

Welcome to the FY 27 Fishing Event Funding Workshop

In Today's Workshop we will discuss the following topics

Schedule

What's new this year

Application

Worksheet

Permissible Expenditures

Reimbursements

How to Contact Us

FY 27 FISHING FUNDING SCHEDULE

February 12th, 2026



- Applications released and notice of workshop was sent out

March 5th, 2026

- Workshop – To take place during the Fishing Advisory Committee Meeting via zoom at 5:00 p.m.
- <https://zoom.us/j/92169952384?pwd=BbRGd8z14KYeHdnnG1hdOh4N1esWPs.1>
- Meeting ID: 921 6995 2384
- Passcode: 328014

Monday, April 6th, 2026

- 5:00 p.m. deadline for receipt of applications to be **sent via email to** fishingevents@fla-keys.gov  – no late applications will be accepted – **the email will be closed at 5:01 p.m.**

May 21st, 2026

- **Event Funding Allocations** – To take place during the Fishing Advisory Committee Meeting via zoom at 5:00 p.m.
- <https://zoom.us/j/92938858087?pwd=XNmMXEDNFDADsoZEbR51t8loWtYzbT.1>
- Meeting ID: 929 3885 8087
- Passcode: 502804

After the allocation meeting our office will be reaching out to you to prepare your contracts

TDC APPROVAL OF FUNDING ALLOCATIONS:

June 25th, 2026



Marathon Government Center, Marathon – 10:00 a.m.

Members of the public can also attend via Communications Media Technology at:

Zoom webinar: <https://mcbocc.zoom.us/j/83300176016>

BOCC APPROVAL OF FUNDED EVENTS IN THE FORM OF A CONTRACT WILL BE ON THE SEPTEMBER OR OCTOBER BOCC AGENDA – WE AIM TO HAVE THE EFFECTIVE DATE BE OCTOBER 1, 2026

NEW FOR FY 27 FISHING APPLICATIONS

Summary of Key Changes:

The following updates have been made to improve clarity, streamline the application process, and enhance the program's effectiveness:

- **Improved Format:** Instructions have been moved to the beginning of the document for better flow and ease of use for both applicants and reviewers.
- **Expanded Eligible Expenses:** Added plastic boat buckets and fishing shirts to the list of acceptable reimbursable items.
- **Simplified Documentation Requirements:** Removed the requirement to notarize trophy invoices (note: notarization of the winners list remains required).
- **Funding Options:** Applicants may now choose to request Destination Funding or Turnkey Funding.
- **New Stewardship Section:** Added a dedicated section on Destination Stewardship to encourage responsible event practices.
- **Expanded Target Species List:** Included blue marlin and seatrout as eligible targeted species.
- **Enhanced Marketing Section:** Broke out the Promotion and Marketing section into clearly defined response areas to improve application clarity and evaluation consistency.
- **Updated Financial Reporting:** Revised the Income and Expense Report by removing the following items:
 - Postage
 - Brochures & Patches (“Brochures” was previously listed twice)
 - Kickoff Tournament (now included under “Kickoff/Awards & Banquet”)
 - Dues, Licenses, Insurance
 - Stationery/Office Supplies
 - Donated Services
- **Added Links Within the Application:** Direct links to logos, sample contracts, and sample budget formats for easier applicant access.
- **Updated W-9 Form:** Now a fillable version, allowing applicants to double-click and enter information directly.
- **Minimum Score Requirement:** Applications must receive at least **30 points** from the **majority of sitting Advisory Committee members** to be considered for funding. This threshold represents a **60% recommendation for funding**.

Examples of Destination Stewardship & Community Involvement

1. Economic Prosperity

Supporting local economies and creating opportunities

- Partner with local marinas, charter captains, bait shops, hotels, and restaurants to drive overnight stays and local spending.
- Prioritize local vendors for catering, merchandise, staging, and event services.
- Create sponsorship packages that highlight small, locally owned businesses.
- Encourage participants to book multi-day stays through hotel or lodging partnerships.

2. Environmental Conservation & Ecological Balance

Protecting ecosystems and natural resources

- Operate as a catch-and-release tournament with best handling practices to reduce fish mortality.
- Partner with marine conservation groups to provide education on reef protection and sustainable fishing.
- Implement a no-single-use-plastic policy and provide water refill stations.
- Include a shoreline or reef cleanup component as part of the event schedule.
- Use certified scales and enforce size/season regulations in coordination with FWC guidelines.

3. Social Well-Being

Enhancing quality of life and equitable community benefits

- Host a community day with free family-friendly activities and youth fishing clinics.
- Provide discounted or free entry for local youth teams or nonprofit organizations.
- Donate a portion of proceeds to a local marine research, conservation, or community nonprofit.
- Ensure ADA accessibility at weigh-in sites and event venues.

4. Cultural Protection & Respect

Safeguarding heritage, traditions, and community identity

- Highlight the Florida Keys' fishing heritage through storytelling, local captains, and historical exhibits.
- Incorporate educational programming about the region's working waterfronts and maritime traditions.
- Feature local seafood (where sustainable and legal) and culturally significant cuisine at event gatherings.
- Acknowledge and promote responsible angling traditions that align with long-standing community values.
- Partner with local historical or cultural organizations to integrate heritage elements into the event.

Applicant/Event:
Funds Requested for this District:

District:

FY 2027 Fishing Event Worksheet

This worksheet is for Fishing Advisory Committee (FAC) members to evaluate FY2027 Fishing Event applications. Scores should reflect how well each event supports tourism, overnight stays, community benefit, and alignment with TDC priorities. Use a 1–5 scale for all criteria unless otherwise noted. A minimum score of 30 will be required to be considered for funding by a majority of the sitting advisory committee.

Evaluation Criteria	Application Reference	Score
Primary Purpose of Event	Evaluate if the event's main goal is to attract overnight visitors to the destination. (General Section)	
Destination Stewardship & Community Involvement	Exhibit A – Assess support for economic prosperity, environmental balance, social well-being, and cultural respect. (Exhibit A)	
Room Nights	Exhibit B – Evaluate projected room nights and how estimates were derived. (Exhibit B)	
Schedule of Events	Exhibit C – Review the organization and completeness of the event's schedule. (Exhibit C)	
Event Budget & Financial Commitment	Exhibit D – Assess accuracy of the budget, applicant's financial contribution, and allocation compliance. (Exhibit D)	
Promotion & Marketing	Exhibit E – Evaluate the effectiveness of marketing strategies to attract overnight visitors. (Exhibit E)	
Proposed Tournament Information	Exhibit F-1 / F-2 – Evaluate format, target species, and appeal to out-of-county visitors. (Exhibit F-1 / F-2)	
Action Plan	Exhibit G – Evaluate road closures, parking, safety, and sustainability planning. (Exhibit G)	
Statement of Income & Expenses	Exhibit H – Evaluate organization's financial stability and ability to produce the event. (Exhibit H)	
Effectiveness of Application	Evaluate the completeness, clarity, and professionalism of the submission. (Entire Application)	



Total Score:

Date: _____

Print Name:

Signature:

TOURIST DEVELOPMENT COUNCIL

Fishing Event Funding Application – Fiscal Year 2027

Application Purpose

This application is for fishing-related events that use rod, reel, line, and hook. Eligible events must be scheduled between **October 1, 2026 and September 30, 2027**, or involve pre-promotion for events occurring in **October, November, or December 2027**.

Important Notice

All applicants must use the official FY 2027 application form. Submissions on outdated or modified forms will be automatically rejected.

Application Deadline

Monday, April 6, 2026, at 5:00 p.m. (ET)

All applications must be received by this time. Late submissions will not be accepted.

Submission Instructions

Applications must be submitted by email to:  **Fishingevents@fla-keys.com**

Applicants must submit:

- One (1) complete PDF copy of the application
 - All required attachments must be merged into a single file
 - Do not include instruction pages

If the application file size exceeds 25MB, or if you do not receive an automated confirmation email after submission, contact **Fishingevents@fla-keys.com** immediately.

Note: Applicants are solely responsible for ensuring successful and timely delivery. Applications submitted after the deadline, or without proper delivery confirmation, will be deemed ineligible.

Questions and Contact

All inquiries should be directed to the TDC Administrative Office:

-  **Fishingevents@fla-keys.com**

***Please follow up if you do not receive a response within **72 hours**. Applicants are encouraged to reach out with any questions or for clarification.

Applicant Responsibilities

Eligible Applicants

Applications may be submitted by the following entities:

1. Fishing Tournament Event Applicants

- Individuals or organizations may apply under their own name.
- Be advised: the final funding contract will be issued in the applicant's name, making them the official *event contractor*.
- All invoices and supporting documentation must match the event contractor's name as it appears in the funding contract.

2. Organizations and Public Entities

- Eligible entities include:
 - Governmental public entities (e.g., counties or municipalities)
 - For-profit or not-for-profit organizations
 - Businesses in good standing with the Florida Division of Corporations
- Before completing this application, confirm your registration at www.sunbiz.org. Only duly registered entities will be accepted.
- The contract will be entered into under the exact legal name shown on Sunbiz.org, which will also be the official *event contractor name*.
- All invoices and documentation must use this exact name.
- Attach a copy of your Sunbiz registration to the application.

Application Requirements

- Applicants must complete the enclosed Fishing Event Funding Application in full.
- All requested information and attachments must be included.
- Refer to the Application Checklist at the back of this packet before submitting.

Responsibilities of the Event Contractor

- Event contractors must stay informed of all Monroe County Tourist Development Council (TDC) policies and procedures related to event funding.

Review and Approval Process

- Completed applications will be reviewed by the Fishing Advisory Committee.
- Funding recommendations will then be presented to the TDC for approval.
- Upon TDC approval, contracts will be forwarded to the Monroe County Board of County Commissioners (BOCC) for final approval.

Eligibility Limitations

- Only events held entirely within Monroe County are eligible.
- Eligible events must use rod, reel, line, and hook only.
- Spearfishing and dive events are not eligible for Fishing Tournament Event Funding.
- A minimum score of 30 will be required to be considered for funding by a majority of the sitting advisory committee.

Destination Stewardship & Community Involvement

Destination stewardship & Community Involvement is the ongoing responsibility of managing tourism in a way that creates a net positive impact for people, nature, and communities. It means ensuring that tourism aligns with local values, protects the environment, and supports both residents and visitors.

The goal is to improve the overall quality of life, for the community, for visitors, and for the natural and cultural resources that make the destination unique.

