



CITY OF STUART

119 E. Front Street
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Stuart, Iowa 50250-0370
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Mayor
Dick Cook

City Administrator
Ashraf Ashour

HOTEL/MOTEL TAX APPLICATION

ALL PROJECTS MUST BE WITHIN THE STUART CITY LIMITS AND PROMOTE TOURISM TO THE CITY

DUE TO LIMITED FUNDS FROM THE TAX, MONIES AWARDED FOR A PROJECT MAY COVER ONLY A PORTION OF THE AMOUNT REQUESTED

APPLICATIONS WILL BE ACCEPTED AT CITY HALL FROM FEBRUARY 15, 2018 TO APRIL 15, 2018

FOR QUESTIONS REGARDING THE APPLICATION, PLEASE CONTACT CHERYL MARKS AT 523-1035

PLEASE SEND FIVE COPIES OF ALL PAGES OF APPLICATION

RECEIPT OF APPLICATION

DATE

SIGNATURE OF APPLICANT

SIGNATURE OF CITY EMPLOYEE

Grant Application Format

Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response.

A. Narrative

1. Executive Summary

- Begin with a half-page executive summary. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.
- How will project comply with code guidelines? (50% for providing recreation, convention, cultural or entertainment facilities or tourism as required by Section 422(A)(2)(4)(a) Code of Iowa).

2. Purpose of Grant

- Statement of needs/problems to be addressed; description of target population and how they will benefit.
- Descriptions of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
- Timetable for implementation.
- List of other partners in the project and their roles.

3. Evaluation

- Plans for evaluation, including how success will be defined and measured.

4. Budget Narrative/Justification

- List of amounts requested from other foundations, corporations and other funding sources to which this proposal has been submitted.
- List of priority items in the proposed grant budget, in the event that we are unable to meet your full request. (Attach itemized budget).

5. Organization Information

- Brief summary of organization's history.
- Brief statement of organization's mission and goals.
- Description of current programs, activities and accomplishments.

B. Attachments

1. Letters of support (should verify project need and collaboration with other organizations)

CITY OF STUART
Hotel/Motel Tax Grant Application

Date of Application: _____

Legal name of organization applying: _____
(Should be same as on IRS determination letter and as supplied on IRS form 990)

Year founded: _____ Current Operating Budget: \$ _____

Executive Director: _____ Phone # () _____

Contact Person/title/phone #
(if different from executive director: _____

Address (principal/administrative office): _____

City/State/Zip: _____

Fax Number: _____ email address: _____

List any previous support from this grantor in the last five (5) years: _____

Project Name: _____

Purpose of Grant (one sentence): _____

Dates of Project: _____ Amount Requested: _____

Total Project Cost: \$ _____

Geographic Area Served: _____

Signature, Chairperson, Board of Directors

Date

Signature, Executive Director

Date

GRANT BUDGET FORMAT

Listed below are standard budget items. Please provide the project budget in this format and in this order.

- A. Organizational fiscal year: _____
- B. Time period this budget covers: _____
- C. Revenue: include **a description and the total amount** for each of the following budget categories, in this order, please indicate which sources of revenue are committed and which are pending.

	Committed	Pending
1. Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (itemize)	\$ _____	\$ _____
Corporation (itemize)	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (Specify_	\$ _____	\$ _____
2. Earned Income		
Events	\$ _____	\$ _____
Publications and Products	\$ _____	\$ _____
3. Membership Income	\$ _____	\$ _____
4. In-kind Support	\$ _____	\$ _____
5. Other (specify)	\$ _____	\$ _____
Total Revenue	\$ _____	\$ _____