

**CITY OF BASTROP**  
**2016 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**ORGANIZATION INFORMATION:**

\_\_\_\_\_  
Official Name of Organization \_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Person \_\_\_\_\_  
E-mail

\_\_\_\_\_  
Organization Address \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Website Address

Is your Organization:  
 501(c)3      Other (provide description) \_\_\_\_\_

\$ \_\_\_\_\_  
Total Amount Requested

Provide a brief description of your organization's mission:

- Required Attachments:**
- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole
  - 2) Proposed Budget FY2016 (10/01/2015 - 09/30/2016) as directly related to funding, event specific, if applicable
  - 3) Copy of 501 (c) letter from Internal Revenue Service
  - 4) Articles of Incorporation
  - 5) Identify other sources of funding
  - 6) List of all Board Members
  - 7) NO STAPLES, ALL ATTACHMENTS SHOULD BE PROVIDED IN 8.5" X 11" SIZE, NO OTHER ATTACHMENTS ACCEPTED

**CITY OF BASTROP**  
**2016 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

*(COMPLETE A SEPARATE FORM FOR EACH EVENT)*

Project Number

of

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Fiscal Year of Request

\_\_\_\_\_  
Name of Event or Project

\_\_\_\_\_  
Date of Event or Project

\$

\_\_\_\_\_  
Amount Requested

\_\_\_\_\_  
Primary Location of Event or Project

\_\_\_\_\_  
Expected Attendance

\_\_\_\_\_  
How many years have you held this Event or Program

\_\_\_\_\_  
Percentage of attendance that will be  
staying overnight in hotels

\_\_\_\_\_  
Estimated number of hotel room nights will be  
generated by the Event

How will you measure the impact of your event on area hotel activity?

Do your promotional materials/website note area lodging facilities that can host participants? \_\_\_\_\_

Tell us about your event or project:

**CITY OF BASTROP**  
**2016 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

*(COMPLETE A SEPARATE FORM FOR EACH EVENT)*

Project Number

\_\_\_\_\_ of \_\_\_\_\_

**To qualify for financial assistance under the Hotel Occupancy Tax for Bastrop, the expenditure must satisfy Part One and at least ONE of the options in Part Two.**

**PART ONE** - In order to be eligible to receive HOT Funding you must comply with State Law/Chapter 351 of the Tax Code. Revenues must be used to directly promote tourism and the convention and hotel industry. How will this event promote tourism and the convention and hotel industry?

**PART TWO** - Check which categories apply to funding request and amount requested under each category:

Expenditures will be utilized for the acquisition of convention center facilities or visitor center sites and the construction, improvement, enlarging, equipping, repairing, operations, and maintenance of convention center facilities or visitor information centers, or both.

\$ \_\_\_\_\_

Expenditures will be utilized for the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants.

\$ \_\_\_\_\_

Expenditure will be utilized for advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity.

\$ \_\_\_\_\_

Expenditure will be utilized to the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.

\$ \_\_\_\_\_

Expenditure will be utilized for historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.

\$ \_\_\_\_\_

Expenditure will be utilized for expenses, including promotion expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality.

\$ \_\_\_\_\_

**CITY OF BASTROP**  
**2016 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the program guidelines. I agree that if funds are not expended accordingly, in the opinion of the City of Bastrop, said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

\_\_\_\_\_  
Authorized Signature for the Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed or Typed

\_\_\_\_\_  
Title

Return completed application and attachments to:  
City of Bastrop  
Finance Department  
P. O. Box 427  
1311 Chestnut Street  
Bastrop, Texas 78602

**DEADLINE: 5:00 P.M., JUNE 5, 2015**

Electronic/Facsimile submissions will not be considered.