Fort Lauderdale Beach Business Improvement District (BBID)

REIMBURSABLE GRANT FUNDING APPLICATION INSTRUCTIONS

OVERVIEW OF THE APPLICATION PROCESS

- Application Submittal – See Application Timeline below for important information
- BBID Committee Presentation
- City Commission Approval
- Execute Agreement
- Event Takes Place or Project Completed
- Submit Final Invoice for Payment

The Beach Business Improvement District's (BBID) Reimbursable Grant Application is used to determine whether a proposal meets the goals and objectives of the BBID as regulated in Ordinance C-06-34. Only proposals that comply with the BBID's goals will be considered.

The Beach Business Improvement District Assessment is a non-ad valorem assessment especially dedicated to providing beach business improvement services, facilities, or programs that provide a special benefit to business properties located in the area along SR A1A between Sunrise Boulevard to the north and the east/west section of Harbor Drive to the south.

BBID Reimbursable Grant Application Contact Information

Judy Erickson, BBID Program Manager
City of Fort Lauderdale
501 Seabreeze Blvd
Fort Lauderdale, FL 33316
(O): (954) 828-4599
(E): JErickson@fortlauderdale.gov

APPLICATION TIMELINE	
Grant Funding Period	October 1, 2025 - September 30, 2026
Applications Available	Early December 2024
Consultation Period with Staff	January 1, 2025 - February 1, 2025
Submission Deadline	**February 28, 2025**
Application Comments / Corrections	March 15, 2025
Revised / Final Application Due	March 28, 2025
BBID Advisory Committee Evaluation Meeting	March - June, 2025
Selected Applicants to Present to BBID Advisory Committee	**April/May 2025**
Request for Approval from City Commission	May - June 2025
Award Notifications Issued	Summer 2025
Availability of Grant Funds	*October 1, 2025

*Funding for projects outside this period is highly unlikely and requires exceptional circumstances, subject to funding availability and alignment with the BBID's strategic priorities.

REIMBURSABLE GRANT FUNDING APPLICATION INSTRUCTIONS

APPROVAL PROCESS

BBID reimbursable grant funding is a multi-step approval process:

STEP 1 - APPLICATION SUBMISSION AND REVIEW

A submitted application is first reviewed by staff for completion prior to placement on BBID Advisory Committee Agenda. If complete, staff will inform the applicant of BBID Committee meeting date for the presentation. Applicant shall prepare a 10-minute presentation about the proposed event, proposal, or project for the BBID Advisory Committee's review.

STEP 2 - BBID COMMITTEE REVIEW AND APPLICATION PRESENTATION

BBID Committee will determine if proposal meets BBID goals and objectives, and whether to recommend to the City Commission to fund the proposal and at what amount. A recommendation for approval requires majority vote of more than half of the BBID Committee Members.

The applicant shall prepare a PowerPoint presentation, maximum of ten (10) minutes in length to be presented to the BBID Committee at the scheduled meeting in March. The BBID Committee will vote if they recommend funding based on the submitted application and information contained in the presentation and available funding. The presentation provides an opportunity to illustrate and highlight the event and the impact it will have to the area and the BBID businesses.

If the application acquires BBID Advisory Committee recommended approval, the application moves to step 3.

STEP 3 - CITY COMMISSION APPROVAL - CONSENT MOTION AGENDA ITEM

The Fort Lauderdale City Commission reviews all BBID reimbursable grant funding application items at a regularly scheduled City Commission meeting. Staff will prepare a Commission Agenda Memo requesting approval of grant funds as recommended by the BBID Advisory Committee. If approved, move to step 4.

STEP 4 – EXECUTE AGREEMENT

The proposed event or project shall not begin without an executed Grant Participation Agreement.

The applicant must have an authorized representative execute two copies of the Grant Participation Agreement between the applicant and the City and deliver the originals to City Attorney's Office:

Judy Erickson, BBID Program Manager
City of Fort Lauderdale
501 Seabreeze Blvd.
Fort Lauderdale, FL 33316
(O): (954) 828-4599
(E): JErickson@fortlauderdale.gov

with copies via e-mail to:

- Judy Erickson City of Fort Lauderdale, JErickson@fortlauderdale.gov
- Sonia Sierra, Senior Legal Assistant, City of Fort Lauderdale ssierra@fortlauderdale.gov

REIMBURSABLE GRANT FUNDING APPLICATION INSTRUCTIONS

STEP 5 – EVENT/PROJECT TAKES PLACE

STEP 6 – SUBMIT FINAL INVOICE WITH SUPPORTING DOCUMENTATION WITHIN 90 DAYS OF EVENT COMPLETION.

REIMBURSEMENT PROCESS

Once grant funds have been approved by City Commission, and the Reimbursable Grant Participation Agreement has been executed, City staff will work with the City's Procurement Division to issue a purchase order for the recipient. After an event or project has taken place, the grant recipient must submit a final invoice detailing the expenses of the event as well as copies of paid expense receipts that match final invoice line-item descriptions. The following are supporting document examples:

- Production company invoices (staging, lighting, etc.)
- Labor/staffing invoice
- If any City services were used for the event, back-up documenting use of such services must accompany your final invoice as well
- Clean up, public safety (Police/Fire/EMS/Ocean Rescue), parking services, police detail

Please note, an invoice packet without proper documentation will not be processed.

SUBMIT THE FINAL INVOICE VIA E-MAIL

To: acctspayable@fortlauderdale.gov
cc: JErickson@fortlauderdale.gov

The City of Fort Lauderdale Accounts Payable will date stamp received invoices prior to review and approval. The applicant shall submit the final invoice to City of Fort Lauderdale Accounts Payable Division and copy or "cc" City staff via email. City staff will review and process invoice in accordance with guidelines set forth by City of Fort Lauderdale. Once approved, the packet will be routed to the City's Finance Department to issue the check and mail to the address listed on final invoice.

Include the information below on final invoice:

- Addressed To: City of Fort Lauderdale
- Purchase Order Number
- Primary Contact: Judy Erickson, Program Manager
- Address: Fort Lauderdale Aquatic Center
  501 Seabreeze Blvd, Fort Lauderdale, FL 33316

ADDRESS REIMBURSEMENT RELATED QUESTIONS TO:
Judy Erickson, JErickson@fortlauderdale.gov or 954-828-4599