETING EXPENSES FOR FISHING EVENTS

The following are the only acceptable expenses. This will become part of your approved contract

Media Placement & Production Costs: Newspapers and magazines (inserts will also be considered); radio; and TV. The TDC will pay for the following digital advertising on websites, website links, pre roll video, banners, mobile, social media promoted posts, and email blasts. Digital advertising links may go to the event website. The TDC Logo must be placed on all print, TV, websites, social media promoted posts, pre roll video, banners and email blasts. Radio advertising does not require the logo but all radio announcements must say "Brought to you by the Monroe County Tourist Development Council". No payment will be made for development or operations (hosting) of websites.

Promotional Signs: Posters and banners (hanging and displayed outdoors).

Promotional Items: T-shirts and hats* (Fishing Tournaments only).

***Sales/Resale of TDC funded items:** Items funded by the BOCC/TDC, including creative and resulting work product, in accordance with Florida Public Records Law, are owned by the BOCC/TDC and as such may not be sold.

Direct Mail Promotions: Brochures/postcards and pamphlets including postage/shipping . This is a direct mail promotional brochure/postcard/pamphlet utilized for pre-event advertising.

Programs: TDC will pay up to fifty percent (50%) for the cost of production or printing of an event program showing scheduled activities and information on the event, as outlined in contract budget.

Public Relations (PR): Print and electronic public relations materials for distribution to media, such as, but not limited to, press releases, public service announcements, photography and videography **as approved** by the public relations agency of record. Only permissible PR material produced by the TDC agency of record and/or a professional public relations agency shall be acceptable.

In-House Production: In-house production of any permissible expenditures will not be considered for reimbursement.

Trophies: Framed art work, framed photography, engraved crystal and glass, plaques, trophies, sculptures (fiberglass, metal, glass & wood) and framed certificates shall constitute a trophy. All such trophies must include the appropriate information as outlined in the policies (tournament name, date (year), and location). For trophy reimbursement, Tournament Directors must present the original invoice of the trophies, a notarized list of winners of the event, and a notarized list of the plates and/or glass etching from the engraving company.

Amendments to Contract Budgets: No amendments to the line item budget will be permitted after the contract has been reviewed and approved.

LOGO/ACKNOWLEDGEMENT USAGE GUIDELINES

This will become part of your approved contract.

Color ads four (4) color processing printing 06/12/91
Black & white ads shall include the Florida Keys and Key West logo in high resolution
Use on all printed material as listed under the Acceptable Event Marketing Expenses list
TV: logo must appear at the conclusion of commercial
Hats and t-shirts: must carry the "The Florida Keys & Key West" logo

Radio Advertising: No logo is required. All radio announcements must say "Brought to you by the Monroe County Tourist Development Council"

Trophies: Logos are not required on trophies.

In-County Logo

The logo below indicating the "Monroe County Tourist Development Council" designation is to be utilized on in-county print newspaper and magazine ads, brochures, postcards, pamphlets, programs, posters, banners (hanging and displayed outdoors), and digital advertising on websites, website links, pre roll video, banners, mobile and email blasts. Radio commercials should include "Brought to you by The Monroe County Tourist Development Council". To seek approval, clarification and/or logo in electronic format (eps or jpg file), contact Danielle Salman or John Underwood with Tinsley Advertising at 305-856-6060.



Out-of-County Logo

The logo below that does NOT include the "Monroe County Tourist Development Council" designation is to be utilized out-of-county newspapers and magazines, brochures, postcards, pamphlets, programs, posters, and digital advertising on websites, website links, pre roll video, banners, mobile and email blasts. Radio commercials should include "Brought to you by The Monroe County Tourist Development Council". To seek approval, clarification and/or logo in electronic format (eps or jpg file), contact Danielle Salman or John Underwood at Tinsley Advertising at 305-856-6060.



SCHEDULE OF EVENTS

This will become part of your approved contract.