Destination stewardship & Community Involvement is guided by four key principles:

1. **Economic Prosperity** – sustaining local economies and creating opportunities.
2. **Environmental Conservation & Ecological Balance** – protecting ecosystems and natural resources.
3. **Social Well-Being** – enhancing the quality of life for residents and ensuring equitable benefits.
4. **Cultural Protection & Respect** – safeguarding heritage, traditions, and community identity.

Destination Fishing Events

A Destination Fishing Tournament is a fishing event designed to attract anglers and visitors to the Florida Keys and Key West. These tournaments should help promote the Keys as a world-class fishing destination and encourage overnight stays from participants and spectators. While they may also entertain people already visiting the area, their main goal is to bring in new visitors.

Funding support is available for marketing only—such as advertising, promotions, public relations, and online outreach that help increase awareness and participation.

The tournament organizer (the main person or group running the event and requesting funding) will be the official contracting party.

Turnkey Fishing Events

A Turnkey Fishing Tournament is a fully managed event where the organizer takes full financial responsibility for every part of the tournament—planning, marketing, operations, and follow-up. Payment for a Turnkey Tournament is made after the event is finished, once all services and requirements outlined in the contract are completed and documented.

The Fishing Advisory Committee (FAC) may include specific marketing or promotional activities in the agreement if they believe those will help make the tournament more successful.

If the tournament is postponed or canceled for any reason, no payment will be made, even if costs have already been incurred. Because of this, organizers are encouraged to carry event cancellation insurance to protect against bad weather or other unforeseen issues.

The FAC may also decide that a proposed Turnkey Tournament would be better suited for consideration under the Destination Fishing Tournament guidelines.

Pre-Promotion

Events scheduled between **October 1, 2027 and December 31, 2027** are eligible to apply for pre-promotion funding.

All promotional activities and related expenditures must be completed no later than September 30, 2027.

Acceptable Event Marketing Expenses for Fishing Events

The following expenses are the only costs eligible for reimbursement. These terms will become part of your approved contract.

Media Placement & Production Costs

- Eligible media: newspapers, magazines (including inserts), radio, TV, and approved digital advertising (websites, links, pre-roll video, banners, mobile, social media promoted posts, and email blasts).
- Digital advertising links may direct to the event website.
- TDC Logo Requirement: The TDC logo must appear on all print, TV, digital, pre-roll video, banners, social media promoted posts, and email blasts.
 - Radio does not require a logo; however, all radio spots must state: *“Brought to you by the Monroe County Tourist Development Council.”*
- Website development and hosting are not eligible.
- Allocation Requirement: At least 30% of total funding must be spent under Media Placement & Production on out-of-county advertising placements.

Promotional Signs

- Posters, flyers and outdoor banners.

Promotional Items

- *Fishing Events*: T-shirts, fishing shirts, hats, reusable totes, reusable drawstring bags, reusable plastic boat buckets, and trophies.
- *Destination/Cultural Events*: T-shirts, hats, reusable totes, and reusable drawstring bags.
- *Sales/Resale Restriction*: Any items funded by BOCC/TDC (including creative work product) are property of BOCC/TDC and may not be sold.

Direct Mail Promotions

- Brochures, postcards, and pamphlets, including postage/shipping, used for pre-event advertising.

Programs

- TDC will cover up to 50% of production/printing costs for event programs that list scheduled activities and event information.
- For digital programs, TDC will cover up to 50% of production costs (click-through only).
- TDC will reimburse either print or digital programs, but not both.

Public Relations (PR)

- Eligible: press releases, PSAs, photography, videography, and other PR materials for media distribution.

- Only materials produced by the TDC’s agency of record or a professional PR agency are eligible.
 - *In-house PR or production costs are not reimbursable.*
-

Trophies

- Eligible items: framed artwork, framed photography, engraved crystal/glass, plaques, trophies, sculptures (fiberglass, metal, glass, wood), and framed certificates.
 - All trophies must display tournament name, year, and location.
 - For reimbursement, Tournament Directors must submit:
 - Original trophy invoice
 - A notarized list of winners
 - A photo of engraved plates and/or etchings
-

Budget Amendments

- No amendments to the line-item budget will be permitted once the contract has been reviewed and approved.

Logo / Acknowledgement Usage Guidelines

These guidelines are part of your approved contract. All applicants are responsible for ensuring proper logo placement and acknowledgement across all event marketing materials.

General Requirements

Color Ads: Must use four-color process printing.

Black & White Ads: Must include the Florida Keys & Key West logo in high resolution.

Printed Materials: All printed materials listed under the *Acceptable Event Marketing Expenses* must carry the required logo.

Television: Logo must appear at the conclusion of the commercial.

Apparel & Promotional Items: Hats, T-shirts, fishing shirts, reusable boat buckets, reusable totes, and reusable drawstring bags must carry the “**The Florida Keys & Key West**” **Out-of-County logo**.

Electronic Logos: Approved files can be downloaded at:

 <https://drive.google.com/drive/folders/1BnqIpzr-CPAEnOLNDs9-NCap17A9IEAT>

Radio Advertising: Logo not required; however, all radio announcements must state:

“Brought to you by the Monroe County Tourist Development Council.”

Trophies: Logos are not required.

In-County Logo Usage

- Must be used on:
 - In-county print ads (newspapers, magazines)
 - Brochures, postcards, pamphlets, programs
 - Posters and outdoor banners
 - Digital advertising: websites, links, pre-roll video, banners, mobile ads, and email blasts

Radio commercials: Must include the acknowledgement line: *“Brought to you by the Monroe County Tourist Development Council.”*

Out-of-County Logo Usage

- Must be used on:
 - Out-of-county print ads (newspapers, magazines)
 - Brochures, postcards, pamphlets, programs
 - Posters and digital advertising (websites, links, pre-roll video, banners, mobile, social media promoted posts, and email blasts)

Radio commercials: Must include the acknowledgement line: *“Brought to you by the Monroe County Tourist Development Council.”*

October 2026 Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November 2026 Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December 2026 Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
January 2027 Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February 2027 Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March 2027 Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April 2027 Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May 2027 Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June 2027 Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
July 2027 Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August 2027 Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September 2027 Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Holidays:

Oct 12, 2026 Columbus Day	May 31, 2027 Memorial Day
Nov 11, 2026 Veterans Day	Jun 18, 2027 'Juneteenth' day off
Nov 26, 2026 Thanksgiving Day	Jun 19, 2027 Juneteenth
Dec 25, 2026 Christmas Day	Jul 4, 2027 Independence Day
Jan 1, 2027 New Year's Day	Jul 5, 2027 'Independence Day' day off
Jan 18, 2027 Martin Luther King Jr. Day	Sep 6, 2027 Labor Day
Feb 15, 2027 Presidents' Day	

APPLICATION

Event Dates

- Events must take place between **October 1, 2026 – September 30, 2027.**
- Pre-Promotion is available for events scheduled between **October 1 – December 31, 2027.**

Event Information

Name of Event Contractor:

(Must match the name as listed on www.sunbiz.org for organizations, or the legal name of an individual/sole proprietor. Attach a copy of Sunbiz registration to this application.)

Title of Tournament:

Date(s) of Tournament:

Rain Date:

Tournament Website:

Check here if applying for pre-promotion funding for an event occurring between October 1 – December 31, 2027.

If registered on Sunbiz.org, indicate status:

- Non-Profit
 For-Profit

Funding Request Guidelines

- Maximum funding request: \$50,000.
- Applicants may request funding from more than one district, but if funds are requested outside the district where the event occurs, applicants must demonstrate the benefit to the additional district(s).

District Boundaries:

- District I – Key West:** City limits of Key West
- District II – Lower Keys:** City limits of Key West to the west end of Seven Mile Bridge
- District III – Marathon:** West end of Seven Mile Bridge to Long Key Bridge
- District IV – Islamorada:** Long Key Bridge to Mile Marker 90.939
- District V – Key Largo:** Mile Marker 90.940 to the Dade/Monroe County line (including mainland Monroe County)

Event District:

Funding Requested by District:

District I: \$

District II: \$

District III: \$
District IV: \$
District V: \$

Funding Category (select one):

Destination Fishing Funding

- Funds must be used for advertising and promotion only, in accordance with permissible expenditure categories (*see Exhibit A on Page 3*)
- At least 30% of allocated funds must be spent on out-of-county media and promotion.
- Reimbursement may be requested in one of two ways:
 - Applicant pays vendor, then seeks reimbursement from TDC.
 - Applicant submits vendor invoice to TDC for direct vendor payment.
- No reimbursement will be provided for items outside the approved expenditure categories.

Turnkey Event

- A Turnkey event is an all-inclusive event in which the contractor is financially responsible for production, promotion, and management.
- Payment is made only after the event is completed and the scope of services in the contract is fully documented.
- If a Turnkey event is delayed or cancelled, no payment will be made, even if expenses were incurred.
- TDC strongly recommends contractors purchase event cancellation insurance to cover force majeure or unforeseen circumstances.

DESIGNATED TOURNAMENT CONTACT PERSON

Please note that the TDC Administrative Office conducts most of its correspondence, including contract and reimbursement materials 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: _____

TOURNAMENT HISTORY

New Event – This is a new tournament and has no prior history. (*Check box if applicable.*)

If this is not a new event, please provide the following information:

- Date(s) of Last Tournament: _____
- Location of Last Tournament: _____
- District: I II III IV V
- Age of Tournament (years): _____
- Entry Fees Collected (last tournament): \$ _____
- Number of Fishing Days: _____
- Number of Anglers: _____ Out-of-County Anglers: _____
- Target Species: _____

- Total Target Species Caught or Released: _____
- Tackle Requirements: _____
- Daily Fishing Hours: _____
- Number of Participating Vessels: _____

DESTINATION STEWARDSHIP (Exhibit A)

For more information on Destination Stewardship, refer to page 3

Does your event include a scholarship component or local charitable contribution?

