

# City of Kemah



## HOT Funding Application FY 2022-2023

1401 Hwy 146  
Kemah, TX 77565  
281-334-1611

# Support Considerations Checklist

Name of Project \_\_\_\_\_

Year Applying \_\_\_\_\_

Please initial by each item that your application adheres to the rules and/or contains required supporting documents.

Check the appropriate category for your application

\_\_\_\_\_The project “directly enhances and promotes tourism AND the convention and hotel industry.” (Tax Code, Section 351.101 or Local Government Code, Section 505.103) (**This is a requirement**)

\_\_\_\_\_The application is filled out thoroughly and completely with all requested documentations attached.

**If applicable:**

\_\_\_\_\_ It has been determined how the project will track out-of-town guests, demonstrating that the project will attract tourists that will support the convention and hotel industry.

**HOT Funding Application**

The project qualifies under AT LEAST ONE of the following categories:

**(Please check category)**

- the establishment, improvement, or maintenance of a convention center or visitor information center
- the facilitation of convention registration
- advertising, solicitations and promotions that attract tourists and convention delegates to Kemah

NOTE: If applying under this category, legitimate media must be utilized IN ADVANCE of the project (examples include direct mail, postage, newspapers, magazines, radio, television, billboards, newsletters, brochures and other collateral material).

- the encouragement, promotion, improvement and application of the arts NOTE: Must be a viable art form (examples include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording)
- the enhancement of historical restoration and preservation projects
- funding costs in certain counties to hold sporting projects that substantially increase hotel activity: (cities within counties of under 1 million population)
- the enhancement or upgrading of existing sports facilities or sports fields for certain municipalities
- funding transportation systems for tourists

# Local Hotel Occupancy Tax Grant Application

Check the appropriate box for which funds you are applying for:

HOT Funds

## Organization/Business Information

Today's Date: \_\_\_\_\_ Project Date: \_\_\_\_\_

Name of Organization/Business: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Status of organization: Non-Profit \_\_\_\_\_ Private/For Profit \_\_\_\_\_ Govt. Agency \_\_\_\_\_

Tax ID #: \_\_\_\_\_

Purpose of your organization/business:

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## **Project Description**

*Please answer all items that apply to your request.*

Name of your project: \_\_\_\_\_

Website address of your project: \_\_\_\_\_

Date(s) of project: \_\_\_\_\_

## **\*For applicants requesting HOT Funds:**

How will the funds be used to promote hotels and overnight stay(s) in Kemah?

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List other means of financial support including in-kind support

Name	Amount to receive
_____	_____
_____	_____
_____	_____

Primary location of event/project: \_\_\_\_\_

Number of total persons expected to attend this event/project: \_\_\_\_\_

Number of persons expected to visit event or project monthly/yearly: \_\_\_\_\_

Approximate number of people attending/visiting event or project will stay overnight in local hotels or bed & breakfasts? \_\_\_\_\_

**List host hotel or hotels that currently have a block of rooms for this project:  
(primarily required for HOT applicants, but please complete if applicable to KCDC Fund request.)**

<b>Hotel</b>	<b># of Rooms Blocked</b>	<b>Room Rate</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Required Attachments:***

Check all documents that are attached along with the application

- P&L from previous year's program
- Projected budget for entire program
- Itemized, detailed list of expenditures relevant for tax fund revenue use
- Advertising/Marketing Plan, including target audience
- List of Board of Directors with contact phone numbers
- Project planning timeline, if applicable
- Schedule of activities relating to your project
- Copy of Tax Exempt certificate (If Applicable)
- Copy of previous year finances upon request
- Sales Tax Returns

## ***Funding Request Decision***

Amount Requested: \_\_\_\_\_

Amount granted in past for same project: \_\_\_\_\_

**\*For applicants requesting HOT Funds:**

Which Expenditure Category from page 7 is most relevant to your project?

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# City of Kemah

## HOT Funding Agreement Form

I fully understand the Special Project Funding Application process, rules governing the application and the process established by the City Council. I intend to use this grant for the aforementioned project to forward the efforts of the City of Kemah in directly enhancing and promoting tourism and the convention and hotel industry by attracting visitors from outside Kemah into the city or by promoting expanded business development

\_\_\_\_\_initial

I have read the Special Project Fund Grant Application process including the rules governing the application and the reimbursement process.

\_\_\_\_\_initial

I understand that if I am awarded funding by the City, any deviation from the approved project or from the rules governing the application may result in the partial or total withdrawal of the fund grant.

\_\_\_\_\_initial

I understand all the records that relate to the use of the Grant funds shall be kept by \_\_\_\_\_, subject to Chapter 351 of the Texas Tax Code as amended, Chapter 552 of the Texas Government Code as amended and Chapter 505 of the Local Government Code as amended. Records of \_\_\_\_\_concerning funds are public and the City shall, upon written request, have the right to inspect and or obtain all books and records pertaining to the fulfillment of this Agreement.

\_\_\_\_\_initial

I understand that the City may terminate this Agreement by giving the other party notice in writing of such termination sixty (60) days in advance. Any municipal hotel occupancy tax proceeds, not used, shall revert to the City upon the termination of this Agreement.

