



FY 2020-2021 CITY OF COPPERAS COVE FUNDING REQUEST APPLICATION PROCESS

INSTRUCTIONS AND GUIDELINES TO REQUEST FUNDING



W
e
L
C
O
m
e

The image displays the word "welcome" in a 3D, stylized font. Each letter is presented on a separate, rectangular card of a different color, pinned to a white background with a pushpin. The cards are arranged in a slightly staggered, horizontal line. The letters are: 'W' (white on an orange card), 'e' (orange on a white card), 'L' (blue on a light blue card), 'C' (black on a white card), 'O' (green on a teal card), 'm' (black on a cyan card), and 'e' (white on an orange card). The pushpins are also colored to match their respective cards: white, orange, blue, black, green, white, and white.

TODAY'S OVERVIEW



Steps of the Budget Process



Application Process



Release of Funds Process

STEPS OF THE BUDGET PROCESS

Funding Request Timeline:



Funding is limited

FUNDING TYPES

Funding Types:

General Fund

The agency program or activity for which you're requesting funding for has to provide a public benefit.

Hotel Occupancy Tax

These funds are generally restricted to programs or activities which directly promote tourism or support the hotel industry in Copperas Cove, and for the promotion of the arts.

General Fund Requests



Hotel Occupancy Tax Fund Requests

Meet two requirements:



Directly
Promotes
Tourism

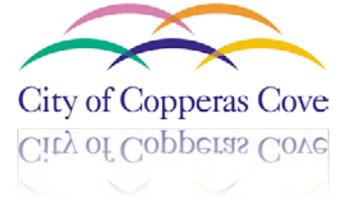


Fits in
Chapter
351
Category



VALID

Eligible categories:



Funding the acquisition, improvement, and operation of convention center or visitor information;

Advertising, solicitations, and promotions to attract tourists and convention delegates or registrants;

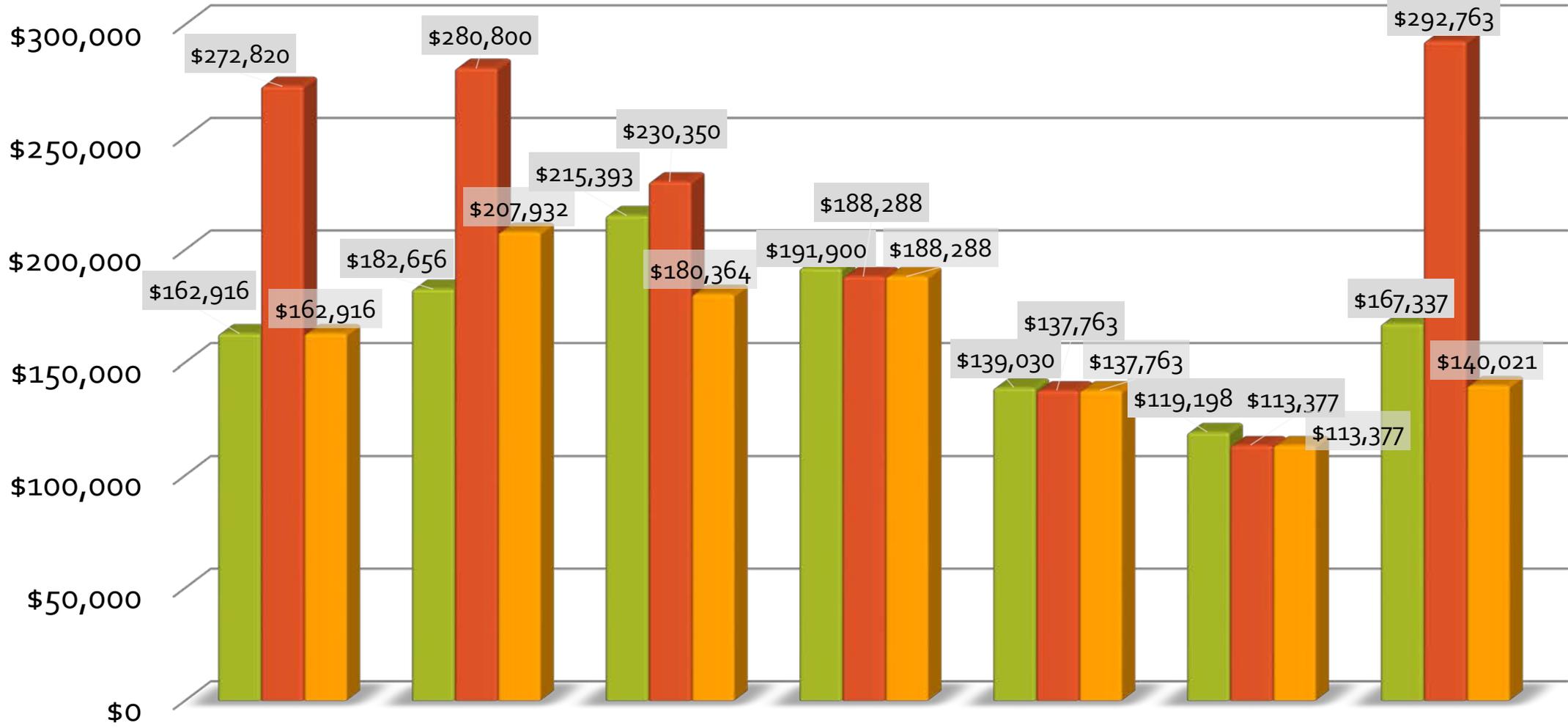
Encouragement, promotion, improvement, and application of the arts;

