



## HOTEL OCCUPANCY TAX APPLICATION PROGRAM YEAR 2021

COMPLETE APPLICATIONS INCLUDING EXHIBITS ARE DUE ON OR BEFORE: JUNE 1<sup>ST</sup>

DELIVER TO

City of Corinth  
Attn: Finance Department  
3300 Corinth Pkwy  
Corinth, TX 76208  
[budget@cityofcorinth.com](mailto:budget@cityofcorinth.com)

Electronic filing must contain only four PDFs, including exhibits, and be attached in print-ready order.

HOT APPLICATIONS WILL NOT BE ACCEPTED AFTER THE DEADLINE: JUNE 1<sup>ST</sup>

**Organization Name:** \_\_\_\_\_

Non-Profit

Public Agency

Other

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_

(Project Director)

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Secondary Contact Name:** \_\_\_\_\_

(Local Board Chair)

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax #: \_\_\_\_\_

1) Mark the category or categories below that your organization is requesting funds in the attached budget request (Exhibit D).

**Convention Center 351.101 (a)**

The acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facility and/or information center.

**Convention Registration 351.101 (a) 2**

The furnishings of facilities, personnel, and materials for the registration of convention delegates and registrants.

**Advertising 351.101 (a) 3**

Conducting solicitation or promotional programs that encourage tourists and delegates to come to the City of Corinth.

**Arts 351.101 (a) 4**

Providing encouragement, promotion, improvement, and application of the arts as it related to the presentation, performance, execution, or exhibition of the major art forms.

**Historical 351.101 (a) 5**

Providing historical restoration, preservation programs, and encouragement to visit preserved historic sites or museums.

**Sporting Events 351.101 (a) 6**

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.

**Sports Facility / Field 351.101 (a) 7**

Funding the enhancement or upgrading of existing sports facilities or fields owned by a municipality, which meets specific criteria, including population, landmark specifics, and reporting requirements.

**Signage 351.101 (a) 9**

Funding of signage directing the public to sights and attractions that are frequently visited by hotel guests.

**Transportation 351.110**

Transporting of tourist from hotels to nearby tourism venues using transportation systems which may be owned and operated by the municipality or privately owned and operated but partially financed by the municipality. This transportation system may not serve the general public.

2) Briefly state the purpose of your organization.

3) Does your organization have paid staff?

Yes       # Full-Time       # Part-Time

No

4) Does your organization use volunteers?

Yes       Approximately how many?

No

5) Is the event that the organization is requesting HOT funds for held on City property?

Yes      Location & Address:

No      Location & Address:

6) Will this organization be able to provide required insurance coverage for the event if held on city property?

Yes       No

- 8) List the programs, activities, or exhibits for the upcoming year that the attached requested HOT budget will fund partially or in full.

- 9) Provide three years attendance and estimated hotel night history for the event(s) listed above in question 8.

Year	Audience Size	# From Out of Town	Hotel Nights	Event

- 10) How does the requested budget meet the definition of the HOT categories marked in this application on page three? (Advertising, Arts, Historical, Convention Center, Convention Registration, Sporting, Sports facility/Field, Signage, and/or Transportation)

- 11) What specific market will you target with the organization’s marketing plan? Attach examples and evidence of marketing area and readership after page 7. Label Exhibit A (Limit 5 examples)

13) Describe in detail how your event, program, or exhibition will promote tourism and the hotel and convention industry.

14) Briefly describe the organization’s long-term plan (3-5 years) concerning the program, event, or exhibition that HOT funds are being requested.

15) The City of Corinth requires segregated accounting of its HOT funds. As proscribed in 351.101 (a) Organizations must maintain and account for HOT funds within one of two options listed below:

1. Separate checking account without comingling with any other revenues or maintaining in any other bank account or
2. Maintain segregated internal fund accounting, whereby accounting of HOT revenues and expenditures may not be comingled with any other revenues or expenditures. The funds may be maintained in the same account, however, if HOT funds are invested, a separate account must be established. All interest earned will be considered restricted HOT funds.

Will the organization be able to segregate the accounting processes in one of the two methods listed?

Yes       No

16) Please provide **all** the following documentation with this application and label as directed.

- Exhibit A Provide five examples and evidence of marketing area and readership.
- Exhibit B Provide the organization’s last two years’ audited financials or balance sheet and income and expense statement.
- Exhibit C Provide the organization’s last two years’ itemized income and expenses for the event in which this application is requesting HOT funds.

- Exhibit D Provide a proposed budget for HOT funds to be requested for use during the program Year 2021. Each category request should detail all expenses planned to the dollar. This budget must be on a separate sheet of paper and not included in the body of the application.
- Exhibit E Letter of Determination certifying federal tax-exempt status under the Internal Revenue Service.
- Exhibit F Current W-9.
- Exhibit G Proof of status (active) as a non-profit Texas corporation in good standing as reflected on the website of the Texas State Comptroller and/or Secretary of State.
- Exhibit H List of local members of the governing body of the organization. Include name, title, address, and phone number.
- Exhibit I Provide a local governing body's meeting schedule.
- Exhibit J Provide constitution and/or by-laws.
- Exhibit K Provide a list of events/schedules for which the HOT budget request will support.

We certify that the information in this application, including all exhibits and supporting documentation, is true and correct to the best of our knowledge. It is understood and agreed that any funds awarded as a result of this application will be used for the purpose set for herein and the program guidelines.

Local Board Chair:   
(Print Name)

X   
(Signature)

Date:

Project Director:   
(Print Name)

X   
(Signature)

Date:

Late applications are subject to reduction or denial of funding.