LOGAN COUNTY LODGING TAX BOARD FUNDING REQUEST FORM

** Please print and review BOTH pages and bring to the meeting **

Date:	Project Title:
Responsible Party:	(Signature)
Funds Payable to:	Organization)
Mailing Address:	
www.ExploreSterli in details for an ev request was submitt do this will also affe	s form, the responsible party agrees to include the words "Funds provided by ng.com" in all media announcements and/or printed material about the project. Change ent, such as location, length of event, etc. that were presented to the LTB at the time the ed and accepted must be cleared with the board before any bills will be paid. Failure to the trunding for future projects. The of the advertising funds used to promote the event should be spent to reach outside the control of the control of the control of the advertising funds used to promote the event should be spent to reach outside the control of the advertising funds used to promote the event should be spent to reach outside the control of the advertising funds used to promote the event should be spent to reach outside the control of the control
Date	s) of Activity:
Total	cost of project:
Amo	int requested:
Describe briefly how guidelines on the bac	funds will be used then attach detailed information to this form as requested in the kk.

The following information is vital if a request for funds is to be considered. **Please include on a separate sheet with the proposal.**

- 1. Show the complete name of the project to be promoted, advertised or marketed.
- 2. Identify and provide information about the group or organization making the request, including name and phone number of the person in charge.
- 3. Describe the project and plans to promote, advertise or market it.
- 4. Provide an outline of the budget established for the event.
- 5. Detail what percentage of total amount budgeted is being requested from the Lodging Tax Board. Remember, the funds are for tourism for Logan County.
- 6. Advertising is to include the words "Funds provided by www.ExploreSterling.com".
- 7. **Fifty percent or more** of the advertising funds used to promote the event must be spent to reach **outside of Logan County.**
- 8. Funds are not paid up front. A receipt or invoice for an expense must be presented, showing the actual amount spent before that money is released.
- 9. Receipts and invoices must be presented for payment within 90 days of the completion of the event.
- 10. The Lodging Tax Board requests a follow-up report after the event. If this is an event that will occur again, it is hoped that help from Lodging Tax funds in early years will help an event eventually become self-supporting.

Guidelines for Requesting Funds From the Logan County Lodging Tax Board

The Logan County Lodging Tax Board's funding and the use of its funds were established by Colorado House Bill 1476, and concern the promotion of tourism and its funding. This house bill was enacted by the General Assembly of the State of Colorado and later approved by the voters of Logan County. In general, "revenues collected from Logan County Lodging Tax (1.9% bed tax), shall be used only to advertise, market or promote tourism for Logan County"

Funding for advertising, marketing or promoting an event intended to bring tourism to Logan County may be requested by completing the other side of this form, attaching additional information as requested below and submitting the entire request before the Lodging Tax Board at their next monthly meeting. Names of Board members, as well as the time and date of each monthly meeting, are available by inquiring at the Logan County Commissioners' Office (970-522-0888). Please provide **TWELVE copies** of the completed proposal (one for each Board member). The presentation of your event request, including time to answer questions from the Board, should be kept to a maximum of 10 minutes.

Requests may be submitted to a Board member prior to the next meeting and discussed as new business, without a personal presentation. However, this does not allow the opportunity for the Board to ask questions and it could be tabled for more information. The Board may consider and vote on a proposal at the same meeting. The Board may also review and discuss a new proposal at the meeting when it is submitted, then vote on it at the next meeting.

Requests approved by the Lodging Tax Board will then go to the County Commissioners for their approval at a regular open meeting. **If possible the person submitting the proposal should attend the County Commissioners' meeting.** Check with their office for time and date of the next Commissioners meeting. This will also be announced at the Lodging Tax Board meeting.

The Logan County Lodging Tax Board Requests approval from the County Commissioners in the amount of \$______ for the activity outlined in this request with the understanding that the funds will be used as described. LCLTB Endorsement: ______ Date: ______ Logan County Commissioners approve the amount of \$______ Commissioners Endorsement ______ Date: _______

Reimbursement forms must be obtained from the finance department at the Logan County Courthouse. For reimbursement, return **completed forms and receipts** within 90 days of completion of the event

THANK YOU!!