Funding historical restoration and museums;

Funding associated with hosting a sporting event;

Others included in Texas Tax Code 351.101

HOT Funding Requests



Available Requested Allocated

Eligibility and Priority

You must generate overnight visitors. Provide:

- Previous years' historical data
- Current data on number of rooms reserved
- Historical data on the number of guests at area hotels

If approved, submit a *Post Event Form* within 60 days.

Example	FY20 Actual	FY20 Projected
# Rooms filled	82	95
# Participants	76	88
# Vendors	84	90



Not eligible if no meaningful hotel night activity

APPLICATION PROCESS

Application Process



Application Period

- **March 13 – April 09**
- Must attend this training

Application

- Form's – see City's Website
- Annual Request
- **Deadline is April 09**

Programs

- If requesting funds for multiple events/activities, multiple applications are required
- If the same event/activity occurs on different dates, only one application is required

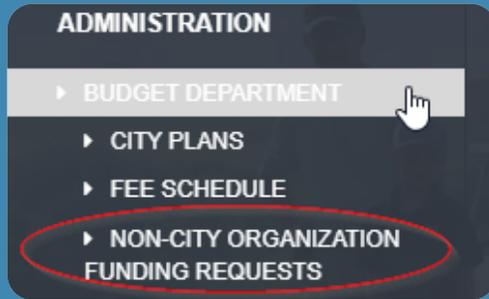
Be ready to present

- Budget Committee
- City Council
– Special Council Workshop: **July 02**



Forms & Required Materials

Application can be found on City's website:



Application(s) – Exhibit 1
Due by April 09 2020

Presentation to City Council. Please include:

- Purpose of request
- **General Fund** – how request meets a public purpose
- **HOT Fund** – how requests meets the two requirements mentioned
- Historical Data, if city funds have been used in the past

Presentations must be submitted to the Budget Department at budgetoffice@copperascovetx.gov by **May 31, 2020**

Your agency will be notified of council's decision on October 1, 2020
Funds can only be used during FY 2020 – 2021

General Fund – Funding Application Request

Home Tools Document



Exhibit
1

City of Copperas Cove Funding Application Request FY 2020-2021



Organization Information

Submission Date:

Name of Organization:

Street Address:

Primary Phone #:

Secondary Phone #:

Mailing Address (if different from above):

E-mail:

City:

Web Site Address:

State:

Zip Code:

Organization Type:

Contact Name:

Tax ID #:

Entity's Creation Date:

Purpose of your organization:

HOT Fund– Funding Application Request

Home Tools Document



HOTEL OCCUPANCY TAX USE GUIDELINES UNDER TEXAS STATE LAW FUNDING APPLICATION FORM

State Law: By law of the State of Texas, the City of Copperas Cove collects a Hotel Occupancy Tax (HOT) from hotels, bed & breakfasts, and other lodging facilities. Under state law, the revenue from the HOT may be used only to directly promote tourism and the hotel and convention industry. **Chapter 351 of the Tax Code states that the use of HOT funds is limited to:**

- a) **Convention Centers and Visitor Information Centers:** 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;
- b) **Registration of Convention Delegates:** the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
- c) **Advertising, Solicitations and Promotions that Directly Promote Tourism and the Hotel and Convention Industry:** advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
- d) **Promotions of the Arts that Directly Promote Tourism and the Hotel and Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to

