



POLICY FOR HOTEL OCCUPANCY TAX FUND APPLICATION/REQUEST

This document was prepared to provide a framework for agencies applying or requesting funding from the City of Copperas Cove Hotel Occupancy Tax Fund. The use of Hotel Occupancy Tax dollars is restricted per the Texas Tax Code, Chapter 351 and City of Copperas Cove Code of Ordinances, Chapter 18.5.

Application Process

- Agencies must attend the Funding Request Introduction meeting on March 8.
 - A fully completed application shall be submitted to the City of Copperas Cove Budget Office between March 9 and April 5.
 - An annual request or application is needed to be considered eligible (Exhibit 1).
 - All forms required by the Hotel Occupancy Tax Policy must be submitted (Marketing Plan-Exhibit 3a, Schedule of Activities or Events Relating to the Funded Project, Event(s) Budget).
 - If requesting funds for multiple activities/programs, multiple applications are required.
 - If the same activity/program occurs on multiple dates, only one application is required for the activity/program with each date listed.
 - Provide adequate justifications and supporting documentation.
 - Agencies must meet with the City's Budget Committee to review the submitted funding request. The meetings are scheduled in April. Based on the application, the Budget Committee will make a recommendation to City Council.
 - PowerPoint presentations to be completed by the outside agencies shall be submitted to the Budget Office by May 31. These presentations must be in power point format.
 - Applicant shall give a presentation to the City Council during a regularly scheduled City Council meeting in July. Presentations are limited to a maximum of ten (10) minutes and should include the purpose of the request, how the request meets the proper use of HOT fund requirements, and if City funds have been used in the past, the results of the use of those funds.
 - All funding decisions are made by the City Council and are subject to availability of funds.
 - Applicants will be notified by October 1 of the City Council's decision on funding by the Budget Office.
 - If an agency is granted funding from the Hotel Occupancy Tax (HOT) Fund, allocated funds are only released during the city's fiscal year (between October 1 and September 30).
 - A notarized marketing agreement (Exhibit 3) between the agency and the city shall be executed during the first month of the City's fiscal year (October). Two (2) original copies are needed.
 - Requests to release appropriated funds must be submitted to the City.
 - Submit no later than 60 days after the funded event.
 - A marketing agreement (Exhibit 3) between the agency and the city shall be executed.
 - Requests must be in the form of a request letter or invoice.
 - A fully completed post event form shall be submitted to the City of Copperas Cove Budget Office (Exhibit 2).
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- Supporting documentation must accompany each request (cancelled checks, invoices, activity/program literature, information on the size of a room block that has been reserved at area hotels to accommodate anticipated overnight guests attending the funded event, documents showing where and how City of Copperas Cove was advertised, etc.).
- Allocated funds greater than or equal to \$10,000 will be released on a reimbursement basis only and the organization will be required to submit an audit (Agreed Upon Procedures - AUP) by a third party at the conclusion of the activities/programs or at the end of the organization's fiscal year, whichever occurs first.
 - An agency can request an interim/advance payment for eligible expenses, contingent upon submitting an audit at the conclusion of the activities/programs or at the end of the organization's fiscal year, whichever occurs first.
 - Audit (Agreed Upon Procedures - AUP) performed by a third party is considered an eligible expense and can be added to the payment request, if the total amount requested does not exceed amount allocated.
- Presentations to City Council are required prior to the release of funds.

Contact should be made with the Budget Office for discussion of actual calendar dates of application process.
