

**CITY OF LOVINGTON
LODGERS TAX BOARD
REQUEST FOR FUNDING**

Requests must be received seven (7) days before Lodgers Tax Board meeting.

The City of Lovington Lodger's Tax Board give recommendations of funding to the Lovington City Commission based on the guidelines listed in the City's Ordinance for Lodger's Tax Funding. Please reference to Ordinance #583 for Lodger's Tax Funding guidelines.

PART I: PROJECT INFORMATION

A funding application must be completed and submitted for each individual event or project.

Organization Name: _____

Event Name: _____

Event Location: _____

Event Start Date: _____ Event End Date: _____

Is this a new event? Yes No

If this is a repeat event, how many individuals attended previously? _____

What means did you utilize to calculate attendance? (Evaluations, ticket sales, estimation, etc)

PART II: PREVIOUS FUNDING REQUESTS

Did your organization receive Lodgers Tax funding in the previous quarter? Yes No

If No, proceed to Part III

What amount of funding did you receive? _____

Have all reimbursement requests been received by City staff? Yes No

If you have outstanding reimbursements, what is the total amount pending? _____

PART III: EVENT DETAIL

Define/describe the overall project or event: *(Attach additional sheets if necessary)*

Describe the specific way Lodgers' Tax funds will be used with the project/activity/event: *(Attach additional sheets if necessary)*

Lodger's Tax Request for Funding Event Information

Name of Event	
Date	
Location	
Description	

Expected Attendance		# of Overnights		
Is this an annual event?		Is this a new event?		

PRINTING							
Posters (save-the-date)	Cost	Quantity	Total	Flyers	Cost	Quantity	Total
	Programs				-	Tickets	
							-
	SUBTOTAL				SUBTOTAL		
Mailings			-		TOTAL PRINTING COSTS		
							-

PRINT MEDIA				
Newspaper	Name	# of ads	Cost	Total
				-
	SUBTOTAL			-
Magazine/Other	Name	# of ads	Cost	Total
				-
				-
	SUBTOTAL			-
			TOTAL PRINT MEDIA	
			-	

ELECTRONIC MEDIA				
Radio	Name	# of spots	Cost	Total
Television				-
				-
Social Media				-
				-
			TOTAL ELECTR. MEDIA	
			-	

OTHER EXPENSE				
Professional Performance Fees	Name	# of item	Cost	Total
	Sound and Lighting Costs			
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
				-
				-
				-
				-
				-
				-
			TOTAL OTHER EXPENSE	
			-	

TOTAL REQUEST FOR EVENT	-
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PART IV: ASSURANCES AND CERTIFICATIONS

I CERTIFY THAT I AM AUTHORIZED TO ACT ON BEHALF OF THE ORGANIZATION MAKING THIS APPLICATION AND THAT THE STATEMENTS HEREIN ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. IF FUNDED, WE WILL KEEP A CLEAR AND ACCURATE ACCOUNTING OF HOW FUNDS WERE UTILIZED. REQUESTS FOR AUTHORIZED REIMBURSEMENTS WILL FOLLOW CITY POLICY. WE WILL EVALUATE THE USE OF FUNDS AS REQUIRED AND APPROVED BY THE CITY OF LOVINGTON AND WILL DELIVER A REPORT ON EACH EVENT WITHIN FIFTEEN (15) DAYS TO THE CITY. REIMBURSEMENT WILL NOT BE PROVIDED UNTIL EVALUATIONS ARE RECEIVED AND APPROVED BY THE CITY.

PRINTED NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

CITY USE ONLY

RECEIVED BY: _____ DATE: _____