**TOURNAMENT SCHEDULE OF EVENTS
FISCAL YEAR 2021**

PRINT OFFICIAL TOURNAMENT NAME

DAY 1 ____:____ AM LINES IN WATER
 ____:____ PM LINES OUT OF WATER
 ____:____ PM EVENING EVENT
 ____:____ PM WEIGH-IN OVER
 ____:____ PM OTHER EVENT:

DAY 2 ____:____ AM LINES IN WATER
 ____:____ PM LINES OUT WATER
 ____:____ PM EVENING EVENT
 ____:____ PM WEIGH-IN OVER
 ____:____ PM OTHER EVENT:

DAY 3 ____:____ AM LINES IN WATER
 ____:____ PM LINES OUT WATER
 ____:____ PM EVENING EVENT
 ____:____ PM WEIGH-IN OVER
 ____:____ PM OTHER EVENT:

DAY 4 ____:____ AM LINES IN WATER
 ____:____ PM LINES OUT WATER
 ____:____ PM EVENING EVENT
 ____:____ PM WEIGH-IN OVER
 ____:____ PM OTHER EVENT:

EXHIBIT D

BUDGET

This will become part of your approved contract.

Below, fill in the line items as to where you will spend the dollars you have requested. This budget may need revising depending on your final funding allocation. The budget shall be approved by the TDC agencies of record prior to contract approval. **Prior to completing your line item budget – refer to Exhibit A of this application for allowable event marketing expenditures under the individual line items.**

FISHING UMBRELLA EVENT BUDGET - FISCAL YEAR 2021

THERE WILL BE NO AMENDMENTS TO THIS BUDGET {EXHIBIT D} AFTER BOCC APPROVAL OF AGREEMENT

_____ OFFICIAL TOURNAMENT NAME

*MEDIA PLACEMENT & PRODUCTION COST:	\$
PROMOTIONAL SIGNS:	\$
PROMOTIONAL ITEMS:	\$
DIRECT MAIL PROMOTIONS:	\$
PROGRAMS:	\$
PUBLIC RELATIONS:	\$
**TROPHIES:	\$
***GENERAL NON-ALLOCATED:	\$
<u>TOTAL</u>	\$

*** At least 30% of total funding allocation must be placed in the Media Placement & Production Cost line item and be utilized for out of County advertising (FKFT 11/1/17)**

****Tournaments may not place more than 30% of their total funding allocation in the Trophy line item, except when special approval from FKFT, Inc. Board of Directors has been received. (FKFT 3/5/97)**

*****The General Non-Allocated line item should not exceed 15% of the total funding allocation, and may only be utilized for acceptable event marketing expenses (see Exhibit A of application).**

Actual expenditures may deviate no more than 10% from the budgeted line items noted above.

SIGNATURE: _____

DATE: _____

ACTION PLAN

Submit a detailed action plan including appropriate permit(s) if applicable, as to how parking/security and road closures will be handled during your event. The plan should include the following information:

1. Describe how your event plan will handle road closures. If applicable, enclose a copy of the approval by the appropriate county/municipal entity.

2. Describe how your event plan will accommodate parking and transportation.

3. Describe how your event plan will handle security.

4. Event Sustainability.

Our visitors come to enjoy events, but in the process, a tremendous amount of waste is generated, much of it recyclable. The single most effective tool in reducing waste at special events is planning ahead. **On the next page (page 15)**, complete a narrative on how you plan to reduce waste during your event by doing the following:

- a. Encourage recycling message within programs and brochures to recycle during the event and also at home.
- b. Encourage “Green” advertising (broadcast and digital).
- c. Encourage vendors to use biodegradable and compostable products (utensils; plates and cups; paper or canvas bags).
- d. Encourage the use of clearly identified recycling containers.
- e. Discourage use of single use plastic bags and other products.

