



Hotel-Motel Discretionary Fund Grant Application Guide

READ THIS PAGE BEFORE COMPLETING THE APPLICATION

OVERVIEW

- The tax on the daily rental of hotel and motel rooms levied by Fairbanks General Code (FGC) Sec. 74-117 is for the primary purpose of funding services for the promotion of the tourist industry and other economic development in the City of Fairbanks.
- Any organization, public or private, or any person may submit a discretionary grant application and proposal.
- Only one application per applicant will be accepted.
- A Committee has been appointed by the Mayor, with City Council concurrence, to review the proposals and make recommendations no later than the first Regular City Council Meeting in January 2018.
- All grant funds must be expended in the year awarded.

GUIDELINES

- All applicants are required to **submit one original and seven unbound copies no later than 5:00 p.m. on Wednesday, October 31, 2018.** The application must be received by the City Clerk's Office or if mailed, postmarked no later than October 31, 2018, in order for the funding request to be considered.
- City staff will review all applications for completeness; this includes the original application and seven unbound copies. Applications that are **not completed in full, including copies, will not be considered** for funding.
- **Requests for the following cannot be supported:** loans, deficits, debt reduction, endowments, scholarships, and health and social service activities.
- All applicants must have at least one representative at the presentation meeting (usually scheduled in December). The representative should be able to address financial and program questions. **Applicants that have no representative at the meeting will not be considered for funding.**
- No new information may be presented after the October 31 deadline, and no promotional items such as pens, bags or trinkets should be included with the application. Electronic presentations and hard copy handouts of any kind are prohibited at the presentation meeting.
- All successful applicants receiving grant monies from the Hotel-Motel Discretionary Fund are required to provide reports on expenditures and accomplishments on forms provided by the Chief Financial Officer (Discretionary Fund Grant Annual Report) by October 31, 2018.

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HOTEL/MOTEL TAX DISCRETIONARY FUND GRANT CITY OF FAIRBANKS 2018 APPLICATION

Original [] Copy []

This application is due no later than Wednesday, October 31, 2018 for fund distribution in early 2019.

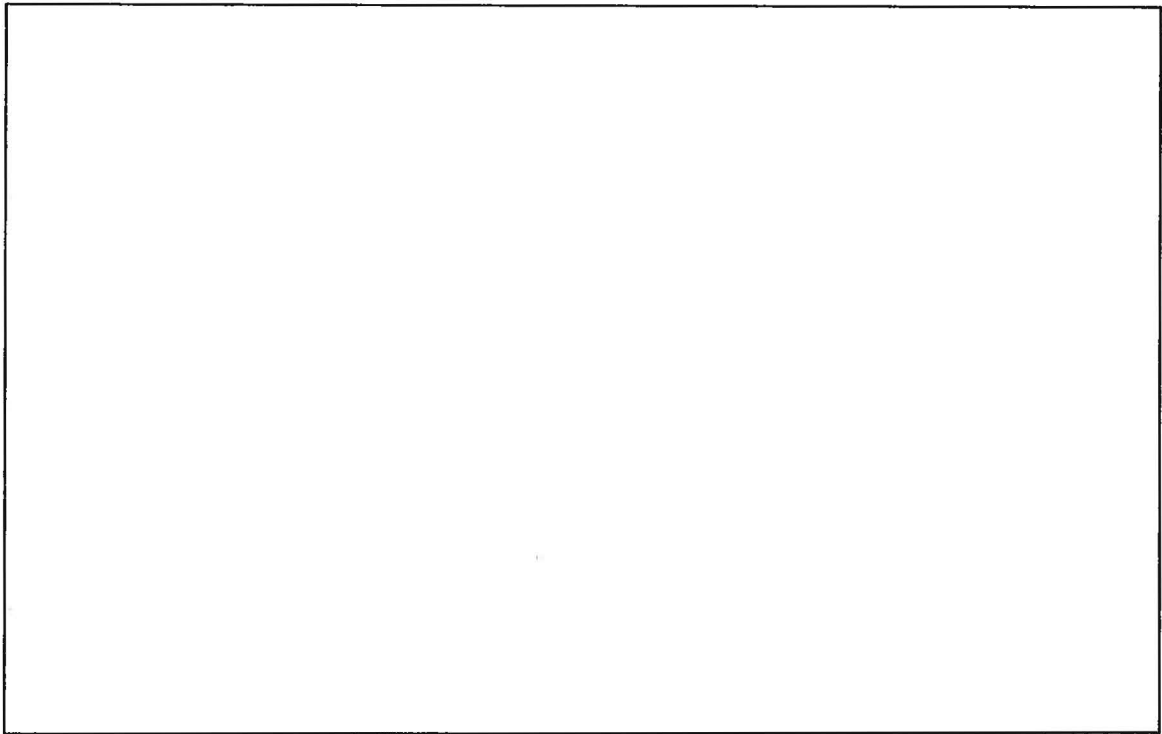
APPLICATIONS THAT ARE NOT COMPLETED IN FULL WILL NOT BE CONSIDERED.

