



**FUNDING APPLICATION
BURNET TOURISM ALLIANCE**
PLEASE PRINT

APPLICANT

Name of Applicant: _____ Date of Application: _____
(Organization, group or individual)

Representative authorized to sign contracts on behalf of the organization _____

Address: _____ Mailing Address (if different): _____

Phone: _____ Fax: _____ Email: _____

EVENT

DATE(s) SCHEDULED: _____ TIME(s): _____

LOCATION(s) OF EVENT: _____

DESCRIPTION OF EVENT: *(Use additional paper if necessary)*

DESCRIBE HOW THE INTENDED USE OF THESE FUNDS WILL SERVE TO PROMOTE THE TOURISM AND HOTEL/MOTEL CONVENTION INDUSTRY OF THE CITY OF BURNET: *(Use additional paper if necessary)*

FUNDS

AMOUNT REQUESTED: _____ DATE REQUIRED: _____

HOW ARE FUNDS TO BE PAID? ½ Prior to Event and ½ After the Event Lump Sum after Event

_____ Payments of \$ _____ on dates _____

SIGNATURE

I certify that I am authorized to act on behalf of the applicant listed above, that the funds requested will be used for the purpose stated and that, if funded, I will report activities and expenditures as required. By my signature below, I further acknowledge and agree that approval of this application constitutes an agreement between the BTA and the applicant(s) and if the applicant(s) fails to hold the event described herein or if the event held is substantially different from the event described herein, I will repay the Burnet Tourism Alliance (the "BTA") any and all funds granted under this application within thirty days of demand by the BTA. In the event of default of this agreement that results in litigation for the enforcement of said agreement, I agree to pay all expenses incurred in the collection, recovery or enforcement of the agreement, including a reasonable attorneys' fee.

By _____ Printed Name _____ Date _____

FINANCIAL REPORT

INSTRUCTIONS: Read the Instructions page before completion the application. NOTE: You must file a Post Event Follow-up Report to receive future funding.

SECTION A - REVENUE

	NON-BTA REVENUE <i>(Col. 1)</i>	BTA REVENUE <i>(Col. 2)</i>
BTA Funds Requested		
Start Up Revenue (<i>previous proceeds, etc.</i>)		
Project Revenue		
Admission fees / ticket sales		
Booth sales		
Souvenir sales		
Concession sales		
Donations from public		
Other -		
Grants or donations from other sources (<i>list</i>)		

COLUMN TOTALS		
Row A. TOTAL ALL REVENUE: <i>(Total Col. 1 & Col. 2)</i>		

SECTION B – EXPENSES (*See the Instructions Page*).

	NON-BTA EXPENSES <i>(Col. 1)</i>	BTA EXPENSES <i>(Col. 2)</i>
Administrative Expenses		
Staff		
Facility Rental		
Postage		
Telephone		
Office Supplies		
Miscellaneous Supplies (<i>list</i>)		

Operating Expenses		
Entertainment		
Portable Restrooms		
Clean Up		
Food, Lodging etc. for Entertainers		
Decorations		

Advertising / Promotion		
Posters		
Flyers		
Advertising in newspapers, magazines		
Radio / TV Advertising		
Billboard or signs		

BTA FUNDING APPLICATION INSTRUCTIONS

Fill out the form in full. If an item does not apply, put "N/A" in that slot. Include attachments as listed below with your application. Sign and date your application and submit it to a board member or mail to BTA, P.O. Box 1369, Burnet, TX 78611. You may also bring your application to the City of Burnet at 1001 Buchanan Drive, Suite 4, Burnet, TX 78611.

ATTACHMENTS

- Copy of 501(c)(3) letter from IRS (if applicable).
- Names and addresses of current officers and directors.
- Advertising plan and samples of advertising if available.
- Complete financial portion of this report.

SECTION INSTRUCTIONS

APPLICANT

1. *Name of Applicant* – Enter the name of your organization, group or if you are an individual, enter your name.
2. *Representative authorized to sign contracts on behalf of the organization* – If you entered an organization or group in the first line, enter your name here.

EVENT

1. *Date(s) Scheduled* – Enter the date or range of dates your event is scheduled for. If your event is ongoing (does not have an ending date) put "ongoing" in that space.
2. *Time(s)* – Enter the starting and ending time of your event if applicable
3. *Description of Event* – Enter a description of your event, the purpose, activities, who you expect to attend, etc.
4. *Describe how the intended use of these funds will serve to promote the tourism and hotel/motel convention industry in the City of Burnet* – Funds from the BTA are funded through the Hotel/Motel Tax in the City of Burnet and are regulated by the State as to how they can be spent. Include in this section how you think the hotel/motel and convention industry will be helped. This could be by attracting attendees who are likely to spend the night in local hotels etc.

FUNDS

1. *Amount Requested* – Enter the total amount of funds you are requesting from the BTA.
2. *Date Required* – Enter the date you will need the funding by.
3. *How Funds Are To Be Paid* – Check the box that is applicable to you. If you need the funding before your event, check the first box. If you will not need the funds until after your event, check the second box. If you need payments over a period of time, check the last box and enter the amount and dates you will need the funding. For example: You are holding an event that will last over the course of a year and you need advertising dollars every quarter to cover a quarterly publication.
4. *Repayment Of Funds* – If the applicant fails to hold the event described in the application or if the event held is substantially different from the event described in the application, the applicant will be required to repay the BTA the funds within thirty days of demand by the BTA.

SIGNATURE

Sign and date the Funding Application. **The person signing the application must be authorized to act on behalf of the organization.**

FINANCIAL REPORT INSTRUCTIONS

Make a copy of this form for yourself before submitting it as you will need to refer to this information after the event for submission of your follow-up report.

SECTION A - REVENUE

1. Enter the amount of funds **other than BTA** in Col 1.
2. BTA Funds requested – Enter the amount of funds you are requesting from BTA in Col. 2.
3. Start-up Revenue – These are funds held over from previous events or money you or your organization are contributing. Enter this amount in Col. 1.
4. Project Revenue – Enter amounts in Col. 1 you expect to receive or have received from each of the sources listed. Use the blank lines for revenue sources not already listed.
5. Total Revenue – Add up the total project revenue.

SECTION B - EXPENSES

List the expected expenses on the applicable line in Col. 1 for all expenses that will be paid for by funds **other than BTA** funds. List expenses that will be paid for by BTA funds in Col. 2. For instance: You plan to pay a total of \$1,000 for advertising of which BTA will pay half. Put \$500 in Col. 1 and \$500 in Col. 2. Total both columns individually and then add them together for the TOTAL ALL EXPENSES.

SECTION C - PROFIT OR LOSS

Subtract the TOTAL ALL EXPENSES from the TOTAL ALL REVENUE. (Row C. from Row A.)

SECTION D - IN-KIND SERVICE

In-kind services are goods and services (NOT MONEY) **donated** to the event either by outside donors or donors within your organization. These might be volunteers who work on the project, materials donated toward the project, transportation donated, etc. Enter a dollar value for all in-kind services. Estimate what the items might cost if you had to pay for them. Use the blank lines for in-kind services not already listed.

SECTION E - BTA FUND EXPENDITURES

Categorize all expenses that will be paid for by BTA funds into one of the six categories listed. **EXPENSES THAT DO NOT MEET ONE OF THE CRITERIA IN THIS SECTION ARE NOT ELIGIBLE FOR FUNDING.** List only those items that BTA paid for. The total for the BTA column in this section must match the total of Section B, Column 2.

In the third column, divide the BTA EXPENSES column by the TOTAL EXPENSES column to get the percentage of BTA funds to total funds. Report this figure in percentage.