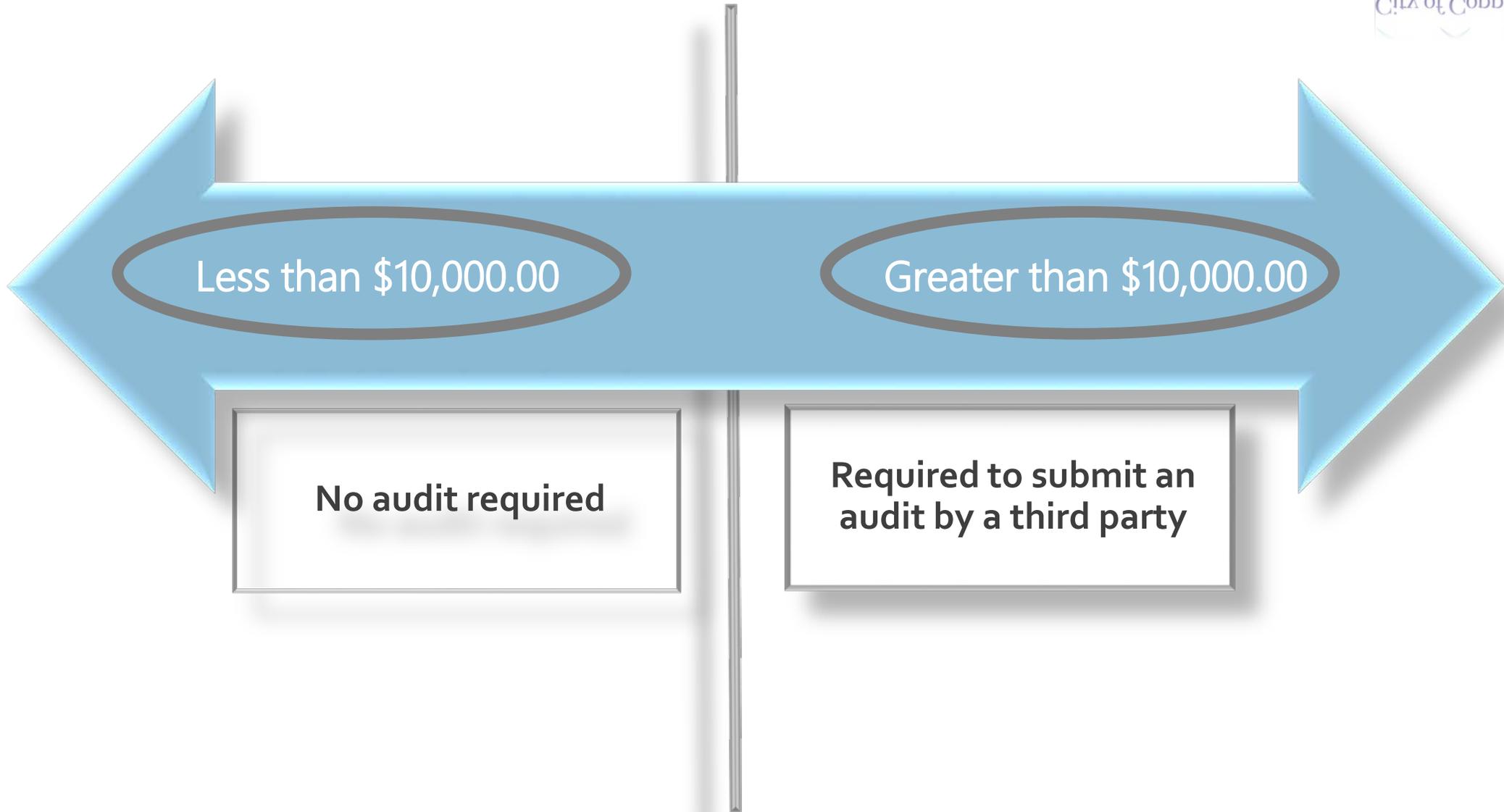
RELEASE OF FUNDS PROCESS



Release of Funds Process

- Funds are released between October 1, 2020 – September 30, 2021
- Released on a reimbursement basis only (after event)
- Requests to release funds must be submitted to the City within 60 days
- City funding is limited

Release of Funds (continued):





General Fund Requests Required Documents



General Fund Post Event Form

General Fund Post Event Form - Adobe Acrobat Standard DC
File Edit View Window Help

Home Tools Document 1 / 2 100% Sign In

Exhibit 2

**City of Copperas Cove
Post Event Report Form
FY 2020-2021**



Organization Information

Submission Date:

Name of Organization:

Street Address: Primary Phone #:
Secondary Phone #:

Mailing Address (if different from above): E-mail:

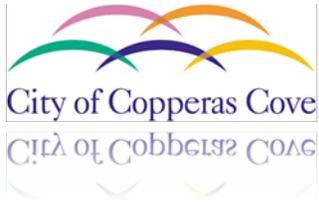
City: Web Site Address:

State:

Zip Code: Organization Type: Non-Profit

Contact Name: Tax ID #:

Purpose of your organization: Entity's Creation Date:



HOT Fund Requests Required Documents

Post Event Form – Exhibit 2
(within 60 days after the event)

Request letter or
invoice

Marketing Agreement –
Exhibit 3

Supporting documentation
(cancelled checks, invoices,
activity/program literature,
etc.)

Third Party Audit
(> \$10,000)

Post Event Presentation to
City Council

HOT Fund Post Event Form

HOTEL OCCUPANCY TAX - Adobe Acrobat Standard DC
File Edit View Window Help

Home Tools Document 3 / 6 100% Sign In

Exhibit 2

**City of Copperas Cove
Post Event Report Form
FY 2020-2021**



Date:

Organization Information

Name of Organization:

Address:

City, State, Zip:

Contact Name: Contact Phone Number:

Event Information

Name of Event or Project:

Date of Event or Project:

QUESTIONS



Budget Department



+1 (254) 547-4221

CopperasCoveTX.gov/budget/