Yes No If yes, please describe (350 characters):

Which destination stewardship principles does your event support? Please describe below (Select all that apply)

How will your event support the environment, the community, and local culture? (300 characters):

*Attach supporting documentation if needed as **Exhibit A**.*

NUMBER OF ROOM NIGHTS (Exhibit B)

New Tournament – This is a new event and has no room night history. *(Check box if applicable.)*

Last Event (for return tournaments) Use the table below to calculate the number of room nights generated by your last event:

Step	Question	Response
a.	Number of out-of-county visitors / registered anglers in this district	
b.	Average number of visitors per room	
c.	Average number of nights visitors stayed	
d.	Room Nights = $(a \div b) \times c$	

Method used to estimate visitor nights (check all that apply):

- Registration totals from last year's tournament
- Lodging feedback from last year's tournament
- Attendee survey (see survey example [here](#))
- Other (explain):

*Attach supporting documentation if needed as **Exhibit B**.*

Upcoming Event (FY 2027) Use the table below to estimate the number of room nights for your upcoming event (both new and returning events must complete this section):

Step	Question	Response
a.	Estimated number of out-of-county visitors / registered anglers in this district	
b.	Average number of visitors per room	
c.	Average number of nights visitors will stay	
d.	Room Nights = $(a \div b) \times c$	

Daily Fishing Schedule

Please list the lines in/out times and the total number of fishing hours for each day of your event. You may also attach a copy of your official fishing schedule.

Day	Lines In	Lines Out	Total Fishing Hours
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			

Schedule of Events

This schedule will become part of your approved contract.

Tournament Schedule of Events – Fiscal Year 2027

Official Tournament Name:

Total Number of Event Days:

Please complete the daily activities for your event below. Please include location & start time.
(The number of days listed should match the total number of event days above.)

Day 1

Captain's Meeting:
Fishing:
Social Activity:
Awards Ceremony:
Other:

Day 2

Fishing:
Social Activity:
Awards Ceremony:
Other:

Day 3

Fishing:
Social Activity:
Awards Ceremony:
Other:

Day 4

Fishing:
Social Activity:
Awards Ceremony:
Other:

Day 5

Fishing:
Social Activity:
Awards Ceremony:
Other:

Day 6

Fishing:
Social Activity:

Awards Ceremony:

Other:

EXHIBIT D

BUDGET

DESTINATION APPLICANTS ONLY - Approved revised budget (after allocations) will become part of your contract. Please complete the budget line below to indicate how you intend to spend the funds requested.

This budget may require revision depending on your final funding allocation. Before completing, review **Page 4 & 5** for allowable event marketing expenditures under each line item.

Fishing Event Budget – Fiscal Year 2026

No amendments to this budget (Exhibit F) will be permitted after BOCC approval of the agreement.

OFFICIAL TOURNAMENT NAME

*MEDIA PLACEMENT & PRODUCTION COST	\$
PROMOTIONAL SIGNS	\$
PROMOTIONAL ITEMS	\$
DIRECT MAIL PROMOTIONS	\$
PROGRAMS	\$
PUBLIC RELATIONS	\$
**TROPHIES	\$
***GENERAL NON-ALLOCATED	\$
Total:	\$

Important Notes:

**Media Placement & Production:* At least 30% of total funding must be allocated to this line item and used for out-of-county advertising.

***Trophies:* May not exceed 30% of total funding, unless special approval is granted by the Fishing Advisory Committee.

****General Non-Allocated:* May not exceed 15% of total funding and may only be used for acceptable marketing expenses

Events in August or September 2027

If your event occurs in August or September 2027, please estimate the following:

- Amount to be spent and submitted for reimbursement before September 30, 2027: \$

- Amount to be submitted for reimbursement after September 30, 2027: \$
(These amounts may be revised after final funding allocations are determined. They will become part of your final agreement.)

TOURNAMENT REPORT FOR LAST EVENT
WINNERS BY CATEGORY

New Event – This tournament has no prior history. *(Check if applicable)*

Date of Tournament Results: Click or tap to enter a date.

Champion

- Name:
 - Home City & State:
 - Catch:
 - Captain & Boat Name(s):
-

1st Place

- Name:
 - Home City & State:
 - Catch:
 - Captain & Boat Name(s):
-

2nd Place

- Name:
 - Home City & State:
 - Catch:
 - Captain & Boat Name(s):
-

3rd Place

- Name:
- Home City & State:
- Catch:
- Captain & Boat Name(s):

PROPOSED TOURNAMENT INFORMATION

Tournament Format (*check one*):

Release Weight Other:

Target Species (*check all that apply*):

<input type="checkbox"/> Barracuda	<input type="checkbox"/> Mackerel (Spanish, Cero)	<input type="checkbox"/> Snapper
<input type="checkbox"/> Bonefish	<input type="checkbox"/> Marlin (Blue)	<input type="checkbox"/> Snook
<input type="checkbox"/> Cobia	<input type="checkbox"/> Permit	<input type="checkbox"/> Swordfish
<input type="checkbox"/> Dolphin (Mahi-Mahi)	<input type="checkbox"/> Redfish	<input type="checkbox"/> Tarpon
<input type="checkbox"/> Grouper	<input type="checkbox"/> Sailfish	<input type="checkbox"/> Tuna
<input type="checkbox"/> Jacks	<input type="checkbox"/> Seatrout	<input type="checkbox"/> Wahoo
<input type="checkbox"/> Kingfish	<input type="checkbox"/> Sharks	<input type="checkbox"/> Other:

Entry Fees

Are tournament entry fees charged:

Per Angler Per Boat

Fee Schedule:

- Adult Fee: \$
- Child Fee: \$
- Social Fee: \$
- Boat Fee: \$

PROMOTION AND MARKETING OF PROPOSED TOURNAMENT

(Exhibit E)

*Attach supporting documentation if needed as **Exhibit E**.*

Describe how your tournament will attract overnight, out-of-county visitors to the district for which you are requesting funding.

Marketing Channels: What advertising or promotional methods will you use (e.g., digital, broadcast, print, social media)? (350 characters)

Geographic Reach: How will your efforts reach potential participants outside Monroe County? (350 characters)

Partnerships: Will you work with hotels, travel providers, or sponsors to boost visitation? (350 characters)

Measurable Goals: What specific outcomes are you aiming for (e.g., number of visitors, room nights, media reach)? (350 characters)

TOURNAMENT MARKETING PLAN

Marketing Plan Budget

Total Marketing Plan (including TDC request): \$

Applicant Contribution (“Hard Dollars” only): \$

(Do not include TDC funds or other grants. This amount should reflect only the funds your organization is directly providing toward event marketing.)

Other Sources of Marketing Support (e.g., additional grants, sponsorships): \$

TOURNAMENT RULES (Exhibit F-1)

Please use the space below to provide a summary of your tournament rules. *(You may also attach a complete copy of your official rules if additional detail is needed as **Exhibit D-1.**) (750 characters)*

TOURNAMENT SCORING SYSTEM (Exhibit F-2)

Please use the space below to describe your tournament’s scoring system. *(You may also attach a complete copy of your scoring rules if additional detail is needed as **Exhibit D-2.**) (750 characters)*

ACTION PLAN (Exhibit G)

Please complete the questions below as part of a detailed action plan for your proposed event. Your plan should address the event's permits, operations, safety, and sustainability components in clear and specific detail.

(Attach supporting documentation if needed as Exhibit G)

Road Closures - Will your event require road closures? If yes, explain how closures will be managed in your event plan. (350 characters)

Parking and Transportation - How will parking be accommodated? Describe any shuttles, rideshare, or transit. (350 characters)

Security - How will event security be provided? Include staffing, law enforcement, or private security. (350 characters)

Event Sustainability - Describe your waste reduction and environmental strategies. List measurable goals. (350 characters)

Suggested Sustainability Practices (check all that apply):

- Recycling messaging in programs and event communications
- "Green" advertising (broadcast and digital)
- Vendors use biodegradable/compostable products
- Clearly marked recycling containers throughout site
- Discourage single-use plastics
- Identify and mitigate positive/negative environmental impacts

Useful contact numbers for Recycling:

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

STATEMENT OF INCOME AND EXPENSE (Exhibit H)

Statement of Income and Expense

Applicants may submit this statement using a different format as an attachment if preferred.

Reporting Periods

- Oct. 1, 2024 – Sept. 30, 2025 (Actual)
- Oct. 1, 2025 – Sept. 30, 2026 (Projected)
- Oct. 1, 2026 – Sept. 30, 2027 (Projected)

Income

Category	2024–2025 Actual	2025–2026 Projected	2026–2027 Projected
Sponsors (Cash)	\$	\$	\$
Entry Fees	\$	\$	\$
Promotional Items (<i>excluding TDC-funded items</i>)	\$	\$	\$
Banquet	\$	\$	\$
Other	\$	\$	\$
Total Income	\$	\$	\$

Expenses

Category	2024–2025 Actual	2025–2026 Projected	2026–2027 Projected
Promotional Items	\$	\$	\$
Kickoff/Awards	\$	\$	\$
Banquet	\$	\$	\$
Prizes and/or Trophies	\$	\$	\$
Media Advertisements	\$	\$	\$
Program	\$	\$	\$
Promotional Signs	\$	\$	\$
Other	\$	\$	\$
Total Expenses	\$	\$	\$

Summary

Category	2024–2025 Actual	2025–2026 Projected	2026–2027 Projected
Income Less Expenses	\$	\$	\$
Other	\$	\$	\$
Total	\$	\$	\$
Net Profit (Loss)	\$	\$	\$

Complete the W-9:

Click on the [LINK](#) (CTRL + left mouse click) to fill out the document. Save the document to your computer and attach to your application.