\_\_\_\_\_initial

**Business/Organization Name** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Tax Code – Use of Hotel Occupancy Tax Revenue

### § 351.101. USE OF TAX REVENUE.

- (a) Revenue from the municipal hotel occupancy tax may be used only to promote tourism and the convention and hotel industry, and that use is limited to the following:
  - (1) the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both;
  - (2) the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
  - (3) advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
  - (4) the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
  - (5) historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums;
  - (6) for a municipality located in a county with a population of one million or less, expenses, including promotion expenses, directly related to a sporting project in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity.
  - (7) the promotion of tourism by the enhancement and upgrading of existing sports facilities or fields, including facilities or fields for baseball, softball, soccer, and flag football
  - (8) for funding transportation systems for tourists

### § 351.108. RECORDS.

- (a) A municipality shall maintain a record that accurately identifies the receipt and expenditure of all revenue derived from the tax imposed under this chapter.
- (b) A municipality or entity that spends revenue derived from the tax imposed under this chapter shall, before making an expenditure, specify in a list each scheduled activity, program, or project that:
  - (1) is directly funded by the tax or has its administrative costs funded in whole or in part by the tax; and
  - (2) is directly enhancing and promoting tourism and the convention and hotel industry.
- (c) If a municipality delegates to another entity the management or supervision of an activity or project funded by the tax imposed under this chapter, each entity that is ultimately funded by the tax shall, before making an expenditure, specify in a list each scheduled activity, program, or project that:
  - (1) is directly funded by the tax or has its administrative costs funded in whole or in part by the tax; and
  - (2) is directly enhancing and promoting tourism and the convention and hotel industry.

## Kemah Lodging Accommodations

Name/URL	Units	Location	Phone



## Post Event Report Form

**\*Must be submitted no later than 45 days following project completion\***

### Organization Information

Name of Organization		
Address		
City/State/Zip		
Contact Person		
Contact Phone Number	Cell	Work/Home
Email		
Website Non Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Federal Tax I.D.#	

### Proposal Information

Name of Project								
Date of Project								
Amount of Grant Funds Awarded								
Amount of Funds eligible for reimbursement								
Number of attendance  <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Local Visitors</td> <td style="width: 30%;">estimated _____</td> <td style="width: 30%;">actual _____</td> <td style="width: 15%;"></td> </tr> <tr> <td>Out of Town Visitors</td> <td>estimated _____</td> <td>actual _____</td> <td></td> </tr> </table> Number of Hotel rooms booked by project participants _____	Local Visitors	estimated _____	actual _____		Out of Town Visitors	estimated _____	actual _____	
Local Visitors	estimated _____	actual _____						
Out of Town Visitors	estimated _____	actual _____						
<b>Please provide documentation on how attendance and hotel room bookings were tracked or how business development was promoted through your project.</b>								

## Post Event Report Form

**How were HOT funds utilized? (Provide your budgeted and actual amounts)**

**Please explain or provide documentation on how lodging establishments were notified of the project.** (primarily required for HOT recipients)

Revenues

<b>Budgeted</b>	<b>Actual</b>
<b>Revenues</b>	<b>Revenues</b>
Donations	Donations
Entry Fees	Entry Fees
Vendor Fees	Vendor Fees
Other	Other
Other	Other
Revenue Balance	Revenue Balance

## Post Event Report Form

### Expenditures

Budgeted	Actual
<b>Expenditures</b>	<b>Expenditures</b>
Staffing	Staffing
Audio Visual/Entertainment	Audio Visual/Entertainment
Supplies	Supplies
Rentals	Rentals
Food and Beverage	Food and Beverage
Location Cost	Location Cost
Signage	Signage
Security	Security
Grounds Keeping	Grounds Keeping
Marketing/Promotion	Marketing/Promotion
Insurance	Insurance
Other	Other
Expenditures Balance	Expenditures Balance

### Cost Break Down

Percent of Costs covered by grant funds?
Percent of facility costs covered by grant funds?
Percent of staff costs covered by grant funds?
Total Costs

### Marketing Breakdown

Newspapers	Posters
Radio	Web
Flyers	Brochures
Social Media	Other

**Please attach a sample of each form of printed advertising material to the back of this form that was used to show how your project represented The City of Kemah.**

# Post Event Report Form

**\*Provide copies of receipts, invoices, explanation of charges and proof of payment of expenses for which reimbursement is requested.**

**Answer the following questions if applicable. You may attach additional pages, indicating the specific question you are answering, if needed.**

Were the outcomes of this project what you expected? Why or why not?
Is this project something your organization plans to do again? Why or Why not?
How did the use of Grant Funds impact the success of this project?
How did you market outside of the local area for this project?
How did the project use funds to promote Kemah?

**I certify that the information contained in this application is correct to the best of my knowledge and that I am authorized to complete this Post Project Form on behalf of the organization herein described for the purpose of receiving City of Kemah Grant Funds.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

# Post Event Report Form

## Attachments:

- Attendance Documentation
- Copies of the receipts
- Copies of the invoices
- Copies of Printed Promotional Materials

**SUBMIT TO:**  
**City of Kemah**  
**1401 Hwy 146**  
**Kemah, TX 77565**  
**281.334.1611**