



Waterloo City Council Discretionary Hotel-Motel Grant Application

The City of Waterloo is offering grants to non-profit entities for projects and community events that support tourism, quality of life and which bring people to Waterloo's downtown area. Grant funds are made possible through Hotel/Motel tax funds received by the City of Waterloo. City Ordinance states 10% of the revenues generated from the Hotel-Motel Tax can be used as discretionary dollars of the City Council to enhance projects that support several defined areas.

To apply, please complete the following application and send the original plus four complete copies to:

**City of Waterloo Finance Dept., City Hall,
715 Mulberry St.,
Waterloo, Iowa, 50703.**

Incomplete applications will be returned.

1. **General Information** (It is highly recommended that applications be typewritten. Use a separate sheet of paper, if necessary):

Name of organization _____

Name of facility/project _____

Contact person _____

Email _____

Address of organization or person completing application:

Street _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax:** _____

- 2. Please describe your project in detail**
 - a) Explain the project as though you were telling a complete stranger.**
 - b) Please be specific how the grant monies will be used in the overall project.**

3. What is the mission of your organization?

4. How long has your organization been in existence?

5. How many staff members and/or volunteers are involved in this organization and the project?

6. Please indicate all the categories that your projects supports:

Category 1 – Supports tourism and heads on beds

Category 2 – Supports and assists community events

Category 3 – Brings people downtown

Category 4 – Supports Waterloo quality of life

7. Please provide a detailed description of your project, together with a statement of how your project fits into one or more of the above listed 4 categories.

8. If your project has or will continue for more than one year, please explain your plans for financial sustainability

9. Give an estimate of how you plan to measure the success of the project

10. Describe specifically how the proposed project will be marketed.

11. Please provide a detailed description of the budget. Please include information about additional funding sources, income and how the hotel/motel tax grant fits into the overall budget.

12. Please include in your submitted materials:

- Tax exempt status
- W-9 form

13. We ask that you will submit a single page final report detailing the results of your project one month after the completion of the project. If you do not submit your final report within a month after completion you will not be eligible for further funding.

- Were your intended goals for the project met? Please provide details.
- How were the funds spent? Please be specific.

BUDGET SUMMARY:

Total Project Cost	\$ _____
Additional Funding Sources	\$ _____
In-Kind Services	\$ _____
Hotel/Motel Tax Grant Request	\$ _____

Please note: Additional Funding Sources, In-Kind Services and Hotel/Motel Tax Grant Request *must* equal Total Project Cost.

I have reviewed this Application for Hotel/Motel Grant Funds from the City of Waterloo. The information contained in this application plus any attachment(s) is accurate and complete to the best of my knowledge.

The Hotel/Motel Tax Grant Funds are to be used for the express purpose as stated in the Grant Application. I, the undersigned, fully understand that if this program/project does not transpire, Waterloo City Council's recommendation for funding will be withdrawn and my organization will be responsible for refunding any portion of funds already received.

Signature of Applicant

Date