<p>Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p> <p>Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	<p>Give form to the requester. Do not send to the IRS.</p>										
<p>Before you begin. For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i>, below.</p>												
<p>Print or type. See Specific Instructions on page 3.</p>	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p>											
	<p>2 Business name/disregarded entity name, if different from above.</p>											
	<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <small>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see Instructions) _____ </p>											
	<p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See Instructions _____ <input type="checkbox"/></p>											
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p>(Applies to accounts maintained outside the United States.)</p>											
	<p>5 Address (number, street, and apt. or suite no.). See Instructions.</p>	<p>Requestor's name and address (optional)</p>										
	<p>6 City, state, and ZIP code</p>											
<p>7 List account number(s) here (optional)</p>												
<p>Part I Taxpayer Identification Number (TIN)</p>												
<p>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 Instructions for Part I, later. 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>, later.</p>												
<p>Note: If the account is in more than one name, see the Instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 50%; text-align: center;"> <div style="border: 1px solid black; padding: 2px;"> - - </div> </td> <td style="width: 50%;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">or</td> </tr> <tr> <td colspan="2" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="text-align: center;"> <div style="border: 1px solid black; padding: 2px;"> - </div> </td> <td></td> </tr> </table>			Social security number		<div style="border: 1px solid black; padding: 2px;"> - - </div>		or		Employer identification number		<div style="border: 1px solid black; padding: 2px;"> - </div>	
Social security number												
<div style="border: 1px solid black; padding: 2px;"> - - </div>												
or												
Employer identification number												
<div style="border: 1px solid black; padding: 2px;"> - </div>												
<p>Part II Certification</p>												
<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> 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 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 I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. 												
<p>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 for Part II, later.</p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Sign Here</td> <td style="width: 60%;">Signature of U.S. person</td> <td style="width: 20%;">Date</td> </tr> </table>			Sign Here	Signature of U.S. person	Date							
Sign Here	Signature of U.S. person	Date										
<p>General Instructions</p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Future developments. For the latest information about developments related to Form W-9 and its Instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.</p> <p>What's New</p> <p>Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.</p> <p>New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).</p> <p>Purpose of Form</p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they</p>												
<p>Cat. No. 10231X Form W-9 (Rev. 3-2024)</p>												

APPLICATION CHECK LIST

(submit with application)

Check each box below to confirm completion of the required items:

- Applicant has reviewed the sample contract at:
[🔗 Sample Fishing Event Funding Agreement](#)
 - Copies of all promotional advertising from the last event are attached (scanned as an attachment)
 - Tournament Rules – Exhibit F-1
 - Tournament Scoring System – Exhibit F-2
 - Schedule of Events – Exhibit C
 - Budget – Exhibit D
 - Statement of Income and Expenses – Exhibit H (scanned as an attachment if needed)
 - Completed W-9 Form
 - Copy of Sunbiz Registration attached (scanned from Sunbiz.com)
 - All sections of this application have been fully completed
-

FY 27 DRAFT FISHING EVENT FUNDING AGREEMENT (Changes may be made to this boilerplate prior to entering into your final agreement)

THIS Agreement is made and entered into by and between Monroe County, Florida, a political subdivision of the State of Florida (County), and **ORGANIZATION** (Event Contractor) on this _____ day of _____, 2026.

WHEREAS, the Fishing Advisory Committee (FAC) has recommended to the Monroe County Tourist Development Council (TDC), which has endorsed the recommendation, that certain monies be allocated for promotion of an event, which has as one of its main purposes the attraction of tourists, by Event Contractor; and

WHEREAS, Event Contractor has represented and agreed that it desires and is able to conduct the event; and

WHEREAS, the FAC recommends allocation of funds for the **EVENT** (Event) on **DATE**.

NOW, THEREFORE; in consideration of the mutual promises contained herein, the parties agree as follows:

1. Amount: County shall pay a sum not to exceed **\$FUNDS ALLOCATED** (– TDC District **insert district** Funding Allocation) effective **October 1, 2026** for promotion and related expenditures, as described in the event budget, attached hereto as Exhibit D, for production of the Event Name on Event Date. Of this amount, at least 30% or \$_____ of the total allocated funds must be placed in advertising and production cost line item and be attributable to out of county placement. No amendments shall be made to the Budget as set forth in Exhibit D after approval of contract. Payment will be made only after Event Contractor submits invoices and supporting documentation, in accordance with generally accepted accounting principles, acceptable to the County Clerk. The general non-allocated section of an event budget shall not exceed 15% of the total budget and may be utilized for unforeseen permissible expenditures and for those budget lines that may require additional funds. Monroe County's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Board of County Commissioners.

In a situation where the Event has to be postponed due to a named storm or hurricane for which the County orders a visitor and/or resident evacuation order, the Event Contractor shall have thirty (30) days to provide to the TDC administrative office notice of a new date for the Event and shall produce the re-scheduled Event within ninety (90) days of the original date of Event. The rescheduled date shall be authorized, in writing, by the TDC Director. If the Event Contractor is unable to reschedule the Event, the Event Contractor shall provide proof of the cancellation being caused by a named storm or hurricane, and a written statement as to why the event cannot be rescheduled.

If the Event is cancelled or rescheduled due to a named storm or hurricane for which the County orders a visitor and/or resident evacuation order, the County shall pay for promotion or related expenditures of any combination of invoices for the original event date, and/or the rescheduled date up to the amount, but not to exceed the amount of funds allocated as described in the budget, attached hereto as Exhibit D.

Event Name:
Fishing Event Funding FY 2027
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2. Duties of Event Contractor: Event Contractor shall provide promotion and related services as described in the Schedule of Events, Exhibit C, attached hereto.

3. Invoicing: Event Contractor agrees to submit all invoices and supporting documentation as required by the County Clerk's rules and policies no later than **EXPIRATION DATE** unless the date of the event is amended upon written approval of the President/CEO. Event Contractor shall not be reimbursed nor will Event Contractor's vendors be paid directly for any invoices received by the County after **EXPIRATION DATE** unless the date of the event is amended upon written approval of the Fishing Advisory Committee and TDC Director, and the County shall not be obligated to pay for any services provided by Event Contractor under this agreement if documentation as noted above is not received on or before this reimbursement deadline date by the TDC administrative office. To be eligible for reimbursement, the request for reimbursement and supporting documents (checks, invoices, credit card statements, bank statements, etc.) must show that the items were paid for directly by the same entity named on the agreement with the County. **Direct payment requests will only be allowed to be submitted from vendors who are registered to do business in the State of Florida.** For clarification on reimbursements, please refer to the reimbursement packet provided to you upon execution of your funding agreement.

4. Expiration of Agreement: This agreement expires **EXPIRATION DATE** and the County shall not be obligated to pay for any services provided by Event Contractor under this agreement if documentation as noted above is not received on or before this reimbursement deadline date by the TDC administrative office, unless the date of the event is amended upon written approval of the President/CEO.

5. Reimbursement to County: Event Contractor shall reimburse County for any amount of funds expended by County in connection with an event which does not occur as a result of any act or omission by Event Contractor.

6. Media Rights: The TDC shall have the right under this agreement to broadcast or rebroadcast, for any purpose whatsoever, radio, television, sound, video or film production, and still photographs, paid by the TDC and County, and produced by the TDC agencies of record.

7. Indemnification and Hold Harmless: The Event Contractor covenants and agrees to indemnify and hold harmless and defend Monroe County, its officers, employees and agents including the TDC and 3406 North Roosevelt Boulevard Corporation d/b/a Visit Florida Keys from any and all claims for bodily injury (including death), personal injury, and property damage (including property owned by Monroe County) and any other losses, damages, and expenses (including attorney's fees) which arise out of, in connection with, or by reason of the services provided by Event Contractor, or other activities and funding associated with this agreement, except those losses or damages caused by the negligent or wrongful act or omission of County or its agents.

8. Non-Waiver of Immunity: Notwithstanding the provisions of Sec. 768.28, Florida Statutes, the participation of the Event Contractor and the County in this Agreement and the acquisition of any commercial liability insurance coverage, self-insurance coverage, or local government liability insurance pool coverage shall not be deemed a waiver of immunity to the extent of liability coverage, nor shall any contract entered into by the County be required to contain any provision for waiver.

9. Ethics Clause: The Event Contractors warrant that, in respect to itself, it has neither employed nor retained any company or person, other than a bona fide employee working solely for it, to

Event Name:
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solicit or secure this agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for it, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. For the breach or violation of the provision, the Event Contractor agrees that the County shall have the right to terminate this agreement without liability and, at its discretion, to offset from monies owed, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

10. Claims and Venue: Event Contractor agrees to notify County immediately of any claims suits or action made against the Event Contractor that is related to the activity under this agreement and will cooperate with County in the investigation arising as a result of any action, suit or claim related to this agreement. Any legal proceedings arising out of this agreement shall be in accordance with the laws of the State of Florida in the 16th Judicial Circuit for Monroe County; venue shall be in Monroe County, Florida.

11. Severability: If any provision of this agreement shall be held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions shall not be affected thereby; and each provision of this agreement shall be valid and enforceable to the fullest extent permitted by law.

12. Governing Law/Venue: This agreement shall be governed by and construed in accordance with the laws of the State of Florida applicable to contracts made and to be performed entirely in the State. In the event that any cause of action or administrative proceeding is instituted for the enforcement or interpretation of the agreement, the County and Event Contractor agree that venue shall lie in the appropriate court or before the appropriate administrative body in Monroe County, Florida. This agreement shall not be subject to arbitration.

13. Accounting and Records: Event Contractor shall maintain records pursuant to generally accepted accounting principles for four (4) years after the event and shall permit County and its agents and employees' access to said records at reasonable times.

14. Termination of Agreement: This agreement shall terminate on **EXPIRATION DATE**. Termination prior thereto shall occur whenever funds cannot be obtained or cannot be continued at a level sufficient to allow for the continuation of this agreement pursuant to the terms herein. In the event that funds cannot be continued at a level sufficient to allow the continuation of this agreement pursuant to the terms specified herein, this agreement may then be terminated immediately by the TDC administrative office providing written notice of termination delivered in person or by mail to Event Contractor. The Grantor may terminate this agreement without cause upon giving written notice of termination to Event Contractor. The Grantor shall not be obligated to pay for any services or goods provided by Event Contractor after Event Contractor has received written notice of termination.

County may terminate this agreement without cause by providing written notice via the TDC administrative office to Event Contractor, through its officer, agent or representative, no less than sixty (60) days prior to the event and may terminate for breach upon providing to Event Contractor, through its officer, agent or representative, written notice at least seven (7) days prior to the effective date of the termination. Notice is deemed received by Event Contractor when hand delivered, delivered by national courier with proof of delivery, or by U.S. mail upon verified receipt or upon the date of refusal or non-acceptance of delivery.

15. Public Entities Crimes: A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods

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or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for category two for a period of 36 months from the date of being placed on the convicted vendor list.

16. **Logo:** **Logo Usage guidelines are attached to this contract as Exhibit B.** All promotional literature and display advertising must display the “Florida Keys & Key West Come As You Are” logo/trademark (as per attached logo sample – Exhibit B). This logo/trademark was adopted by the TDC and County in April 2010.

17. **Permits:** The Event Contractor will secure all required permits, licenses and shall pay all appropriate business taxes.

18. **Assignment:** The Event Contractor shall not assign, transfer, convey, sublet or otherwise dispose of this agreement, or of any or all of its right, title or interest therein, or his or its power to execute such agreement to any person, company or corporation without prior written consent of the County.

19. **Modification:** The event name, time and date of the event and schedule of activities may be amended upon written approval of the President/CEO. Any changes to said contract other than stated above require approval by the TDC and the County.

