

Warner Harrison
Chairman

Allan Milbradt
Vice-Chairman

Sharon Sudduth
Executive Director



Diana Herrman
DeAnn Triboulet
Jack Taylor
Ken Patel
Chris Kelley
Ex-Officio:
City Manager, Bill Keefer

TRANSIENT GUEST TAX / GRANT GUIDELINES

APPLICATION DEADLINE: At least 90 days prior to event date.

FUNDING SOURCE: Transient Guest funds – a tax of 3% levied upon the gross receipts derived from or paid by transient guests for sleeping accommodations in any hotel, motel, tourist court or bed and breakfast of over 2 rooms.

OBJECTIVES:

1. Transient Guest Tax funds shall be used primarily/but not limited to support those activities and organizations that encourage increased lodging occupancy thereby continuing the perpetuation of the funds.
2. The Convention & Tourism Bureau will consider requests of the Transient Guest Tax funds to solicit and support these basic industry segments:
 - Group tours
 - Pleasure travelers attending events, festivals or athletic tournaments
 - Meetings & conventions
 - Trade shows
 - Corporate meetings & travel
3. The transient guest tax funds were created by enabling legislation and are intended to assist in attracting visitors to the community.
4. Matching funds from private sector shall be encouraged to help support promotional activities to attract visitors to the Augusta area.

GUIDELINES: This is a Re-Imbursement Grant.

- Parties interested in applying for these funds must submit a proposal at least 90 days prior to event.
- Request for funds must follow the guidelines set by the tourism committee and the Convention & Tourism By-Laws.
- Copies of all approved invoices or statements for expenses incurred from this project must be turned in before **60 days** after project date, or forfeiture of funds may occur.
- Funds awarded shall not exceed \$1,000.00 maximum, per application.
- All advertising media produced for this project must include the words:
This project funded in part by The Augusta Convention & Tourism Bureau

SUBMISSION: 1 Copy of application on 8 1/2 x 11 size paper & supporting documents should be submit to:

Convention & Tourism Bureau
112 E. 6th Avenue
Augusta, KS 67010

AVAILABILITY OF FUNDS: Awards from the Convention & Tourism Bureau are based on funds available from revenue generated by Augusta hotels in the form of a Transient Guest Tax. Funds are re-distributed back to local government by the State of Kansas.

DISCOVER AUGUSTA...DISCOVER US!!!!
112 E. 6th Avenue Augusta, KS 67010 Phone (316) 775-6339 Fax (316) 775-1307
augustacoc@sbcglobal.net

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APPLICATION FOR FUNDING AUGUSTA TRANSIENT GUEST TAX

APPLICANT

Name, Organization/Group _____

Address: _____

Contact person: _____

Mailing address: _____

Phone(s): 1st _____ 2nd _____

Date of Event _____

Submitting an application does not ensure funding. Funding is awarded on a competitive basis. Please address each section of this application fully.

1. *1. Description of Project:* (attach extra sheets if necessary.) This description must include all relevant details (i.e. requested funding for print advertising must include name of newspaper or magazine, size of ad, number of ads, times run, sample copy, current advertising rates & projected rates).

2. *Purpose of Project:*

3. *Why you wish to have this project funded by Augusta CTB:*

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4. *How do you feel this project will benefit Augusta & promote tourism:*

5. *Amount requested:* _____

6. *Specific break down on how & when funds will be used:*

7. *Other funding anticipated or sought for this project:*

I acknowledge that the Augusta City Council must accept this project. Funding by the Augusta Convention & Tourism Bureau is subject to the availability of funds for such projects in its budget. I have read & understand the guidelines set forth for this application. I understand if my organization or group does not adhere to these guidelines funding of this application may be forfeited.

Authorized signature of applicant Date

Printed name of authorized signer



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Considered by Convention & Tourism Bureau board on _____
Funding: _____ Approved _____ Disapproved Amount approved: \$ _____

Comments: _____

