City of Harper
Transient Guest Tax Funding Request Form

To assist in the assurance that funding requests are used to encourage, promote and strengthen events, programs and projects that benefit the Harper community, applications must be completed in full for consideration of funding. <u>Incomplete applications will not be considered for funding.</u>

PROCESS:
1) The Harper Transient Tax Advisory Commission (HTTAC) meets quarterly. Applications are due by 5:00 p.m. the last Thursday of February, May, August, and November.
2) HTTAC will meet at Harper City Hall 201 W. Main Harper, Kansas the 1st Thursday of March, June, September and December at 5:30 p.m. At their discretion, the commission may meet more frequently. The time and deadlines for special meetings shall be publicly posted at City Hall.
3) A representative from HTTAC will present funding recommendations to City Council the first regular meeting following the HTTAC meeting. (2nd Monday of March, June, September and December)
4) For approved purchases of tangible items, invoices are to be submitted to City Hall. The City of Harper will pay the vendor directly. For approved reimbursements, receipts showing payment in full shall be submitted. *Hand written receipts for a private individual will not be permitted.*
5) Funds not expended by the HTTAC meeting following the event/project date will be considered forfeited and credited back to the HTTAC funds available for award.
6) Applicants failing to provide the follow-up report will not be eligible for consideration of future funding request until the reporting requirements of the previous application has been met.

REQUIREMENTS FOR CONSIDERATION (Resolution No. 763-17):
Person(s) or organizations making application to the Harper Transient Tax Commission for consideration of funds must meet the following requirements, failure to do so will result in the application being returned until requirements are met or rejected entirely.

1. Any person or organization submitting an application must have a representative in attendance at the HTTAC meeting for consideration of their application.

2. It shall be the responsibility of the applicant to specifically identify which of the 5 criteria listed out on Charter Ordinance No. 13 the application meets.
     If promoting the city environs, the applicant must state how it is being promoted.

3. Any funds requested to purchase assets that are not required to perform regular operating activities of the organization will become the property of the City and may be used for other community projects deemed worthwhile by the City.

4. Applications for improvements to any real property will only be considered if the real property being improved belongs to any taxing jurisdiction in Harper County, Kansas, or an organization supported fully or in part by ad valorem taxes in Harper County, Kansas.

5. All applicants applying for funds to hold an event must provide an event report showing how funds were utilized, any profit/loss associated with the event and a report regarding attendance and community involvement. *This report is due by the HTTAC meeting following the event/project.*

APPLICATION

PART 1: EVENT/PROJECT

Title: _____

Organization: _____

Primary Contact Name: _____

Address (applicant): _____

Phone: _____   **Email:** _____

Brief Description of the Event/Project:

_____

_____

_____

_____

CHARTER ORDINANCE NO. 13
Criteria

Revenues from the levied transient guest tax shall be credited to the city transient guest tax fund. Revenues may be expended for the following reasons:

1) to contract with any agency, organization or group of firms to promote the City and its environs.
2) to provide for the operation, maintenance, expansion or development of City facilities.
3) to defray the costs of providing municipal services.
4) to create innovative projects and activities for the community.
5) to promote the general economic welfare of the City and its environs, including the attraction of industry.

Which criteria (listed above) does the event/project meet? (please be specific)

_____

_____

_____

_____

PART II: Complete this section for Events

Date of Event: _____   **Duration of Event:** _____

Location of Event: _____

Is this a new event or an established event? _____

    If established, how many years? _____

    Other funding sources? _____

Is there potential for this to be a recurring or "signature" event? Please explain:

_____

_____

_____

How will the event continue to be funded?

_____

_____

_____

How will you measure the success of the event?

_____

_____

_____

Move to Section 4: Budget/Fund Request

<u>**PART III: Complete this section for Projects.**</u>

Purpose: _____

Who will perform any necessary work? _____

Location of project/work: _____

Describe the benefit to the community: _____

_____

_____

_____

Other sources of funding? _____

Will project require continued/future maintenance? _____

Who will provide necessary maintenance (if any)? _____

Expected future costs? _____

How will the maintenance be funded? _____

**Future funding needs should be secured before applying for project funds. HTTAC does not guarantee any future funding.

Move to Section 4: Budget/Fund Request

PART IV: BUDGET/FUND REQUESTS.

1) This form must be completed for all applications. Failure to complete will result in the application not being considered for funding.
2) Any item and quantity not specifically identified on the Budget form will not be eligible for funding.

Item No.	Vendor	Description	Quantity	Unit Price	Total
1	*Ex.* Ricke's	Extension Cords	4	$10.88	$43.52
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
**				**GRAND TOTAL**	

PART V: FOLLOW-UP REPORT

**This form is required to be turned in following event/project completion. Failure to do so will result in the applicant/organization not being considered for future funding requests.

    A. EVENTS

        a. Do you feel the event was successful? Please explain.

        _____

        _____

        b. Attendance – How Many? Local _____   Visitors _____

        c. Did the event generate any overnight guests? Y   N   How Many? _____

        d. How was the event promoted?

        _____

        _____

        e. Please describe the community involvement.

        _____

        _____

        f. Do you intend to hold/host the event again, why or why not?

        _____

        _____

        g. **For assets not being used for regular operating activities-

            i. Date turned into City? _____

            ii. Will you have need to use it again in the future?   Y   N

    B. PROJECTS

        a. Date Project Completed? _____

        b. Identify individuals/organizations involved:

        _____

        _____

        c. Was the project successful? Please explain.

        _____

        _____

        d. **For assets not being used for regular operating activities-

            i. Date turned into City? _____

            ii. Will you have need to use it again in the future?   Y   N

PART VI: PROFIT/LOSS
**This form is required to be turned in following event/project completion. Failure to do so will result in the applicant/organization not being considered for future funding requests.

For projects or simple purchases, please fill out expense portion to show how funds were used. Leave revenue blank.

	Description	Amount	
PROFIT/LOSS STATEMENT			
Revenue			
	Ex. Transient Tax Funding	*$1,000.00*	
	Total Revenue		**$**
Expenses			
	Ex. Harper Advocate - Advertising	*$50.00*	
	Total Expenses		**$**
	TOTAL PROFIT/LOSS		**$**