Useful contact numbers:

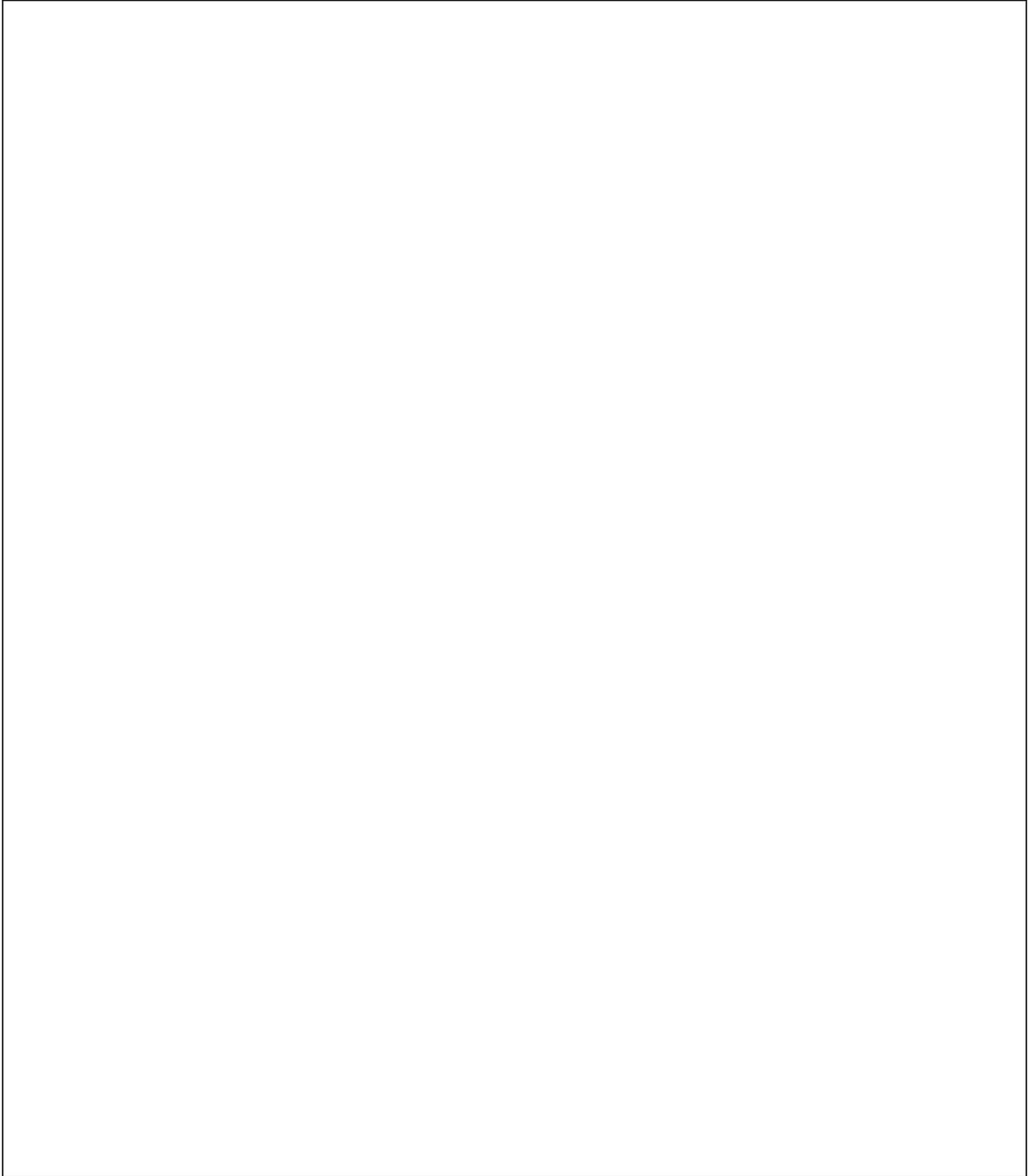
Monroe County: (305) 289-6037

City of Key West: (305) 809-3902

City of Marathon: (305) 289-6037

Islamorada Village of Islands: (305) 853-3433

EVENT SUSTAINABILITY ACTION PLAN



STATEMENT OF INCOME AND EXPENSE

	Oct. 1, 2018 Sept. 30, 2019 Actual	Oct. 1, 2019 Sept. 30, 2020 Projected	Oct. 1, 2020 Sept. 30, 2021 Projected
INCOME:			
SPONSORS {CASH}	\$	\$	\$
ENTRY FEES	\$	\$	\$
T-SHIRTS & CAPS (Excluding TDC Items)	\$	\$	\$
BANQUET	\$	\$	\$
OTHER	\$	\$	\$
TOTAL	\$	\$	\$
OTHER FUNDS:			
FISHING UMBRELLA	\$	\$	\$
TOTAL INCOME:	\$	\$	\$
EXPENSES:			
POSTAGE	\$	\$	\$
T-SHIRTS & CAPS	\$	\$	\$
DIRECTOR FEES	\$	\$	\$
BROCHURES & PATCHES	\$	\$	\$
KICKOFF/AWARD BANQUET	\$	\$	\$
PRIZES AND/OR TROPHIES	\$	\$	\$
KICK-OFF TOURNAMENT	\$	\$	\$
DUES, LICENSES, INSURANCE	\$	\$	\$
MEDIA ADVERTISING	\$	\$	\$
STATIONARY, OFFICE SUPPLIES	\$	\$	\$
PHOTO PROGRAM	\$	\$	\$
BROCHURE, PRINTING	\$	\$	\$
SIGNAGE	\$	\$	\$

	Oct. 1, 2018 Sept. 30, 2019 Actual	Oct. 1, 2019 Sept. 30, 2020 Projected	Oct. 1, 2020 Sept. 30, 2021 Projected
OTHER	\$	\$	\$
OTHER	\$	\$	\$
TOTAL EXPENSES:	\$	\$	\$
INCOME LESS EXPENSES:	\$	\$	\$
DONATED SERVICES:			
MEDIA ADVERTISING	\$	\$	\$
OTHER	\$	\$	\$
OTHER	\$	\$	\$
TOTAL	\$	\$	\$
NET PROFIT (LOSS)	\$	\$	\$
RETAINED PROFIT (LOSS) FROM PRIOR YEAR	\$	\$	\$
RETAINED PROFIT AT END OF EACH YEAR	\$	\$	\$

I certify that the above financial information is correct to the best of my knowledge:

 Applicants Signature

The above _____ being well known to me, or having provided acceptable identification deposes and states that the information is correct to the best of his/her knowledge as of the

_____ day of _____, 20____.

SEAL:

Notary Public, State of _____, County of _____

NO RE-SALE AGREEMENT

Name of Tournament: _____

Name of Event Contractor (Person/organization who will be signing contract):

