



**Santa Fe County Community Development Department  
and Public Works Department  
Tourism Event, Facilities, and Attractions Grant Program  
(TEFA)**

**Notice of Funding Availability (NOFA)**

This Notice of Funding Availability (NOFA) is provided by the Santa Fe County Community Development Department and Public Works Department to support tourism-related events and facilities in Santa Fe County through the Tourism Event, Facilities and Attractions Grant Program (TEFA), as permitted by [Santa Fe County Ordinance No. 2023 - 02](#).

Successful applicants shall clearly delineate how their event or facility will benefit and/or increase tourism and visitors to Santa Fe County.

<b>Document Type:</b>	Funding Notice
<b>Funding Opportunity Number:</b>	TEFA - 01
<b>Opportunity Category:</b>	Discretionary
<b>Posting Date:</b>	Monday, Sept. 9, 2024
<b>Closing Date:</b>	Monday, Oct. 28, 2024, 2:00 p.m. MDT
<b>Funding Instrument:</b>	Reimbursable Grant Agreement
<b>Category of Funding:</b>	Support of Tourism Events and Facilities
<b>Expected Number of Awards:</b>	5+ Awards: \$5,000 max. award per requestor
<b>Total Program Funding:</b>	\$25,000
<b>Cost Sharing or Matching Requirement:</b>	None – however Applicants shall demonstrate how these funds will be leveraged
<b>Term of Funding:</b>	Dec. 2024 to Dec. 2025

**Description:** The Santa Fe County Community Development and Public Works Departments are seeking applications from a government or non-profit organizations in Santa Fe County that directly support the Tourism Industry in Santa Fe County. Program funding will be available from December 2024 through December 2025.

**Eligible Applicants:** Government entities and non-profit organizations in the Authorized Program Area (below), including those that engage in an income-generating activity that is directly related to their exempt purpose, may apply for TEFA grants.

Nongovernmental applicants must have non-profit status with a tax-exempt status and tax identification number or have an umbrella non-profit apply on their behalf as a fiscal agent.

**Additional Information on Eligibility:** A “program” is not an Eligible Applicant. As defined above, an Eligible Applicant is a government entity or a non-profit organization. A program or organization that does not qualify as a non-profit organization with tax-exempt status must apply through a qualifying non-profit organization that will serve as the Fiscal Agency/Fiduciary for the program/organization.

**Authorized Program Area:** For the purposes of this funding notice, the authorized program areas are limited to organizations that directly support the Tourism Industry in Santa Fe County and are located within Santa Fe County. For purposes of this funding notice, Tourism Industry means the following: (1) events that are planned for, promoted to and attended by tourists to the County; (2) facilities and attractions that are intended to be used by or visited by tourists to the County.

**Eligible Activities:** For purposes of this funding notice, applications shall be limited to government entities and non-profits in the Authorized Program Area that are applying for funds for Eligible Events, Facilities, and Attractions and that have the required qualifying documents to support this grant program eligibility and grant application. Funds will be granted within the allowable use of the Lodgers Tax Proceeds as it pertains to support for Operations and Facilities only as defined within the Santa Fe County Ordinance No. 2023-02 and 3-38-21 NMSA 1978.

**Eligible Events, Facilities and Attractions:** Per County Ordinance No. 2023-02, and state law, Lodgers’ Tax (a/k/a occupancy tax) proceeds may be used for the following purposes, among other things:

1. Establishing, operating, purchasing, construction, otherwise acquiring, reconstructing, extending, improving, equipping, furnishing or acquiring real property or any interest in real property for the site or grounds for tourist-related facilities and attractions or tourist-related transportation systems of the County; and
2. Providing police and fire protection and sanitation service for tourist-related facilities, attractions and events located in the County.

**Ineligible Activities:** Funds cannot be utilized for the purpose of purchasing food, drink, or alcoholic beverages. Funds cannot be utilized for an organization’s salaries and/or benefits to employees.

**Supplanting:** Grant funds are intended to add to, augment, or supplement, not replace, resources already committed to the organization’s event and/or facility.

**Requests for Reimbursement:** This is a reimbursable grant program; therefore, all complete reimbursement information must be categorized per the approved budget for the TEFA Grant Program.

- Invoices must be submitted for payment processing. Invoices must be dated and paid by the organization after the date of the purchase order.

- Vendor statement will not be accepted in lieu of original invoices but may be included to help describe uses/purposes of individual invoices.
- Copies of cancelled checks (front & back) or signed credit card receipts must accompany original invoices as proof of payment.
- Note: The processing of your payment will be completed in a timely manner by County staff if all required and complete information is provided.
- If the County determines that any expenses included in the invoice are not properly reimbursable (e.g. because they were incurred before the date of the purchase order, not supported by proof of payment, not within the Authorized Program Area and for Eligible Events, Facilities or Attractions, or services provided after the term of the contract), the County will notify the applicant in writing of which expenses were disallowed and the reasons why. The County will have an additional thirty (30) days in which to process an invoice resubmitted to correct deficiencies in a prior invoice submission.

**Reporting Requirements:**

- Grantees shall submit a written report to be submitted to the County within sixty (60) days following the event/expenditure of funds. Please email your written report to Ken Quintana at: [kquintana@santafecountynm.gov](mailto:kquintana@santafecountynm.gov).
- Total amount of funds received.
- Amount of funds received that were expended.
- The final report must include a one-to two- page summary of the event/activity and how the County funding assisted the tourism-related event/facility in Santa Fe County.

