

# Killdeer Visitors Lodging Tax Fund Application Process

The general purpose of the Killdeer Visitors Lodging Tax Fund is to promote, encourage and attract visitors to come to the city and use the travel and tourism facilities within the city.

Eligible uses:

Grants are available for non-profit organizations that:

Promote City of Killdeer Tourism and the use of travel and tourism facilities.

Grants to for-profit organizations are only eligible under special circumstances where it can be shown that the activity overwhelmingly meets the purpose of the fund.

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PROCESS:

1. The applicant will obtain an application form at the Killdeer City Hall.
2. The completed application, with attachments, will be returned to the Killdeer City Hall. Incomplete applications may cause the decision on the project to be delayed until the application is completed.
3. The completed application, with attachments, will be distributed to the members of the Killdeer Visitors Lodging Tax Fund Committee.
4. All applications need to be submitted by the 1<sup>st</sup> of each month to allow the Committee time to review applications. The applicant may wish to provide a presentation to the committee to explain the project. If this is the case, the applicant will be scheduled on the Committee meeting agenda.
5. If the Killdeer Visitors Lodging Tax Fund Committee recommends approval, the application will be forwarded to the Killdeer City Commission for final approval. The applicant will be advised of the date and time of the commission meeting that will consider the committee's recommendation.
6. If the Killdeer Visitors Lodging Tax Fund Committee recommends disapproval the application will be returned to the applicant with written comments concerning the recommendation.

# Killdeer Visitors Lodging Tax Fund Application

Name of Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person/s: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Activity:**

\_\_\_\_\_

**Use of requested funds:**

\_\_\_\_\_ Use of Tourism Facilities  
\_\_\_\_\_ Tourism Promotion Event  
\_\_\_\_\_ Other – Specify \_\_\_\_\_

Date(s) of the event: \_\_\_\_\_

Is this a new event? \_\_\_\_\_

If yes, what is the goal of the event? \_\_\_\_\_

If no how many years has it been in existence? \_\_\_\_\_

Estimated number of persons reached (impact) \_\_\_\_\_

**Requested Amount:**

**Killdeer Visitors Lodging Tax Fund**                      \$ \_\_\_\_\_

**Please attach the following:**

1. Detailed description of the project/proposal. Attach an event/proposal budget.
2. Explain how the funds obtained from the Killdeer Visitors Lodging Tax Fund will be used.
3. Description of how this project will impact the visitor attraction and promotion for the city of Killdeer.

Date: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

*Please note that awarded funds will be released to applicant upon submission of paid receipts or to a vender on the applicant's behalf upon submission of a bill for receipt of services.*