20. **Non Occurrence of Event:** The Event Contractor shall give written notice to the TDC if it is found necessary to cancel an event. The notice shall contain the reason for the cancellation. If the event does not take place for any reason under control of Event Contractor, then Event Contractor agrees to refund to the County any amounts already paid to them under this agreement and relieve the County from any further payments.

21. **Force Majeure:** The Event Contractor shall not be liable for delay in performance or failure to perform in whole or in part, the services due to the occurrence of any contingency beyond its control or the control of any of its subcontractors or suppliers, including labor dispute, strike, labor shortage, war or act of war whether an actual declaration thereof if made or not, insurrection, sabotage, riot or civil commotion, act of public enemy, epidemic, quarantine restriction, accident, fire, explosion, storm, flood, drought or other act of God, act of any governmental authority, jurisdictional action, or insufficient supply of fuel, electricity, or materials or supplies, or technical failure where the Event Contractor has exercised reasonable care in the prevention or mitigation of damages and delay, any such delay or failure shall not constitute a breach of the agreement. Upon demand of TDC or County, the Event Contractor must furnish evidence of the causes of such delay or failure. County shall not pay for any services or activities, promotional or otherwise, connected with an event produced after the date(s) described in paragraph 1.

22. **Laws and Regulations:** Any and all services, materials and equipment shall comply fully with all Local, State and Federal laws and regulations.

23. **Taxes:** The County and TDC are exempt from Federal Excise and State of Florida Sales Tax, but this in no way exempts the Event Contractor from applicable Federal and State taxes.

Event Name:
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24. Finance Charges: The County and TDC will not reimburse, pay or be responsible for any finance charges.

25. Relation of County/TDC: It is the intent of the parties hereto that the Event Contractor shall be legally considered as an independent contractor and that neither it nor its employees shall, under any circumstances, be considered servants or agents of the County and TDC, and the County and TDC shall at no time be legally responsible for any negligence on the part of said Event Contractor, its employees or agents, resulting in either bodily or personal injury or property damage to any individual, firm or corporation.

26. Disclosure: The Event Contractor shall be required to list any or all potential conflicts of interest, as defined by Florida Statutes Chapter 112 and Monroe County Code. The Event Contractor shall disclose to the County and TDC all actual or proposed conflicts of interest, financial or otherwise, direct or indirect, involving any client's interest which may conflict with the interest of the County and TDC.

27. Compliance with Laws - Nondiscrimination: County and Event Contractor agree that there will be no discrimination against any person, and it is expressly understood that upon a determination by a court of competent jurisdiction that discrimination has occurred, this Agreement automatically terminates without any further action on the part of any party, effective the date of the court order. County or Event Contractor agree to comply with all Federal and Florida statutes, and all local ordinances, as applicable, relating to nondiscrimination. These include but are not limited to: 1) Title VII of the Civil Rights Act of 1964 (PL 88-352) which prohibits discrimination on the basis of race, color or national origin; 2) Title IX of the Education Amendment of 1972, as amended (20 USC ss. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; 3) Section 504 of the Rehabilitation Act of 1973, as amended (20 USC s. 794), which prohibits discrimination on the basis of disabilities; 4) The Age Discrimination Act of 1975, as amended (42 USC ss. 6101-6107) which prohibits discrimination on the basis of age; 5) The Drug Abuse Office and Treatment Act of 1972 (PL 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; 6) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; 7) The Public Health Service Act of 1912, ss. 523 and 527 (42 USC ss. 690dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; 8) Title VIII of the Civil Rights Act of 1968 (42 USC s. et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; 9) The Americans with Disabilities Act of 1990 (42 USC s. 12101 Note), as maybe amended from time to time, relating to nondiscrimination on the basis of disability; 10) Monroe County Code Chapter 14, Article II, which prohibits discrimination on the basis of race, color, sex, religion, national origin, ancestry, sexual orientation, gender identity or expression, familial status or age; 11) any other nondiscrimination provisions in any Federal or state statutes which may apply to the parties to, or the subject matter of, this Agreement.

28. Security Protection: The Event Contractor agrees to provide adequate security for the event. No TDC funds will be used for this purpose.

29. Authority: Each of the signatories for the Event Contractor below certifies and warrants that: a) the Event Contractor's name in the agreement is the full name of the person or corporation as designated in its corporate charter, and b) they are empowered to act and execute the agreement for the Event Contractor and c) this agreement has been approved by the Event Contractor's governing board, as applicable to corporations or other appropriate authority.

Event Name:
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30. Miscellaneous: As used herein, the terms “contract” and “agreement” shall be read interchangeably.

31. Breach and Penalties: The parties agree to full performance of the covenants contained in this agreement, and the County reserves the right at its discretion, provided such breach is material, to terminate this agreement for any misfeasance, malfeasance, or nonperformance of the agreement terms or negligent performance of the agreement terms by the Event Contractor.

32. Notice: Any notice required or permitted under this agreement shall be in writing and hand delivered, emailed or mailed, postage prepaid, to the other party by certified mail, returned receipt requested to the following:

For Event Contractor:

For Grantor: Maxine Pacini
Monroe County Tourist Development Council
1201 White Street, Suite 102
Key West, FL 33040

And

Christine Limbert-Barrows, Asst. County Attorney
P.O. Box 1026
Key West, FL 33041-1026

33. COUNTY FORMS: By signing this Agreement, GRANTEE has sworn or affirmed to the following requirements as set forth in the Ethics Statement and Non-Collusion Affidavit as set forth in more detail in this Agreement.

- a) Ethics Clause: By signing this Agreement, the GRANTEE warrants that he/it has not employed, retained or otherwise had act on his/her behalf any former County officer or employee in violation of Section 2 of Ordinance No. 010-1990 or any County officer or employee in violation of Section 3 of Ordinance No. 010-1990. For breach or violation of this provision the County may, in its discretion, terminate this Agreement without liability and may also, in its discretion, deduct from the Agreement or purchase price, or otherwise recover, the full amount of any fee, commission, percentage, gift, or consideration paid to the former County officer or employee.
- b) Non Collusion Affidavit: GRANTEE by signing this Agreement, according to law on my oath, and under penalty of perjury, depose and say that the person signing on behalf of the firm of GRANTEE, the bidder making the Proposal for the project described in the Scope of Work and that I executed the said proposal with full authority to do so; the prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any

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other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competitor; and no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, a bid for the purpose of restricting competition; 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.

- c) Affidavit Attesting to Noncoercive Conduct for Labor or Services: Grantee under penalty of perjury attests that Grantee does not use coercion for labor or services in accordance with Section 787.06, Florida Statutes.

As defined in Section 787.06(2)(a), coercion means:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or service are not respectively limited and defined;
4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Causing or threatening to cause financial harm to any person;
6. Enticing or luring any person by fraud or deceit; or
7. Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03 to any person for the purpose of exploitation of that person.

As a person authorized to sign on behalf of Grantee, I certify under penalties of perjury that Grantee does not use coercion for labor or services in accordance with Section 787.06. Additionally, Grantee has reviewed Section 787.06, Florida Statutes, and agrees to abide by same.

34. Entire Agreement: The parties agree that the agreement above constitutes the entire agreement between the County and Event Contractor.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

(SEAL)
Attest: Kevin Madok, Clerk

Board of County Commissioners
of Monroe County

As Deputy Clerk

Mayor/Chairman

Organization

By _____
President

Print Name

Date: _____

AND TWO WITNESSES

(1) _____

(2) _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Acceptable Event Marketing Expenses for Fishing Events

Within the Fishing events funding category, the allocation received by the event contractor must be spent on the list of items that have been approved. Only the TDC expenses listed below may be included in the proposed budget. At least 30% of total funding allocation must be placed within the Media Placement and Production Cost line item to be utilized as Out of County advertising. The following are the only acceptable expenses:

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, pre-roll video, social media promoted posts, 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. At least 30% of total funding allocation must be placed within the Media Placement and Production Cost line item and shall be expended on advertising media cost attributable to out of county placement.

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

Promotional Items*: T-shirts, fishing shirts and hats, reusable totes and reusable drawstring bags, plastic boat buckets, trophies (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 and shipping. This is a direct mail promotional brochure, postcard or 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. Digital Programs: TDC will pay up to fifty percent (50%) of the production only (no click through costs) for digital programs showing scheduled activities and information as outlined in the contract and contract budget. TDC will pay for print or digital programs, but not both.

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 expenditure 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.

Event Name:
Fishing Event Funding FY 2027
Contract ID#:

Logo/Acknowledgement Usage Guidelines For Fishing Events

Color ads four (4) color processing printing

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

Permissible Promotional Items: must carry the “The Florida Keys & Key West” Out-of-County 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”. Electronic Logos can be downloaded from

<https://drive.google.com/drive/folders/1BnqIpzr-CPAEnOLNDs9-NCap17A9IEAT>



Out-of-County Logo

The logo below that does NOT include the “Monroe County Tourist Development Council” designation is to be utilized in out-of-county newspapers and magazines, brochures, postcards, pamphlets, programs, posters and digital advertising on websites, website links, pre roll video, social media promoted posts, banners, mobile and email blasts. Radio commercials should include “Brought to you by The Monroe County Tourist Development Council”. Electronic Logos can be downloaded from

<https://drive.google.com/drive/folders/1BnqIpzr-CPAEnOLNDs9-NCap17A9IEAT>



Event Name:

Fishing Event Funding FY 2027

Contract ID#:

EXHIBIT D

FISHING UMBRELLA EVENT BUDGET - FISCAL YEAR 2027

APPLICANT IS ADVISED PRIOR TO COMPLETING THIS BUDGET TO REFER TO THE FUNDING APPLICATION SHOWING THE ALLOWABLE MARKETING EXPENSES THAT WILL BE CONSIDERED FOR REIMBURSEMENT

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

Tournaments may not place more than **30% of their total funding allocation in the Trophy line item, except when special approval from Fishing Advisory Committee has been received.

***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).

EXHIBIT D

FISHING UMBRELLA EVENT BUDGET - FISCAL YEAR 2027

APPLICANT IS ADVISED PRIOR TO COMPLETING THIS BUDGET TO REFER TO THE FUNDING APPLICATION SHOWING THE ALLOWABLE MARKETING EXPENSES THAT WILL BE CONSIDERED FOR REIMBURSEMENT

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>	\$

\$_____ of the total funding allocation will be spent and submitted for reimbursement prior to September 30, 2027.