The Hotel-Motel Discretionary Fund Committee has been appointed by the Mayor, with City Council concurrence, to review the proposals and make recommendations no later than the first Regular City Council Meeting in January 2019.

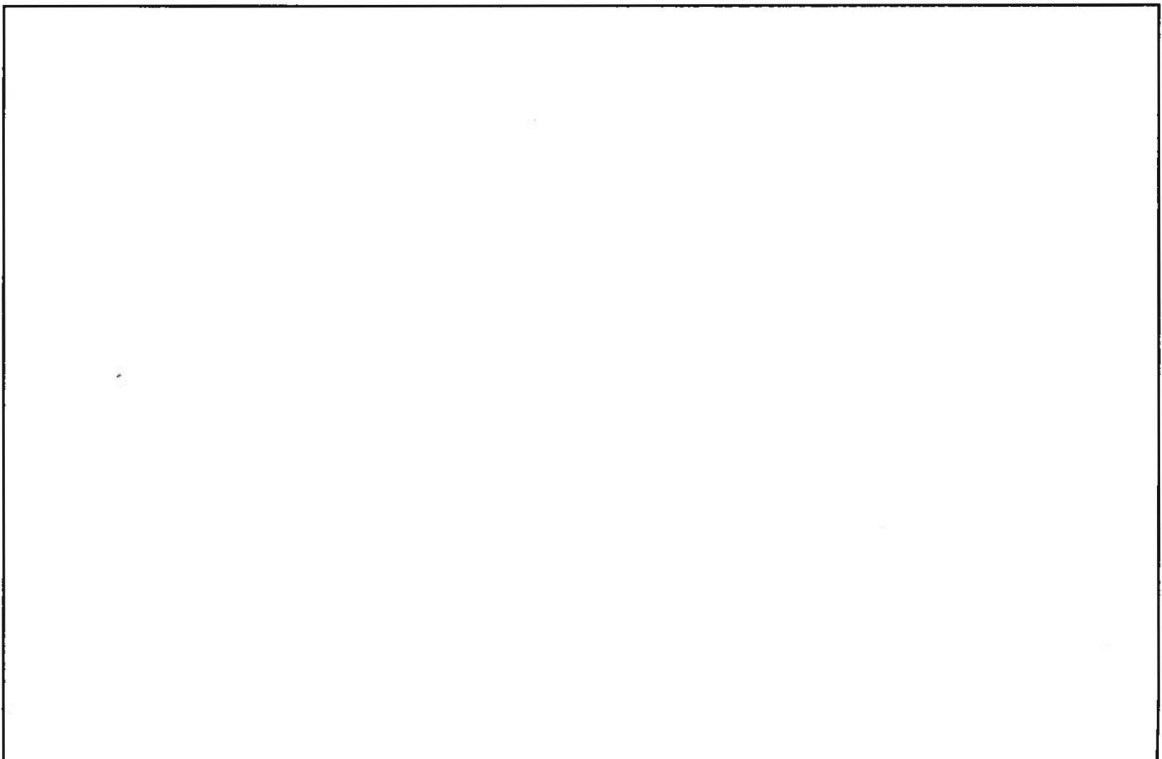
Applicant must provide the following information:

