

TOURISM

SANTA FE

TO: OTAB Members
FROM: Randy Randall
DATE: August 21, 2015
SUBJECT: Grant Process

It is my understanding that the current policy of OTAB is that the \$70,000 budgeted annual distribution recommendations by the board are subject to the following restrictions:

1. Grants can be made with a recommendation for three years of funding with the second year being a maximum of half of the first year funding and the third year being a maximum of the second year funding.
2. The maximum amount of funding for the first year for any organization is \$30,000.
3. Second and third year funding require applications and approval based on the effective use of the funds provided, success of the prior year event and plan for the continued funds as specified in the application.
4. After three years of funding, the event is no longer eligible for OTAB funding.

We also discussed the fact that events apply to other agencies within the city such as the Arts Commission and Economic Development and that a question exists as to whether multiple city grants in the same time frame should be allowed. While OTAB cannot decide this for other agencies, it can create its own policy.

A question has also come up with regard to events and organizations that have completed a three year cycle and extra funding is available, should they be allowed for continuing support. In other words, if all funds available are not distributed to organizations based on the above stated policy, can past recipients come in for a second round of requests for a portion or all of the undistributed funds?

I have placed an agenda item on the August 27 OTAB meeting to discuss these issues. I would also like to determine a time frame for the application and grant process. While it has been done in the early spring in the past years, my recommendation to the board is that they do this in the late fall (after November 1) with a decision on fund distributions for the next calendar year prior to December 31. This would allow organizations to better understand support available without regard to when their event occurs in the next calendar year. While this provides some conflict with the city fiscal year ending June 30, it appears we will be allowed to obligate the next fiscal year budget for distribution after that date in the calendar year.

Please be prepared to:

1. Discuss the rules as set forth in this memo and provide any correction to current policy.
2. Recommend any policy changes.
3. Create policy for any undistributed funds.
4. Determine timing of the recommendation process.