\$_____ of the funding allocation will be rolled into the FY 2028 budget and will be eligible to be submitted for reimbursement after September 30, 2027.

* 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

Tournaments may not place more than **30% of their total funding allocation in the Trophy line item, except when special approval from Fishing Advisory Committee has been received.

***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).

TURNKEY FISHING EVENT INSURANCE

(This is NOT required for fishing events that only utilize funds for Marketing and Promotion)

All insurance should list Monroe County as Certificate holder and additional insured and shall be provided to the County five (5) days or more prior to the commencement of the event.

Once you receive your contract refer to the paragraph referencing “Insurance Requirements”

Example of contract wording below

Event Contractor as a pre-requisite of the Special Event governed by this agreement shall obtain, at its own expense, insurance as specified in this section. If a Turnkey event is delayed or canceled for any reason, **no payment shall be forthcoming**, even if the Event Contractor has out-of-pocket expenses leading up to the actual event. The TDC, therefore, strongly recommends that the Event Contractor purchase insurance that covers the cancellation or delay of an event due to “force majeure” or unforeseen circumstances.

Event Contractor shall furnish the County with a certificate evidencing the insurance required by this paragraph five (5) or more days prior to the event.

Event Contractor must have their insurance agency email the certificates of insurance directly to in the Monroe County Risk Management Department. Jones-Gaelan@MonroeCounty-FL.Gov – **The email must state that this is a certificate for a TDC event (state name of event as written within your contract) and should be forwarded to Ammie Machan at the TDC administrative office. Your certificate must state that the Monroe County Board of County Commissioners is a “Certificate Holder” and that Monroe County, its employees and officials will be included as “additional insured”. If you or your insurance agency needs to speak with Gaelan Jones regarding the insurance requirements, he can be contacted by telephone at (305) 295-3177, or by email at the address stated above.**

It is the Event Contractor’s responsibility to confirm that the insurance has been received and approved. You can do this by contacting Ammie Machan at Ammie@fla-keys.com or by calling (305) 296-1552.

Event Contractor will not be permitted to commence work associated with the Event (including pre-staging of personnel and material) until satisfactory evidence of the required insurance has been furnished to the County as specified below. Event Contractor

shall maintain the required insurance throughout the entire duration of the Special Event and any extensions specified in any attached schedules. Failure to comply with this provision may result in the immediate suspension of the Event until the required insurance has been reinstated or replaced. Event Contractor shall provide, to the County, as satisfactory evidence of the required insurance, either:

- * Original certificate of Insurance
- or
- * Certified copy of the actual insurance policy

A certified copy of any or all insurance policies required by this contract shall be filed with the Clerk of the County prior to the Event.

All insurance policies must specify that they are not subject to cancellation, non-renewal, material change or reduction in coverage unless a minimum of thirty (30) days prior notification is given to the County by the insurer.

Acceptance and/or approval of Event Contractor's insurance shall not be construed as relieving Event Contractor from any liability or obligation assumed under this contract or imposed by law.

Any deviations from these General Insurance Requirements must be requested in writing on the County form titled "Request for Waiver of Insurance Requirements" and must be approved by Monroe County Risk Management.

Prior to commencement of work governed by this contract, Event Contractor shall obtain General Liability Insurance. Coverage shall be maintained throughout the life of the contract and include, as a minimum:

- * Premises Operations
- * Products and Completed Operations
- * Blanket Contractual Liability
- * Personal Injury Liability
- * Expanded Definition of Property Damage

The minimum limits acceptable shall be:

- * \$1,000,000.00 Combined Single Limit (CSL)

If split limits are provided, the minimum limits acceptable shall be:

- * \$ 500,000.00 per Person

- * \$1,000,000.00 per Occurrence
- * \$ 100,000.00 Property Damage

An Occurrence Form policy is preferred. If coverage is provided on a Claims Made policy, its provisions should include coverage for claims filed on or after the effective date of this contract. In addition, the period for which claims may be reported should extend for a minimum of twelve (12) months following the acceptance of work by the County. Recognizing that the work governed by this contract involves the sales and/or distribution of alcoholic beverages, the Contractor's General Liability Insurance policy shall include Liquor Liability with limits equal to those of the basic coverage.

A separate Liquor Liability policy is acceptable if the coverage is not more restrictive than the contractor's General Liability policy.

Turnkey Fishing Event Agreement

THIS Agreement is made and entered into by and between Monroe County, Florida, a political subdivision of the State of Florida (County), and **Organization** (Event Contractor) on this ____ day of _____, 2025.

WHEREAS, the Fishing Advisory Committee (FAC) has recommended to the Monroe County Tourist Development Council (TDC), which has endorsed the recommendation, that certain monies be allocated for promotion of an event, which has as one of its main purposes the attraction of tourists, by Event Contractor; and

WHEREAS, the DAC recommends allocation of funds for the (Event Name) on (Event Date).

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. Payment: A Turnkey event shall be considered an all-inclusive event where the Event Contractor has financial responsibility for every facet of the production, promotion and management of the event. Payment under a contract for a Turnkey event will be made only after completion of the event and proof that the scope of services as described below in paragraph 2 has been completed. If a Turnkey event is delayed or canceled for any reason, **no payment shall be forthcoming**, even if the Event Contractor has out-of-pocket expenses leading up to the actual event. The Tourist Development Council (TDC), therefore, strongly recommends that the Event Contractor purchase insurance that covers the cancellation or delay of an event due to "force majeure" or unforeseen circumstances (see paragraph 8).

The County agrees to pay \$_____ (_____ Dollars – TDC District ___ Funding Allocation) for: **Event Name on Event Date**, from tourist development tax funds upon receipt of documentation from Event Contractor, on or before the expiration date of agreement in paragraph 3, that they have met its obligations under this agreement. Said documentation shall also include a picture of each activity/event listed in the scope of services in paragraph 2. The picture shall be labeled with which activity/event it is showing. Documentation submitted by Event Contractor will be reviewed and verified by the Tourist Development Council (TDC) Administrative Office, at which time, County shall pay the sum noted above.

Monroe County's performance and obligation to pay under this contract is contingent upon an annual appropriation by the County.

2. Scope of Services: The Event Contractor agrees to provide the County with an event as specified in the Scope of Services below (Event):

Scope of Services to be inserted

3. Expiration of Agreement: This agreement expires on **Expiration Date** unless the date of the event is amended upon approval of the Visit Florida Keys President/CEO and the

Event Name:
Fishing Turnkey Funding: FY 2027
ID #:

County shall not be obligated to pay for any services provided by Event Contractor under this agreement if documentation as noted above is not received by the TDC administrative office on or before this reimbursement deadline date.

4. Modification: The event name, time and date of the event and schedule of activities may be amended upon written approval of the Visit Florida Keys President/CEO. Any changes to said contract other than stated above require approval by the TDC and the County.

5. Non Occurrence of Event: The Event Contractor shall give written notice to the TDC if it is found necessary to cancel an event. The notice shall contain the reason for the cancellation.

6. Indemnification and Hold Harmless: The Event Contractor covenants and agrees to indemnify and hold harmless and defend Monroe County, its officers, employees and agents including the TDC and Visit Florida Keys from any and all claims for bodily injury (including death), personal injury and property damage (including property owned by Monroe County) and any other losses, damages and expenses (including attorney's fees) which arise out of, in connection with, or by reason of the services provided by Event Contractor, or other activities and funding associated with this agreement, except those losses or damages caused by the negligent or wrongful act or omission of County or its agents.

7. Non-Waiver of Immunity: Notwithstanding the provisions of Sec. 768.28, Florida Statutes, the participation of the Event Contractor and the County in this Agreement and the acquisition of any commercial liability insurance coverage, self-insurance coverage, or local government liability insurance pool coverage shall not be deemed a waiver of immunity to the extent of liability coverage, nor shall any contract entered into by the County be required to contain any provision for waiver.

8. Claims and Venue: Event Contractor agrees to notify County immediately of any claims, suits or action made against the Event Contractor that is related to the activity under this agreement, and will cooperate with County in the investigation arising as a result of any action, suit or claim related to this agreement. Any legal proceedings arising out of this agreement shall be in accordance with the laws of the State of Florida in the 16th Judicial Circuit for Monroe County; venue shall be in Monroe County, Florida.

9. Insurance Requirements: Event Contractor as a pre-requisite of the Special Event governed by this agreement shall obtain, at its own expense, insurance as specified in this section. If a Turnkey event is delayed or canceled for any reason, **no payment shall be forthcoming**, even if the Event Contractor has out-of-pocket expenses leading up to the actual event. The TDC, therefore, strongly recommends that the Event Contractor purchase insurance that covers the cancellation or delay of an event due to "force majeure" or unforeseen circumstances.

Event Contractor shall furnish the County with a certificate evidencing the insurance required by this paragraph five (5) or more days prior to the event.

Event Contractor must have their insurance agency email the certificates of insurance directly to in the Monroe County Risk Management Department. [Jones-](#)

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Gaelan@MonroeCounty-FL.Gov – The email must state that this is a certificate for a TDC event (state name of event as written within your contract) and should be forwarded to Ammie Machan at the TDC administrative office. Your certificate must state that the Monroe County Board of County Commissioners is a “Certificate Holder” and that Monroe County, its employees and officials will be included as “additional insured”. If you or your insurance agency needs to speak with Gaelan Jones regarding the insurance requirements, he can be contacted by telephone at (305) 295-3177, or by email at the address stated above.

It is the Event Contractor’s responsibility to confirm that the insurance has been received and approved. You can do this by contacting Ammie Machan at Ammie@fla-keys.com or by calling (305) 296-1552.

Event Contractor will not be permitted to commence work associated with the Event (including pre-staging of personnel and material) until satisfactory evidence of the required insurance has been furnished to the County as specified below. Event Contractor shall maintain the required insurance throughout the entire duration of the Special Event and any extensions specified in any attached schedules. Failure to comply with this provision may result in the immediate suspension of the Event until the required insurance has been reinstated or replaced. Event Contractor shall provide, to the County, as satisfactory evidence of the required insurance, either:

- * Original certificate of Insurance
- or
- * Certified copy of the actual insurance policy

A certified copy of any or all insurance policies required by this contract shall be filed with the Clerk of the County prior to the Event.

All insurance policies must specify that they are not subject to cancellation, non-renewal, material change or reduction in coverage unless a minimum of thirty (30) days prior notification is given to the County by the insurer.

