



Hotel Occupancy Tax Fund Application

By ordinance, the City of Carthage approves a local hotel occupancy tax with portions of the fund to be dedicated to support convention and tourism centers, promotional and tourist advertising of the City, promotion of the arts, historical preservation and program support for events and activities that attract tourists to the City of Carthage.

Submitting an Application

Application forms are available online at carthagetexas.us under the **Public Notices/ Reports** page. Applicants must submit a completed application and provide required documentation by August 15 each year.

Applications will be accepted at City Hall, City Secretary's Office, PO Box 400, Carthage, TX 75633 or you can drop them off at 812 W. Panola, Carthage, TX 75633.

Notification of dates and times of presentations, appeals or any changes that may occur, will be made by email and/or phone. Applicants are responsible for providing email addresses / phone numbers that will allow them to be contacted expediently.

Organization Information

Legal name of Organization requesting funds:

Organization Mailing Address:

E-Mail:

Phone #:

Name of Primary Contact:

Title of Primary Contact:

Organization Type

This Organization is: Private Non-Profit/Tax Exempt Other

Tax ID#

What is the Mission of your Organization?

Request Details

Explanation of requested funds:

Total Amount Requested:

Check which categorie(s) apply to funding request and amount requested under each category:

1. Funding the establishment, improvement or maintenance of a convention center or visitor information center.

\$

2. Paying the administrative costs for facilitating convention registration.

\$

3. Paying for advertising, solicitations and promotions that attract tourists and convention delegates to the city or its vicinity.

\$

4. Expenditures that promote 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.

\$

5. Funding historical restoration or preservation programs. This funding may be used in primarily two ways. First, to enhance historical restoration and preservation projects. Second, for activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums. Either of those uses must be for activities, programs or events that are likely to attract tourists and hotel guests.

\$

6. Funding certain expenses, including promotional expenses, directly related to a sporting event within counties with a population of under 1 million. This sporting event must include mostly participants from out of town.

\$

7. Funding the enhancement or upgrading of existing sports facilities or sports fields.

\$

8. Funding transportation systems for tourists.

\$

9. Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.

\$

Review Process

The Carthage City Commission approved the Hotel Occupancy Tax (HOT) Fund Committee to be a permanent board, for the main purpose of providing HOT fund recommendations to the City Commission.

The HOT Fund Committee reviews acceptable applications from individuals, groups and organizations applying for HOT funding. An acceptable application is one that is complete and meets the deadline requirements.

Each group, with an acceptable application, will be scheduled for a date and time to present their request to the Committee. At the presentation, the Committee may ask questions and seek clarification. A formal presentation is encouraged; however, it is not required.

After presentations are made, the Committee will make initial funding recommendations.

Funding recommendations may be less than the amount requested.

Applicants will be notified by email of the Committee's final recommendations. The City Commission will receive formal recommendations by the HOT Fund Committee Chairperson, at a regularly scheduled Commission meeting, and will make the final decision on the allocation of funds.

After Commission approval, the hotel tax funds may be released by sending a letter of request for dispersal to the City Secretary. Funds will be released either by directly paying the vendor, or by reimbursing the organization for any approved expenses, or otherwise as determined by the City Commission and/or the City Manager.

Any organization that owes tax dollars to the City of Carthage will not receive funds until their debt is paid.

Acknowledgement

I understand the Texas State limitations placed on use of Hotel Occupancy Tax funds and certify that the requested funds will be used only for purposes described in this application or as approved by the Carthage City Commission. I understand the use of HOT funds is subject to audit and any misuse of funds could prevent any future consideration for assistance. Additionally, the Carthage City Commission reserves the right to impose civil/ criminal penalties on any abuse of funds.

Printed Name _____

Title _____

Signature: _____

Date: _____