I HEREBY CERTIFY that I understand that any items purchased with Monroe County Tourist Development Council and Board of County Commission funds cannot be sold.

Applicants Name Typed

Applicants Signature

Sworn to and subscribed before me this _____ day of _____, 20____
personally appeared _____, _____, and
_____ known to be the persons named in and who executed the
foregoing document.

My commission expires:

Notary Public
State of _____

NON-COLLUSION AFFIDAVIT
and
VERIFICATION

I, _____, of the City _____ according to
on my oath, and under penalty of perjury, depose and say that:

1) I am, _____ the applicant making the application for the event.

2) The prices in this application have been arrived at independently without collusion, consultation, communication or contract for the purpose of restricting competition, as to any matter relating to such prices with any other applicant or with any competitor;

3) Unless otherwise required by law, the prices which have been quoted in this application have not been knowingly disclosed by the applicant and will not knowingly be disclosed by the applicant prior to application opening, directly or indirectly, to any other applicant or to any competitor;

4) No attempt has been made or will be made by the applicant to induce any other person, partnership or corporation to submit, or not to submit, a application for the purpose of restricting competition; and

5) The statements contained in this affidavit are true and correct, and made with full knowledge that Monroe County relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

VERIFICATION

I HEREBY CERTIFY that I have read the forgoing application and that the facts stated herein are true and correct to the best of my knowledge and belief.

Applicants Name Typed

Applicants Signature

Sworn to and subscribed before me this _____ day of _____, 20__
personally appeared _____, _____, and
_____ known to be the persons named in and who executed the
foregoing document.

