



# PLEASANTON TEXAS

"BIRTHPLACE OF THE COWBOY"



March 1, 2015

**Subject: Acknowledgement Form**

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To Whom it May Be Concerned,

This letter and Agreement Form is to inform you and/or your group of the new guidelines established by the City Council of the City of Pleasanton, Texas as they pertain to applying for, receiving, and post reporting of an event(s) partially or fully funded by a Hotel/ Motel Tax Grant. These steps are the result of City Council Action. The form is for your acknowledgement and signature. The new guidelines are:

Guidelines for Grant Funding

**1. Grant Application Period.**

March 1st – May 31<sup>st</sup>. each year for the following fiscal year.

**2. Grant Application Review Period.**

Review Period begins on June 15<sup>th</sup>. concluding on July 15<sup>th</sup>. and recommendations submitted to City Staff for budget considerations by the City Council.

**3. An amended agreement form from past years.**

An agreement form must be signed before any grant application is received and/or considered for funding. This agreement will:

- A. Clearly outline the major steps of the process as well as the requirement for each group to produce an annual budget at the time a grant application(s) is submitted for consideration or before the City's Fiscal Year begins.
- B. Require that the budget should coincide with the City's Fiscal Year.
- C. Acknowledge that the Group (at least three members has completed a training session provided by the City detailing the proper use of Hotel/Motel Tax Funding).
- D. Have as an attachment; a full disclosure of IRS Reporting for the previous 2 calendar years, Certificate Letter of good standing from the State Comptroller and the Secretary of the State of Texas. This applies to for profits and nonprofits.

**4. The Grant Application Form.**

The existing grant application form will be used. This form must be accompanied by a detailed projection of expenses in line item form by category and item by item. The same shall apply to projected revenues and revenue sources AMOUNTS (Sponsors (who) and Sales (what)).

**5. Post event reporting and deadlines.**

A comprehensive post event report must be submitted in the form of revenues and their origin and amounts and actual expenses origins and amounts and their origin no later than 60 days after the event. A detailed report only should apply here. A complete financial statement of the overall event and whether it was profitable shall be included. In addition, there shall be at least one person at the event dedicated to a signup sheet among visitors (especially out of town) to determine if the event meets the basic qualifications for the grant award. The signup sheet with individuals' names, addresses and contact information shall be a part of the post event form. The post event report should include but not be limited to:

- a. The number of out of town visitors.
- b. The financials from the event in detail. Revenues and Expenses in detail by category line item by line item. This will be compared with the application.
- c. The viability of the event for the grant that was received from the City Council.
- d. A general overview from the committee with future recommendations for consideration by the City Council.

**7. The committee should meet when necessary.**

The recommendation committee shall meet at least twice a year or when necessary to review post event reporting forms in detail and report their findings to the City Council. The committee will also:

- a. Consider the viability of the event for the grant that was received from the City Council.
- b. Provide a general overview from the committee with future recommendations for consideration by the City Council.

In addition, they should meet at the end of the City's Second Fiscal Quarter to review with City Staff any excess funding that might be available during the year.

**8. Committee Members.**

The Committee will be comprised of no more than 5 members from the City Staff and the community that deal with tourism and have a good sense of accounting and budgeting.

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Bruce Pearson  
City Manager

**Agreement Form**

I (we) \_\_\_\_\_ have read the guidelines and have attended a training session held by the City of Pleasanton, Texas. In addition, our group has furnished the City of Pleasanton Hotel/Motel Tax Grant Committee the necessary paperwork in compliance with Section 3 of the guidelines in this letter.

\_\_\_\_\_ We will furnish Section 3 (A) now.

\_\_\_\_\_ We will furnish Section 3 (A) later.

Note: Specify the Date Here (Before October 1<sup>st</sup>.) \_\_\_\_\_.

**Signature Lines**

\_\_\_\_\_ Title:

\_\_\_\_\_ Title

\_\_\_\_\_ Title:

