



CITY OF MARINETTE ROOM TAX GRANT APPLICATION FORM

**PLEASE RETURN YOUR
APPLICATION AND SUPPORTING INFORMATION TO:**

**CITY OF MARINETTE ROOM TAX COMMISSION
MAYOR'S OFFICE
1905 HALL AVENUE
MARINETTE, WI 54143**

| Room Tax Application Due Date | Funds Available |
|--------------------------------------|------------------------|
| September 30 | January 15 |
| February 28 | June 15 |

INFORMATION FOR CITY OF MARINETTE ROOM TAX GRANT REQUESTS

The City of Marinette Room Tax Grant program has been established to encourage and promote programs, services, and facilities that provide a positive economic impact to the city through increased tourism spending.

All room tax funding recipients must comply with all Federal, State and Local regulations regarding non-discrimination and operate within the affirmative action policy.

Only nonprofit organizations are eligible to apply for grants. However, for-profit enterprises may be eligible if partnered with a nonprofit organization. The term “nonprofit” for the purposes of this procedure means any organization incorporated under state law that are not organized to make a profit, and typically do not issue stock. The City of Marinette, for example, is a nonprofit organization.

All events must be shown to primarily benefit tourism development and promotion within the City of Marinette.

When tangible and durable projects are proposed (construction projects) for City of Marinette property, these projects shall be subject to all City of Marinette procurement procedures including competitive bidding and shall be managed by the City of Marinette Engineering Department or other appropriate department.

APPROPRIATION APPLICATIONS:

Room Tax Grant Application must be completed in its entirety. Objectives and benefits to the community must be defined in measurable and specific terms. The City has adopted a biennial allocation process. The Room Tax Grant Application schedule is as follows:

| Room Tax Application Due Date | Funds Available |
|--------------------------------------|------------------------|
| February 28 | June 15th |
| September 30 | January 15th |

FUNDING ACKNOWLEDGMENT:

The City of Marinette must be given recognition for its financial support on promotional materials including brochures, news releases, programs, publications, and other materials. This recognition must include the use of the City of Marinette logo. When no printed information is developed, verbal recognition shall be given during the presentation or performance.

The credit line should read: “This (event or project) is supported in part by a City of Marinette Room Tax Grant.”

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REPORTING & INVOICES:

All requests for funds shall include a written invoice for the expenditure, or statement for reimbursement when applicable.

A final accounting, to the City of Marinette Finance Director, is due sixty days after the event/or project completion as indicated on the application. The **MINIMUM** final accounting **shall** include:

- final line item accounting of the revenues and expenses,
- attendance statistics (event),
- reporting of any surplus (fund balance) and return same to the City of Marinette Finance Director,
- accounting records must be maintained for three years after completion of the project,
- copies of promotional material with the necessary funding acknowledgment.

OTHER PROGRAM OBLIGATIONS:

All revenues generated from the event/project or activity must be used to offset current or subsequent project expenses. Final surpluses must be reported in the final accounting.

Room tax funds may only be used for activities and costs identified in the application. Any modifications must be submitted to the City of Marinette Room Tax Commission for approval.

Funding is contingent upon the City's successful receipt of an executed Room Tax Grant Agreement (City of Marinette exempt).

Failure to comply with the conditions of the contract may result in the termination of the contract, future ineligibility for the program, and reimbursement of room tax funding.

PROGRAM REVIEW:

The City of Marinette Room Tax Commission reserves the right to deny any and all requests received.

Room Tax Grant Applications shall be reviewed and ranked by members of the Room Tax Commission.

The Commission may conduct brief interviews with eligible applicants.

The decisions of the Commission are not subject City Council appeal.

CITY OF MARINETTE ROOM TAX GRANT APPLICATION FORM

Organization Name: _____ Date: _____

Address: _____

Contact Person: _____ Phone Number: _____

Email address: _____

Event or Organization Description: _____

Location of Event/Project: _____

Dates of the Event or Anticipated Project Completion: _____

Geographic Area Served: _____

Projected Attendees Served: _____

Target Attendees (indicate characteristics such as: families, youth, adults): _____

Nonprofit Status of the Organization: _____

FUNDING TYPE (check all that apply):

- ___ Existing Event (Indicate number of years funded by Room Tax _____)
- ___ New Event
- ___ Operating Subsidy (Indicate number of years funded by Room Tax _____)
- ___ One Time, One of A Kind Request
- ___ Other Type of Request (Describe _____)
- ___ Tangible Municipal Development (Describe _____)

FUNDING REQUEST:

Room Tax Request Amount \$ _____

Total Project/Event Budget \$ _____

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Define your program objectives in specific terms and methods to monitor the success of the objectives: _____

Provide a detailed schedule of activities: _____

Address the need and direct benefit to the public and the City of Marinette for this program (you may attach letters supporting the need for this program): _____

Identify other agencies within the Marinette area conducting a similar activity, event or project.

Describe any cooperative activities among other agencies participating in this project. Be specific in defining agency roles and contributions. (You may attach commitment letters from these agencies.): _____

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Provide a detailed promotional schedule and budget (identify detailed specific media coverage such as printed material, specific printed ads, radio and television ads, billboard coverage, or direct mail) (attach additional sheets as needed):

If an appropriation was received by your organization in a prior year, please provide a narrative description of goals achieved and how the public benefited (provide detailed information such as gate attendance statistics, number of hotel room nights booked): _____

Describe your fund raising efforts: _____

List primary funding sources and indicate whether the funds are secured:

| | | | | |
|----|-------|---------|---------|-----------|
| 1. | _____ | Funding | Secured | Unsecured |
| 2. | _____ | Funding | Secured | Unsecured |
| 3. | _____ | Funding | Secured | Unsecured |
| 4. | _____ | Funding | Secured | Unsecured |

What percent of your total budget represents room tax funds? _____%

Will your event/project become self-sustaining? _____ Yes, _____ No. If yes when? _____

Explain the effect **not** receiving a Room Tax Grant would have on your project: _____

DON'T FORGET TO SUBMIT THE ADDITIONAL REQUIRED DOCUMENTS!!!

09-11-2017

OTHER REQUIRED DOCUMENTS:

- **Most Recent Financial Statements including Balance Sheet and Statement of Revenues & Expenses Budget to Actual (as requested)**
- **If the organization is a nonprofit, submit a copy of the IRS determination letter establishing your Not for Profit status. (not required for the City of Marinette)**
- **Organization Chart, and/or Listing of Executive Committee/Board of Directors**

09-11-2017

ROOM TAX GRANT AGREEMENT

The undersigned agrees to compliance with the stipulations contained in the Room Tax Grant Application Process and Room Tax Grant Application documents, and that the funds provided through the City of Marinette Room Tax Grant Program shall only be used for purposes as described within the submitted Grant Application.

Grant Application Title or Description: _____

Grant Application Date: _____

Organization: _____

Signature: _____ Date: _____

Title: _____