

# **Hotel/Motel Tax Grant Application**

**Applications can be mailed to Jefferson City Hall at 220 N. Chestnut St., Jefferson Iowa 50129 or  
dropped off at Jefferson City Hall**

**Applications are due by October 2, 2017 at 5:00 PM at Jefferson City Hall.**

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

## **Applicant Information:**

Name of Organization and financial information. (Please list officers of the organization and provide balance sheet and income statement).

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

Contact Name & Title: \_\_\_\_\_

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

**Please feel free to attach additional information to the following questions.**

## **Description of project.**

**How does the proposal promote the City of Jefferson?**

**Date of event or project start and end date.**

**What is the amount requested and how is the money going to be used?**

**Does the applicant have other funding sources and if so how much are they funding?**

## *Hotel/Motel* *Application Criteria*

**Intent:**

**The Hotel/Motel Tax (HMT) is a 7% local tax imposed on the renting of lodging within the City of Jefferson. As per the City of Jefferson Municipal Code, 80% of the revenue derived from the hotel and motel tax shall be spent for the promotion and encouragement of tourism and convention business in the City. The City has developed the following criteria to access the funds.**

1. Only requests from 501 non-profit organizations will be considered.
2. Hotel/Motel funds shall only be used for promotion and encouragement of tourism and convention business in the City of Jefferson. Requests for funding that will promote Jefferson as part of Greene County are limited to a 45% maximum reimbursement from Hotel Motel Tax.
3. Hotel/Motel Tax will not be approved for: Sponsorships of fundraising events, fundraising expenses, requests for donations to capital campaigns, general operating expenses, construction, debt, programs or projects promoting specific religious or political viewpoints.
4. Approval of funding requests are subject to available funding and final approval by the Jefferson City Council.
5. Expenditures of Hotel Motel Tax are on a reimbursement basis with the user providing accurate accounting of the expenditures including receipts.
6. Expenditures for promotion and encouragement of tourism and convention business in the City of Jefferson made prior to October 2 will not be eligible for funding.