My commission expires:

Notary Public

State of _____

NOTICE OF INTENT TO AFFILIATE WITH FLORIDA KEYS FISHING TOURNAMENTS, INC.

We, the undersigned, do hereby petition the Florida Keys Fishing Tournaments, Inc., to become a member Tournament under the guidelines set forth by the Monroe County Board of County Commissioners and the Monroe County Tourist Development Council as set forth in the corporation by laws.

As a member Tournament it is understood that we may apply for tournament funding under the provisions outlined in the Florida Keys Fishing Tournaments, Inc., Funding Application.-

It is further understood that the Florida Keys Fishing Tournaments, Inc., is an umbrella organization in contractual agreement with the Monroe County Board of County Commissioners to function as primary agent for dispersal of allocated funds received from the Monroe County Tourist Development Council for the promotion and advertising of fishing tournaments in the Florida Keys (Monroe County).

By this petition it is agreed that the undersigned will cooperate with the Florida Keys Fishing Tournaments, Inc., its corporate sponsors (if applicable), and officers to increase the quality of fishing tournaments in the Florida Keys.

Enter Complete Name of Person or Organization (Event Contractor):

(If this is a registered business name, it must be exactly as it appears on www.sunbiz.org)

Event Contractor Address: _____

If this is a registered business on www.sunbiz.org then fill in the box below:

Officers; (print name)	Position; (print position)
_____	_____
_____	_____
_____	_____

**Print off this page, sign below, and include as part of application
(insert signed page into pdf for electronic version)**

Applicant's Signature and Date

Print off this page, complete, and include as part of application

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
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Print or type See Specific instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.													
	Social security number <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>												
	Employer identification number <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>												

Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.			
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.			
Sign Here	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%; border-bottom: 1px solid black;">Signature of U.S. person ▶</td> <td style="width:40%; border-bottom: 1px solid black;">Date ▶</td> </tr> </table>	Signature of U.S. person ▶	Date ▶
Signature of U.S. person ▶	Date ▶		

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Print off this page, complete, and include as part of application

APPLICATION CHECK LIST (submit with application)

Check the box below to show that you have completed the following items:

- Applicant has reviewed the sample contract at <http://fl-monroecounty.civicplus.com/index.aspx?nid=328>.
- Attached printed advertising from last event (scanned as an attachment to the electronic version and placed as paper attachment to paper copies)
- Provided photo copies of photographs of last event (scanned as an attachment to the electronic version and placed as paper attachment to paper copies)
- Brochures of last event (scanned as an attachment to the electronic version and placed as paper attachment to paper copies)
- Brochures of proposed event (if available) Not available at this time
(Scanned as an attachment to the electronic version and placed as paper attachment to paper copies)
- Poster of last event if applicable (scanned as an attachment to the electronic version and placed as paper attachment to paper copies)
- Poster of proposed event (if available) Not available at this time
(Scanned as an attachment to the electronic version and placed as paper attachment to paper copies)
- Tournament rules – page 8
- Tournament scoring system – page 9
- Schedule of events – Exhibit C – page 12
- Budget – Exhibit D – page 13
- Statement of Income and Expenses – **notarized** – page 16/17 (scanned as an attachment to the electronic version and placed as paper attachment to paper copies)
- No-resale agreement – **notarized** – page 18 (scanned as an attachment to the electronic version and placed as paper attachment to paper copies)
- Applicant has completed and signed the Non-Collusion Affidavit and Verification form included within the application – page 19 (scanned as an attachment to the electronic version and placed as paper attachment to paper copies)
- Applicant has completed the Intent to Affiliate with Florida Keys Fishing Tournament, Inc. – **notarized** – page 20 (scanned as an attachment to the electronic version and placed as paper attachment to paper copies)

- Applicant has printed and completed the W-9 form included within the application (page 21).

- Each section of the application has been completed.

Print off this page, sign below, and include as part of application (scan and add to your application for the electronic version)

Signed By: _____

Applicant Name: _____