Acceptance and/or approval of Event Contractor’s insurance shall not be construed as relieving Event Contractor from any liability or obligation assumed under this contract or imposed by law.

Any deviations from these General Insurance Requirements must be requested in writing on the County form titled “Request for Waiver of Insurance Requirements” and must be approved by Monroe County Risk Management.

Prior to commencement of work governed by this contract, Event Contractor shall obtain General Liability Insurance. Coverage shall be maintained throughout the life of the contract and include, as a minimum:

- * Premises Operations
- * Products and Completed Operations

Event Name:
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- * Blanket Contractual Liability
- * Personal Injury Liability
- * Expanded Definition of Property Damage

The minimum limits acceptable shall be:

- * \$1,000,000.00 Combined Single Limit (CSL)

If split limits are provided, the minimum limits acceptable shall be:

- * \$ 500,000.00 per Person
- * \$1,000,000.00 per Occurrence
- * \$ 100,000.00 Property Damage

An Occurrence Form policy is preferred. If coverage is provided on a Claims Made policy, its provisions should include coverage for claims filed on or after the effective date of this contract. In addition, the period for which claims may be reported should extend for a minimum of twelve (12) months following the acceptance of work by the County. Recognizing that the work governed by this contract involves the sales and/or distribution of alcoholic beverages, the Contractor's General Liability Insurance policy shall include Liquor Liability with limits equal to those of the basic coverage.

A separate Liquor Liability policy is acceptable if the coverage is not more restrictive than the contractor's General Liability policy.

A Workers' Compensation insurance is required by Florida Statutes.

10. Permits: The Event Contractor will secure all required permits, licenses and shall pay all appropriate business taxes.

11. Laws and Regulations: Any and all services, materials and equipment shall comply fully with all Local, State and Federal laws and regulations.

12. Taxes: The County and TDC are exempt from Federal Excise and State of Florida Sales Tax, but this in no way exempts the Event Contractor from applicable Federal and State taxes.

13. Finance Charges: The County and TDC will not be reimburse, pay or be responsible for any finance charges.

14. Relation of County/TDC: It is the intent of the parties hereto that the Event Contractor shall be legally considered as an independent contractor and that neither it nor its employees shall, under any circumstances, be considered servants or agents of the County and TDC, and the County and TDC shall at no time be legally responsible for any negligence on the part of said Event Contractor, its employees or agents, resulting in either bodily or personal injury or property damage to any individual, firm or corporation.

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15. Disclosure: The Event Contractor shall be required to list any or all potential conflicts of interest, as defined by Florida Statutes Chapter 112 and Monroe County Code. The Event Contractor shall disclose to the County and TDC all actual or proposed conflicts of interest, financial or otherwise, direct or indirect, involving any client's interest which may conflict with the interest of the County and TDC.

16. Assignment: The Event Contractor shall not assign, transfer, convey, sublet or otherwise dispose of this agreement, or of any or all of its right, title or interest therein, or his or its power to execute such agreement to any person, company or corporation without prior consent of the TDC and County.

17. Compliance with Laws - Nondiscrimination: Event Coordinator and COUNTY agree that there will be no discrimination against any person, and it is expressly understood that upon a determination by a court of competent jurisdiction that discrimination has occurred, this Agreement automatically terminates without any further action on the part of any party, effective the date of the court order. Event Coordinator and COUNTY agree to comply with all Federal and Florida statutes, and all local ordinances, as applicable, relating to nondiscrimination. These include but are not limited to: 1) Title VII of the Civil Rights Act of 1964 (PL 88-352) which prohibits discrimination in employment on the basis of race, color, religion, sex, and national origin; 2) Title IX of the Education Amendment of 1972, as amended (20 USC ss. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; 3) Section 504 of the Rehabilitation Act of 1973, as amended (20 USC s. 794), which prohibits discrimination on the basis of handicaps; 4) The Age Discrimination Act of 1975, as amended (42 USC ss. 6101-6107) which prohibits discrimination on the basis of age; 5) The Drug Abuse Office and Treatment Act of 1972 (PL 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; 6) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; 7) The Public Health Service Act of 1912, ss. 523 and 527 (42 USC ss. 690dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; 8) Title VIII of the Civil Rights Act of 1968 (42 USC s.3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; 9) The Americans with Disabilities Act of 1990 (42 USC s. 12101 Note), as may be amended from time to time, relating to nondiscrimination on the basis of disability; 10) Monroe County Code, Chapter 14, Article II, which prohibits discrimination on the basis of race, color, sex, religion, disability, national origin, ancestry, sexual orientation, gender identity or expression, familial status or age; 11) Any other nondiscrimination provisions in any Federal or state statutes which may apply to the parties hereto, or the subject matter of, this Agreement.

18. Security Protection: The Event Contractor agrees to provide adequate security for the event.

19. Ethics Clause: The Event Contractors warrant that, in respect to itself, it has neither employed nor retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for it, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. For the breach or violation of the provision, the

Event Name:
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ID #:

Event Contractor agrees that the County shall have the right to terminate this agreement without liability and, at its discretion, to offset from monies owed, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

20. Media Rights: The TDC shall have the right under this agreement to broadcast or rebroadcast, for any purpose whatsoever, radio, television, sound, video or film production, and still photographs, paid by the TDC and County, and produced by the TDC agencies of record.

21. Logo: Marketing promotions that display our logo must use the “Florida Keys & Key West Come As You Are” logo/trademark **(as per attached logo sample – Exhibit A)**.

22. Severability: If any provision of this agreement shall be held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions shall not be affected thereby; and each provision of this agreement shall be valid and enforceable to the fullest extent permitted by law.

23. Authority: Each of the signatories for the Event Contractor below certifies and warrants that: a) the Event Contractor’s name in the agreement is the full name of the person/entity or corporation as designated in its corporate charter, and b) they are empowered to act and execute the agreement for the Event Contractor and c) this agreement has been approved by the Event Contractor’s governing board, as applicable to corporations.

24. Public Entities Crimes: A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for category two for a period of 36 months from the date of being placed on the convicted vendor list.

25. Governing Law/Venue: This agreement shall be governed by and construed in accordance with the laws of the State of Florida applicable to contracts made and to be performed entirely in the State. In the event that any cause of action or administrative proceeding is instituted for the enforcement or interpretation of the agreement, the County and Event Contractor agree that venue shall lie in the appropriate court or before the appropriate administrative body in Monroe County, Florida. This agreement shall not be subject to arbitration.

26. Accounting and Records: Event Contractor shall maintain records pursuant to generally accepted accounting principles for four (4) years after the event and shall permit County and its agents and employees access to said records at reasonable times.

27. Notice: Any notice required or permitted under this agreement shall be in writing and hand delivered or mailed, postage prepaid, to the other party by certified mail, returned receipt requested to the following:

Event Name:
Fishing Turnkey Funding: FY 2027
ID #:

For Event Contractor:

For Grantor: Maxine Pacini
Monroe County Tourist Development Council
1201 White Street, Suite 102
Key West, FL 33040

And

Christine Limbert-Barrows, Asst. County Attorney
P.O. Box 1026
Key West, FL 33041-1026

28. COUNTY FORMS: By signing this Agreement, GRANTEE has sworn or affirmed to the following requirements as set forth in the Ethics Statement and Non-Collusion Affidavit as set forth in more detail in this Agreement.

- a) Ethics Clause: By signing this Agreement, the GRANTEE warrants that he/it has not employed, retained or otherwise had act on his/her behalf any former County officer or employee in violation of Section 2 of Ordinance No. 010-1990 or any County officer or employee in violation of Section 3 of Ordinance No. 010-1990. For breach or violation of this provision the County may, in its discretion, terminate this Agreement without liability and may also, in its discretion, deduct from the Agreement or purchase price, or otherwise recover, the full amount of any fee, commission, percentage, gift, or consideration paid to the former County officer or employee.
- b) Non Collusion Affidavit: GRANTEE by signing this Agreement, according to law on my oath, and under penalty of perjury, depose and say that the person signing on behalf of the firm of GRANTEE, the bidder making the Proposal for the project described in the Scope of Work and that I executed the said proposal with full authority to do so; the prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competitor; and no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, a bid for the purpose of restricting competition; 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.
- c) Affidavit Attesting to Noncoercive Conduct for Labor or Services: Grantee under penalty of perjury attests that Grantee does not use coercion for labor or services in accordance with Section 787.06, Florida Statutes.

Event Name:
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As defined in Section 787.06(2)(a), coercion means:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or service are not respectively limited and defined;
4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Causing or threatening to cause financial harm to any person;
6. Enticing or luring any person by fraud or deceit; or
7. Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03 to any person for the purpose of exploitation of that person.

As a person authorized to sign on behalf of Grantee, I certify under penalties of perjury that Grantee does not use coercion for labor or services in accordance with Section 787.06. Additionally, Grantee has reviewed Section 787.06, Florida Statutes, and agrees to abide by same.

29. Breach and Penalties: The parties agree to full performance of the covenants contained in this agreement, and the County reserves the right at its discretion, provided such breach is material, to terminate this agreement for any misfeasance, malfeasance or nonperformance of the agreement terms or negligent performance of the agreement terms by the Event Contractor.

30. Termination of Agreement: This agreement shall terminate on **EXPIRATION DATE**. Termination prior thereto shall occur whenever funds cannot be obtained or cannot be continued at a level sufficient to allow for the continuation of this agreement pursuant to the terms herein. In the event that funds cannot be continued at a level sufficient to allow the continuation of this agreement pursuant to the terms specified herein, this agreement may then be terminated immediately by the TDC administrative office providing written notice of termination delivered in person or by mail to Event Contractor. The Grantor may terminate this agreement without cause upon giving written notice of termination to Event Contractor. The Grantor shall not be obligated to pay for any services or goods provided by Event Contractor after Event Contractor has received written notice of termination.

County may terminate this agreement without cause by providing written notice via the TDC administrative office to Event Contractor, through its officer, agent or representative, no less than sixty (60) days prior to the event and may terminate for breach upon providing to Event Contractor, through its officer, agent or representative, written notice at least seven (7) days prior to the effective date of the termination. Notice is deemed received by Event Contractor

Event Name:
Fishing Turnkey Funding: FY 2027
ID #:

when hand delivered, delivered by national courier with proof of delivery, or by U.S. mail upon verified receipt or upon the date of refusal or non-acceptance of delivery.

