

City of Terrell  
Hotel Motel Occupancy Tax  
Grant Funding Policy

Priority will be given to those events and entries based on their ability to generate overnight visitors in the City of Terrell.

**Financial**

1. All applications must be submitted on City of Terrell application form and contain a proposed detailed budget for expenditures.
2. After the allocation of funds by the City Council, grantees must submit an amended budget based on the allocation awarded.
3. Grantees are required to execute a contract with amended budget attached prior to the release of funds.
4. Grantees are required to report quarterly invoices and cancelled checks to be submitted.
5. Annual Audit, Review, or Financial Statement
6. Any unexpended cash received from the Hotel Occupancy Tax Funds by the Grantee shall be returned to the City. Grantees shall not be allowed to carry-over cash from year to year.
7. Funding may be requested and up to 50 % percent of a request may be granted prior to the event only to the extent the funds are available.
8. Paid Events, applicant must show the fees schedule of events and what is included in the fees.

## **Events**

1. Events must be open to the public.
2. Events must not limit attendance by age, sex or race or limit spectators to a small number.
3. No funds will be allocated for events that have already been completed.

## **Advertising**

Definitions: "Advertising costs" shall mean (i) the costs for newspaper, magazine, television, radio, billboard and Internet ads; and(ii) the costs of brochures and fliers which are used to advertise events prior to the event and not handed out at the event and (iii) postage and printing for mail-outs. Funds are only authorized to be used on the specific, requested advertising expense for which they are authorized and cannot be applied to another, different advertising expense. For example, if \$500.00 is authorized for newspaper ads and \$1500.00 is authorized for billboard advertising, no part of the \$500.00 may be applied to billboard advertising and no part of the \$1500.00 may be applied to the newspaper ad(s).

1. Printed or Internet advertising must have the city's logo displayed

## **Historical Restoration**

1. In each fiscal year budget the City Council may allocate specific sums of hotel occupancy tax funds for historical restoration projects that qualify for funding. Funds allocated in a given fiscal year but not expended maybe carried over to the succeeding fiscal year upon council approval and through the budget process.
2. Persons receiving funds for historical projects must submit to the City every six months a written report containing the specific progress of each segment of the project and an update on completion dates for unfinished or remaining segments.
3. Applications for historical restoration projects must include
  - (a) Documentation supporting the historical importance.
  - (b) Outline of overall project cost
  - (c) Schedule of project segments and final completion date(s)
  - (d) Detailed engineering, architectural or designer plans.

## **Post Event**

1. Except for Historical Restoration, Grantees must submit at the conclusion of the funding cycle (September 30) a “Post Event Report” for each event grantee was awarded funding for. (Attachment in application). Organizations not providing the “Post Event Report” shall not be eligible for future funding.