



# SAN MIGUEL COUNTY LODGER'S TAX GRANT APPLICATION 2017-2018

REVISED JULY 2017

## **PART 1: PROJECT INFORMATION**

This form best completed online and printed for submission.

ORGANIZATION NAME:

ORGANIZATION ADDRESS

EVENT NAME

EVENT DATES

TO

EVENT ORGANIZER

EVENT LOCATION

ORGANIZER TITLE

ORGANIZER PHONE

ORGANIZER EMAIL

ALTERNATE CONTACT

ALTERNATE CONTACT  
PHONE & EMAIL

## **PART 2: PROJECT COST AND FUNDING REQUEST**

GRANT FUNDING REQUESTED:  
(REVIEW FUNDING PRIORITIES ON PAGE 1)

TOTAL ANTICIPATED PROJECT COST

ADDITIONAL FUNDING SOURCES

IN-KIND CONTRIBUTIONS

ANTICIPATED ATTENDANCE (not including staff)

TOTAL NUMBER OF STAFF/VOLUNTEERS

### **PART 3: CRITERIA**

WERE YOU FUNDED PREVIOUSLY?

IF YES, WHEN?

HOW DID YOU DO LAST YEAR?

NO-PROFIT?

Must provide non-profit certificate

DESCRIBE THE OVERALL PROJECT/EVENT

DESCRIBE THE SPECIFIC WAYS IN WHICH YOU PLAN TO USE LODGER'S TAX TO ADVERTISE/  
PROMOTE/MARKET YOUR EVENT/PROJECT.

DESCRIBE THE REGIONS/CITIES IN WHICH YOU PLAN TO MARKET YOUR EVENT/PROJECT

DESCRIBE YOUR EVENT/PROJECT ASSESSMENT/EVALUATION PLANS IN TERMS OF COUNTING YOUR  
PARTICIPANTS, WHERE THEY'RE FROM, THEIR HOTEL STAYS, ETC. HOW MANY PEOPLE? DO YOU  
ENCOURAGE OVERNIGHT STAYS? DO YOU ENCOURAGE VISITS TO LOCAL BUSINESSES.

#### **PART 4: LODGER'S TAX GOALS & PURPOSES**

Lodger's Tax Funds are allocated to meet the purposes and goals of San Miguel County regarding advertising, marketing, and promotion of tourist related events, activities and facilities.

DESCRIBE HOW YOUR EVENT WILL INCREASE TOURISM IN THE AREA AND IMPACT LODGING:

DESCRIBE ANY PARTNERSHIPS/COLLABORATIONS YOU WILL ENGAGE IN TO SUCCESSFULLY COMPLETE YOUR EVENT/PROJECT:

**BY SUBMITTING THIS APPLICATION, YOU AGREE TO THE FOLLOWING (INITIAL EACH LINE):**

\_\_\_\_\_ PROMOTE A POSITIVE IMAGE FOR SAN MIGUEL COUNTY

\_\_\_\_\_ INCREASE YOUR ORGANIZATION'S CAPACITY TO DEVELOP RESOURCES & FUNDS TO REDUCE RELIANCE ON LODGER'S TAX FUNDING

\_\_\_\_\_ SUBMIT MATERIALS ONLY RELATED TO ADVERTISING, PROMOTION AND MARKETING OF THE EVENT/PROJECT IN SAN MIGUEL COUNTY

\_\_\_\_\_ YOU WILL NOT USE THE SAN MIGUEL COUNTY LOGO WITHOUT WRITTEN PERMISSION FROM THE COUNTY MANAGER

\_\_\_\_\_ YOU WILL USE THE FOLLOWING IN ALL PRINTED AND WEB ADVERTISING AND PROMOTIONAL MATERIALS. **PROMOTION PARTIALLY FUNDED BY LODGER'S TAX ADVISORY BOARD.** USE OF COUNTY LOGO IS ENCOURAGED.

**PART 5: FINANCIAL DISCLOSURE CHECK LIST**

AS PER SAN MIGUEL COUNTY ORDINANCE, ALL APPLICANTS FOR LODGER'S TAX FUNDS MUST SUBMITTHE FOLLOWING INFORMATION:

1. COMPLETE BUDGET FOR EVENT/PROJECT
  
2. 1ST TIME APPLICATIONS: A WRITTEN FUNDRAISING PLAN WITH COMPLETE LIST OF FUNDING SOURCES
  
3. FOR REPEAT APPLICANTS: A WRITTEN STATEMENT EXPLAINING HOW YOUR ORGANIZATION IS CULTIVATING ON-GOING SOURCES THAT REDUCES RELIANCE ON LODGER'S TAX MONIES
  
4. YOUR ORGANIZATION IS CULTIVATING ON-GOING SOURCES THAT REDUCES RELIANCE ON LODGER'S TAX MONIES

**PART 6: ASSURANCES AND CERTIFICATIONS**

I/WE CERTIFY THAT I/WE AM/ARE AUTHORIZED TO ACT ON THE BEHALF OF THE ORGANIZATION MAKING THIS APPLICATION AND THAT THE STATEMENTS HEREIN ARE COMPLETE AND ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE.

IF FUNDED, WE WILL KEEP A CLEAR AND ACCURATE ACCOUNTING OF HOW THE FUNDS WERE USED AND WILL SUBMIT COPIES OF ALL INVOICES THAT WERE PAID WITH LODGER'S TAX GRANT FUNDS. WE WILL EVALUATE THE USE OF FUNDS AS REQUIRED AND APPROVED FOR SAN MIGUEL COUNTY AND WILL DELIVER AN ANNUAL EVALUATION REPORT TO THE COUNTY ON OR BEFORE THE ESTABLISHED DATE OF SUBMITTAL.

PRINT NAME & TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE OF SUBMISSION: \_\_\_\_\_

## LODGER'S TAX PROPOSAL LETTER OF TRANSMITTAL

THE UNDERSIGNED CERTIFIES THAT THEY HAVE READ AND UNDERSTAND THE ABOVE GENERAL CONDITIONS AND THAT THEY ACCEPT THESE CONDITIONS AND SUBMIT THE ATTACHED PROPOSAL IN FULL COMPLIANCE WITH THESE CONDITIONS AND THE APPLICABLE SPECIFICATIONS.

IN SUBMITTING THIS PROPOSAL, THE OFFEROR REPRESENTS THAT THE OFFEROR HAS FAMILIARIZEDTHEMSELVES WITH THE NATURE AND EXTENT OF THE REQUEST FOR PROPOSALS DEALING WITH FEDERAL, STATE, AND LOCAL REQUIREMENTS WHICH ARE PART OF THESE REQUEST PROPOSALS. THE OFFEROR WILL COMPLY WITH ALL APPLICABLE FEDERAL AND STATE LAWS, LOCAL ORDINANCES AND THE RULES AND REGULATIONS OF ALL AUTHORITIES HAVING JURISDICTION OVER SERVICES BEING PROVIDED.

EVALUATIONS AND FINANCIAL STATEMENTS ARE A REQUIREMENT OF THE PROPOSALS AND MUST BE SUBMITTED IN A TIMELY MANNER, BUT NO LATER THAN THIRTY (30) DAYS AFTER THE EVENT/PROJECT. FAILURE TO SUBMIT FINANCIAL STATEMENTS AND EVALUATIONS WILL BE CAUSE FOR REJECTION OF FUTURE AWARDS.

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE/POSITION \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TELEPHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ST & ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_