**Insurance and Indemnification:** The Contractor must maintain adequate liability insurance in at least the amount of \$1,050,000. A certificate of insurance must be provided by the contractor's insurance agency naming the County as additional insured party.

- Contractor agrees to defend, indemnify and hold the County of Santa Fe harmless for all losses, damages, claims or judgement, execution, actions or demands whatsoever resulting from the Contractor's actions or inactions as a result of the event/facility use.

**Application:** Santa Fe County Community Development Department and Public Works Department is accepting requests for funding from 501 (c)(3) nonprofit organizations or government entities that provide services/ programming to support the Tourism Industry in Santa Fe County.

Grant requests up to \$5,000 will be considered.

Applications will be accepted via email as an email attachment to Kenneth Quintana, Operations Manager with the County Community Development Department at 505-986-6207 or [kquintana@santafecountynm.gov](mailto:kquintana@santafecountynm.gov).

1. Provide a proposal to include the following:
  - a.) Organization name, address, phone number, and website address;
  - b.) Contact Name for Organization, Title and Contact Information for the person preparing the proposal and the person responsible for the Organization (including phone number and email);
  - c.) A statement verifying that the organization is either a 501 (c)(3) organization in good standing with the Internal Revenue Service (IRS) and the New Mexico Attorney General, or a public/ governmental agency;
  - d.) Mission Statement of the Organization;

- e.) Program description including how the requested funds will be used; and,
  - f.) Number of people served by the event/facility.
2. Event/facility project budget showing income sources and anticipated expenses.
  3. Current organizational financial statement.
  4. The following qualifying documents must be submitted with the application:
    - a. Copy of a current Business Registration License.
    - b. New Mexico State Gross Receipts-Withholding Certificate (CRS-1);
    - c. Copy of Internal Revenue Service form 501 (C) 3, proof of non-profit status (if applicable);
    - d. A letter from the fiscal agent under which the organization umbrellas (if applicable);
    - e. New Mexico State Non-Taxable Taxation Certificate (if applicable); and,
    - f. A copy of Certificate of Insurance (Naming the County as an additional insured).

**Application Procedure:** Applicants may request application information by contacting Ken Quintana at 505-986-6207 or by email at [kquintana@santafecountynm.gov](mailto:kquintana@santafecountynm.gov).

- All applications are due no later Monday, October 28, 2024, 2:00 p.m. MDT, and shall be submitted in accordance with the procedures outlined within the application packet. All Applications must be emailed as PDF documents and must be received by email on Monday, October 28, 2024, 2:00 p.m. MDT, to be considered as an eligible application.
- Each applicant will receive a confirmation email certifying receipt of submittal by the County. Note: Applicants please be mindful of the file sizes that will be emailed in order to ensure the submission. No Hard copy applications will be accepted.

**Award Selection Procedure:** Upon receipt and review of each application for completeness, applications will be rated and ranked by a Santa Fe County staff team with representatives from the County Manager’s Office, Public Works, Community Development and Finance.

- All applications recommended for award will be presented to the Board of County Commissioners at a Commission meeting for review and consideration of approval.

Applications will be collected and reviewed during the applications cycle. The Grant Review Panel will review the applications. Applications will be scored and ranked for funding recommendations by the panel. Funding recommendations will be forwarded to the Board of County Commissioners for review and approval of funding.

Evaluation Criteria – Written – 100 POSSIBLE POINTS

1. Project is shovel ready (25 points)
2. Goods or services received within 12 months / project completed within 12 months (25 points)
3. Necessary for function of event, facility or attraction (25 points)
4. Project contributes to Lodger’s Tax collections within unincorporated areas of the County (25 points)

**Notification:** All applicants will be notified in writing of the funding decision no later than fifteen (15) days after the date of BCC approval.

**Reporting Requirements:** All selected applicants (grantees) shall be required to submit a Final Report. Upon completion of program, all selected Grantees shall submit a Final Report and results to the County within sixty (60) days.

**Termination:** Santa Fe County shall have the right to terminate this Notice of Funding Availability at any time. The terms of this NOFA are contingent upon sufficient appropriations and authorizations being made by Santa Fe County, or the Legislature of the State of New Mexico if State funds are involved. If sufficient appropriations and authorizations are not made, this NOFA shall terminate upon notice being given by Santa Fe County. Santa Fe County is expressly not committed to the expenditure of any funds until such time they are programmed, budgeted, encumbered and approved for expenditure. Santa Fe County's decision as to whether funds are sufficient for fulfillment of this Notice shall be final.

**Timeline Schedule of Activities:** The following is the anticipated schedule for activities related to the FY 2024 Lodgers' Tax Tourism Event and Facilities Grant Program application:

- Posting Date: Monday, Sept. 9, 2024
- Closing Date: Monday, Oct. 28, 2024, 2:00 p.m. MDT
- Grant Application Review by the Santa Fe County staff: Monday, Nov 4, 2024
- Funding Recommendations Presented to the BCC: Tuesday, Nov. 26, 2024
- Grantee Written Notice of Selection/Non-Selection: Wednesday, Dec. 11, 2024
- Grant Agreements issued: Wednesday, Dec. 11, 2024
- Grant Closeout date (or upon program completion): December 31, 2025