



City of WOODSTOCK

2016-2017 HOTEL/MOTEL USE TAX FUNDING APPLICATION (due by 5:00pm Friday, May 20, 2016)

I. Organization:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Federal or State ID: _____

Contact Name/Title: _____

E-Mail Address: _____

Is the applicant controlled, supervised, or operated by or in connection with another organization? If yes, explain.

Is the organization an outgrowth of another organization? _____

Please provide a brief history and description of the program and goals. (Attach additional sheets if necessary).

Please attach a list of the names and addresses of the Board of Directors and board members associated with/employed by the organization or provide a list in the space below.

_____	_____
_____	_____
_____	_____

In the space below, please provide the names, titles, duties and qualifications of the volunteers and/or staff who will be responsible for the implementation of the project for which funding is being requested.

Please attach a copy of the Treasury letter certifying tax-exempt status as an organization that is not a private foundation and a copy of the organization's most recent Form 990 - *Return of Organization Exempt from Income Tax*. Include a copy of non-for-profit Certificate of Good Standing from Illinois Secretary of State.

II. Funding Request

Project/Event Name: _____

Project Purpose: (What will the project/event accomplish?)

Is the request for a specific project/event or operating support? _____

Is the project/event a continuation of an existing program or a new activity? Please describe.

What is the planned or anticipated number of events or event days? _____

What is the anticipated event impact? _____ City/County or _____ Regional/National

What is the total cost of the project/event? _____

What is the amount of funding being requested? _____

Please describe how the money will be used in the space below or attach additional sheets if necessary including how the funded program will impact overnight visitation to Woodstock.

Project start date (no grant funds may be expended prior to award): _____

Completion date (grant funds must be expended by April 30, 2017): _____

Has the organization previously applied for or received funding before? If so, when?

Will continued future funding be required/requested for this project? _____

How would the program's impact change if hotel/motel tax-grant funding was not available?

What other sources of support/funding are being sought for the project? Please provide list of funding sources.

III. Project/Event Benefits to Woodstock

In the space below, please provide a description of who will benefit from the implementation of this project/event and, specifically, how the project/event will benefit the Woodstock community. **Description must include a discussion of estimated spectator and/or participant attendance and how the project/event will generate overnight stays in the community.**

How will the project/event be promoted?_____

Promotion of Woodstock hotels is strongly encouraged. How will this be accomplished?

IV. Legal Disclaimer

The Applicant understands that receipt by the City of Woodstock (City) of an application is **not** a guarantee or commitment by the City for funding. In addition, the receipt of an application does not commit the City to pay any costs incurred in the preparation of the application. Incomplete applications will not be considered for funding. The City reserves the right to determine if an application is eligible for funding and outline specific terms and conditions, as well as the amount of funding, if any, on an individual basis. Awards made in response to this application will be contingent upon the availability and appropriation of funding from the City’s Hotel/Motel Tax Fund, which has been specifically authorized for this program.

The City reserves the right to disapprove costs incurred prior to award of funding and the execution of the Award Agreement. Portions of the contents of an approved application will become part of the Award Agreement. The application and all documentation submitted with it shall become the property of the City.

Freedom of Information Act: Information contained within this application may be subject to disclosure by the City of Woodstock under the Freedom of Information Act (ILCS 140). However, if the Applicant makes the following certification, all applicable commercial and financial information provided in this application shall be deemed by the City to be exempt from disclosure under Section 7 of the Act. In addition, if the Applicant considers information contained within its application to be confidential business or proprietary information, which could result in competitive harm to the Applicant, it should clearly mark the information as “CONFIDENTIAL.” The City shall exert that such information is subject to exemption from disclosure to the extent allowable by law.

The Applicant hereby certifies that the commercial and financial information contained in this application is proprietary, privileged, and confidential or is of a nature that its disclosure may cause competitive harm to the applicant.

Audit Requirements: The Applicant agrees that, upon request by the City of Woodstock, it will provide access to its financial records and other information deemed necessary for audit purposes to ascertain that all conditions of the Award Agreement were met and that the expenditure of the awarded funds was for the purpose(s) outlined within the Award Agreement. Special audit requirements may be imposed, as deemed necessary by the City to ensure the accountability of public funds. All records required to demonstrate compliance with the Award Agreement should be maintained for a minimum period of three years. The City reserves the right to commence the audit process at any point during the three-year retention period. Failure to expend the allocated funding in accordance with the Award Agreement may result in the Applicant being required to refund a portion, up to the entire award amount including interest at the discretion of the City.

Name (Print)

Date

Name (Signature)

V. Reporting Requirements

As a requirement of receiving hotel/motel use tax funding for the identified project, the organization will be required to submit a **detailed follow-up report** of the project/event on or before **Friday, March 24th, 2017 to the Office of the City Manager**. The report should outline how the funds were spent and verify that funds were spent solely for the purpose for which funds were sought. Include copies of all advertisements and promotional efforts paid for with hotel/motel tax funds, showing credit to the City of Woodstock. **All grant dollars must be expended in the fiscal grant year received which ends on April 30th.**

VI. Application Deadline

Completed applications and any supporting documentation must be submitted to the Office of the City Manager **no later than 5:00 p.m. on Friday, May 20, 2016** to be considered for funding. Applications and other materials received after that date will not be considered.

VII. Review of Grant Requests

The completed application will be reviewed by the City Administration. The City will subsequently evaluate the applications based on the criteria as stated in the Hotel/Motel Use Tax Funding Application Instructions. Additional evaluation criteria may include the thoroughness of the application, organization information and project information.

VIII. Contact

Should you have any questions or need additional information, please feel free to contact Garrett Anderson, Economic Development Director, at (815) 338-3176 or via email at ganderson@woodstockil.gov.