1. Name of Applicant []
2. Contact Person [] Email []
3. Phone Number [] Fax Number []
4. Address []
City [] State [] Zip Code []
Website (if applicable) []
5. Current Board of Directors: [] []
6. Is applicant a nonprofit organized under the laws of Alaska? Yes [] No []
Taxpayer Identification Number (TIN): []
Alaska Business License # [] City Business License # []
7. Prior Hotel/Motel funding awarded to the applicant:
[] Check this box if applicant has never received hotel/motel discretionary funds.
2018: [] 2017: []
2016: [] 2015: []
8. Amount of funding requested for dispersal in 2019: []

9. Briefly describe the history and goals of the applicant.



10. Demonstrate how the funds will promote or enhance tourism, and/or contribute to the economic growth in the City of Fairbanks.



11. Provide a budget and a brief narrative detailing the use of the funds for which the applicant is applying. If applicant is disbursing funds to other organizations and/or individual(s), provide a listing of all agencies and/or individual(s) represented and amount. **The total amount should match the request listed in Item #8.**

ITEM	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL AMOUNT	_____

BUDGET NARRATIVE:

Applicants that received Hotel-Motel Discretionary Funds in 2018 must provide the following:

- A copy of the Discretionary Fund Grant Annual Report (provide only the report and no supporting documents); and
- Copies of documents or pictures that demonstrate use of the Hotel-Motel Discretionary Fund logo to acknowledge the "City of Fairbanks Hotel-Motel Discretionary Fund Grant" as a sponsor. Do not provide promotional items in the application, such as pens, bags, or trinkets.

All applicants must provide the following financial information (no more than two pages for each item):

- Balance Sheet for the **last fiscal year** (last fiscal year should contain the full twelve months); and
- Balance Sheet as of August 31, 2018 or September 30, 2018; and
- Income & Expense Statement for the **last fiscal year** (last fiscal year should contain the full twelve months); and
- Income & Expense Statement for YTD as of August 31, 2018 or September 30, 2018; and
- Wage & Salary Information (Schedule A) for all employees for the last, **current, and upcoming year**; and
- A detailed listing of grouped miscellaneous or other income and/or expenses if they total 10% or more of the applicant's total income and/or expenses.

APPLICATION MUST INCLUDE THE FOLLOWING ITEMS WHEN SUBMITTED:

- | | |
|---|--|
| <input type="checkbox"/> Application | <input type="checkbox"/> Discretionary Fund Grant Annual Report (If Applicable) |
| <input type="checkbox"/> Balance Sheets | <input type="checkbox"/> Fund Logo Documents (If Applicable) |
| <input type="checkbox"/> Income & Expense Statements | <input type="checkbox"/> List of All Sub-grant Organizations (If Applicable) |
| <input type="checkbox"/> Schedule A - Wage & Salary Statement | <input type="checkbox"/> Misc./Other Income and Expenses Listing (If Applicable) |

SIGNED ORIGINAL PLUS SEVEN COMPLETE COPIES OF THE SIGNED ORIGINAL MUST BE SUBMITTED.

INCOMPLETE ORIGINAL OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

NOTE: Completed applications must be received by the City Clerk's Office no later than 5:00 p.m., Wednesday, October 31, 2018, or if mailed, postmarked no later than October 31, 2018, in order for the funding request to be considered.

The Grant Recipient agrees to acknowledge the "City of Fairbanks Hotel-Motel Discretionary Fund Grant" as a sponsor whenever possible.

The agent's signature below certifies that this application is true and complete (must include a designated original and seven **complete** copies).

Signature of Agent/Applicant: _____

SCHEDULE A
EMPLOYEE WAGE & SALARY STATEMENT

Name of Applicant _____ Fiscal Year End:

POSITION TITLES	LAST FISCAL YEAR ANNUAL SALARY	CURRENT FISCAL YEAR ANNUAL SALARY	PROPOSED FISCAL YEAR ANNUAL SALARY
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ATTACH ADDITIONAL PAGES IF NECESSARY