31. Miscellaneous: As used herein, the terms “contract” and “agreement” shall be read interchangeably.

32. Entire Agreement: The parties agree that the agreement above constitutes the entire agreement between the County and Event Contractor.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

Event Name:
Fishing Turnkey Funding: FY 2027
ID #:

(SEAL)
Attest: Kevin Madok, Clerk

Board of County Commissioners
of Monroe County

As Deputy Clerk

Mayor/Chairman

Organization

AND TWO WITNESSES

By _____
President

(1) _____

Print Name: _____

Print Name

Date: _____

Date: _____

(2) _____

Print Name: _____

Date: _____

Event Name:
Fishing Turnkey Funding: FY 2027
ID #:

EXHIBIT A

Color ads four (4) color processing printing

Black & white ads shall include the appropriate generic or district logo in high resolution

TV: logo must appear at the conclusion of commercial

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

Marketing promotions that display our logo must use the “Florida Keys & Key West Come As You Are” logo/trademark. Electronic Logos can be downloaded from

<https://drive.google.com/drive/folders/1Bnqlpzi-CPAEnOLNDs9-NCapI7A9IEAT>



Event Name:
Fishing Turnkey Funding: FY 2027
ID #:

FISHING REIMBURSEMENTS

REIMBURSEMENT OF INVOICES

All reimbursement packets should be submitted electronically as one pdf file per vendor submission with the reimbursement page or letter of request as the front pages. Before emailing your pdf open the file and ensure all pages are the correct orientation and in the correct order so they can easily be read.

All pages/pictures/invoices need to be labeled at the top of the page as to what their content is and dated to when the activity relating to your scope of services took place.

The email address to submit reimbursement packets to is:

TDCReimbursement@MonroeCounty-fl.gov

You should receive a confirmation email to say your reimbursement packet has been received. If you do not get that email then call our office at (305) 296-1552 and ask to speak to a member of the finance team. Please KEEP this email as proof that you sent it and we received it.

It is the responsibility of the submitting party to confirm delivery of the reimbursement request prior to the contract expiration date.

Prior to payment, the TDC and/or the Monroe County Finance Department may require additional documentation in order to process a reimbursement request.



2027

Reimbursement Packet Fishing Tournament Funding



MONROE COUNTY TOURIST DEVELOPMENT COUNCIL

Name of Event

\$Amount funded

ID# _____

REIMBURSEMENT REQUEST COVER SHEET

Completed Fishing Event reimbursement requests should be emailed to the following address:

TDCReimbursement@MonroeCounty-fl.gov

All reimbursement packets should be submitted electronically as one pdf file with the reimbursement page or letter of request as the front pages.

It is the responsibility of the event coordinator to confirm receipt of reimbursement request prior to agreement expiration date

Name of Organization: _____

Contract ID: _____

Name of Event: _____

Agreement Expiration Date: 09/29/2027

Funds Allocated: \$ _____

Line Item Number: 115-75022-00039

Check # or Name of Credit Card Used	Check or Credit Card Date	Payee	Reason	Amount Paid
<p style="color: blue; font-size: small;">(Extra expenditure listing sheets are available for your use at the back of this packet – please insert behind page 1 if needed.)</p>			Total of Above Submissions:	
			Total of Prior Payments:	
			Total Requested and Paid (this request plus all previous payments)	
			Total Contract Award:	
			Balance of Contract (Total Contract Award minus Total Requested and Paid):	

I certify that the goods/services on the attached original invoices, submitted to the Monroe County Tourist Development Council for direct payment, have been received

I certify that the above checks, submitted for reimbursement, have been submitted to the vendors as noted and that the expenses are accurate and in agreement with the records of this organization. Furthermore, these expenses are in compliance with this organization's contract with the Monroe County Tourist Development Council and the Monroe County Board of County Commissioners and will not be submitted for reimbursement to any other funding source.

Cancelled checks, when required, must include a copy of the bank statement showing that the check has cleared and a copy of the actual check from statement back-up. All other personal information may be blacked out for privacy.

Date _____
President of Organization

Please Print Name

Federal I.D.

Attachments (supporting documentation)

Subscribed and sworn to before me, by means of physical presence or online notarization, on _____ (date) by _____ (name of affiant). He/She is personally known to me or has produced _____ (type of identification) as identification.

NOTARY PUBLIC

My Commission Expires: _____

ATTACHMENTS AND CHECK LIST

(Complete and Submit with Reimbursement Request)

PLEASE contact the TDC office ahead of reimbursement at (305) 296-1552, if you have any questions.

- I am the President or Board Officer of the Organization listed within the signed Contract (If this has changed at any time during the term of the contract, please contact the TDC office immediately (305-296-1552 and ask for Ammie Machan or Maxine Pacini).
- I have reviewed and followed Exhibit A of the Contract: Acceptable Event Marketing Expenses for Fishing Event.
- I have received and followed Exhibit B of the Contract: Logo / Acknowledgement Usage Guidelines for Fishing Events.
- I understand that I will only be reimbursed for costs directly related to items listed in Exhibit A. The TDC does not pay for telephone charges; mailing or postage costs; travel expenses such as airline tickets, gas, rental cars, etc. I will contact the TDC office ahead of reimbursement at (305) 296-1552, if I have any questions regarding my submission.
- I have enclosed invoices, supporting documentation in context, and proof of payment to that entity in the form of a copy of the check with bank statement showing check has cleared; or credit card statement showing payment made – credit card used must be in the name of the organization that the agreement is entered into.
- I have included all completed vendor's W-9 forms with Monroe County Tourist Development Council direct payment vendor requests. (Blank W9 Attached)
- I have enclosed labeled photographs of the event that illustrate the contractor's scope of services.
- I have completed the Reimbursement Request Cover Sheet and have attached all of the above mentioned documentation.
- The notarized verification statement shown below my request for reimbursement, or direct payment to vendors, has been signed and notarized.
- I am submitting my request for reimbursement as one pdf document per vendor or reimbursement to contracted party.
- Packet is organized in order of Reimbursement Cover Sheet, current W-9, invoice, back-up documentation, and proof of payment. If the packet is not ordered in this way it can delay processing of the request.

Further Clarification on Required Submissions for Reimbursement

An original invoice is required for a direct payment to vendors; if the event contractor has paid the invoice and is seeking reimbursement, a photocopy of the invoice and back up material is acceptable.

PLEASE contact the TDC office ahead of reimbursement at TDCReimbursement@Monroecounty-fl.gov, if you have any questions regarding your submission.

Newspaper or Magazine Advertisements: Submit “tear sheet” including the full page that the advertisement appears on along with full publication or title page and date as proof of placement, together with the invoice from publication. The entire magazine/newspaper does not need to be submitted.

Television Advertisements: Submission of one invoice outlining all dates and times of airing must be submitted on Vendor stationary. Also, a link, thumb drive or other visual of the advertisements are required.

Radio Advertisements: Submission of one invoice outlining all dates and times of airing must be submitted on Vendor stationary along with a copy of the written **notarized** radio announcement.

Digital Advertising URL links on websites, pre-roll video, banners, mobile banners and e-mail blasts: A photocopy or screen shot of the banner from the website/mobile site showing the TDC logo. A Quicktime (.mov) file, Dropbox link or DVD of the pre-roll video showing the TDC logo with a performance report from the vendor also showing the advertising dates or run dates. A photocopy of the E-blast showing the TDC logo. A screen shot identifying the website on which the button, banner and/or website link is shown. Any videos submitted should also contain a clickable link.

Posters and Banners: If the size of the piece precludes inclusion as backup (i.e. banner and/or poster), photos of the piece, clearly showing all lettering and the correct TDC logo, as outlined in the contract, will be accepted. Posters must be poster sized (larger than letter sized – 8 1/2”X11”) and be produced on heavyweight/poster stock. Please ensure to send a photo of the banner/poster after it was printed/ delivered. Posters/banners should also refer in some way to the name of the event.

T-Shirts, Drawstring Bags/Reusable Totes, Plastic boat buckets and Hats: A photo of the front and/or back of these promotional items showing the correct TDC logo, as outlined in the contract, after it was

printed/delivered and one or more of the following – name of the event, date (i.e. year) and location (i.e. Key West, Key Largo) -- shall be attached to the invoice when requesting payment or reimbursement.

(NOTE: YOU NEED NOT SUBMIT ACTUAL ITEMS)

Direct Mail Promotions: An original of the brochure (cover page showing dates of brochure and article page ONLY – not entire brochure), postcard or pamphlet, showing the correct TDC logo, as outlined in the contract, and postage/ mailing receipts and notarized mailing list shall be attached to the invoice as backup. Event applications, registration forms, and/or flyers are not a TDC acceptable expense.

Programs: For physical programs an original of the program shall be attached to the invoice as backup (just the cover page and TDC ad). For digital programs a screen shot of the digital program shall be attached to the invoice as backup. Please keep in mind that programs are only 50% reimbursable.

Photo Program Processing: In the case of the agency of record approving a photo program for promotion of your event, the receipt or invoice shall be attached to a contact sheet.

Trophies: The original invoice is required for a direct payment to vendor, also an original invoice is required for reimbursement to event contractor. Both require inclusion of a notarized list of winners of the event and a notarized list of the plates and/or glass etching from the engraving company.

Reimbursement requests received after the contract expiration date will not be accepted.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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or								
Employer identification number								
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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 for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.

SAMPLE FISHING DOCUMENTS FOR YOUR REVIEW

To review sample documents relating to Fishing Funding:

- Log onto the Monroe County Official Website

[Tourist Development Council \(TDC\) | Monroe County, FL - Official Website](#)

- Look for Departments/Tourist Development Council



- Look Under Fishing Advisory Committee

Fishing Advisory Committee

- [View Board Members](#)
- [FAC Meeting Schedule and Agendas](#)
- [Sample Fishing Event Funding Agreement](#)
- [Sample Fishing Event Reimbursement Packet](#)
- [Fishing Workshop Packet](#)
- [Sample Fishing Score Sheet](#)

THANK YOU FOR JOINING US TONIGHT

**FOR FURTHER INFORMATION OR TO
OBTAIN A COPY OF THE CURRENT
APPLICATION YOU CAN REACH US BY
EMAIL AT**

fishingevents@fla-keys.com

**OR visit our website for more grant related
information**

<https://visitfloridakeys.com/industry-partners/grant-funding>

**Maxine Pacini – Sr. Director of Grants and
Budget**

**Crystal Blaskis – Sr. Director of Community
Programs & Events**