

Please Keep for Your Records.
Do not return this form with your application.

CITY OF SCOTT CITY TRANSIENT GUEST TAX GRANT APPLICATION GUIDELINES



Our Mission: To promote and enhance community efforts toward building tourism in the Scott City area.

Transient Guest Tax dollars are collected by local hotels and B&B's on behalf of the City of Scott City. These funds are distributed to the City by the State of Kansas to promote Scott City tourism to bring overnight guests to Scott City and to support local businesses. Budgets are set each year and a portion of these funds is used to help fund community events that fit the mission stated above. **Hotel rooms may not be reimbursed by a Transient Guest Tax grant.** Applications must include a description that clearly explains the event's purpose, a detailed budget, and a marketing/promotion plan. **Advertising** for any event wishing to utilize grant funds must extend outside of Scott County (radio ads, flyers, social media). Once received by the City of Scott City, a grant request goes before the Transient Guest Tax Committee who approves or denies the request based on the application presented. **An approved application does not guarantee that 100% of the funds requested will be awarded.** It is important that applicants do not depend on the grant to fund their event, but rather to *supplement* the cost of the event. Upon the completion of an event, receipts demonstrating expenditures and supplemental materials such as flyers and other marketing items, shall be included along with a completed *Reimbursement Request* form. The Committee will then review the *Reimbursement Request* to determine whether all guidelines were met and whether to award the full amount requested. **REMEMBER TO TREAT THE SCOTT CITY TOURISM LOGO AS A SPONSOR!!!**

Important Deadlines:

For Events Scheduled for January through June

Application Deadline: November 1 Each Year

For Events Scheduled for July through December

Application Deadline: May 1 Each Year

Submission of Print Materials Used for Advertising

Submission Deadline: 45 Days Prior to the Event

Submission of *Reimbursement Request* Form
with supporting documentation

Submission Deadline: 60 Days Following the Event

Note: Checks for the amount of approved grant funds to be reimbursed will be issued at the first Accounts Payable opportunity. Checks are mailed following Council approval twice a month. Unless there is an issue in approving your reimbursement request, you should receive your check within 3 weeks.

Grant Funding Dollar Amount Guidelines:

Each application will be reviewed
on its own merit.

One-Day Event Up to \$2000

Two-Day Event Up to \$3000

Specific Application Guidelines:

- I understand that all applications must include proposed expenditures which include promotion or advertisement of this activity.
- I understand that lodging will not be reimbursed.
- I understand that I must advertise **outside** Scott County to support increased lodging in Scott City. Local marketing is also recommended.
- I understand that all print advertisements must contain the **Scott City Tourism logo** as SC Tourism is a **sponsor** for your event.
- I understand that all radio and television advertising must mention Scott City Tourism and website address (see logo above).
- I understand that, if my reimbursement request does not include advertising expenses, my reimbursement request may be denied in part or in full.
- I understand that promotional items purchased in Scott City are favorable when considering reimbursement.
- I understand that priority for reimbursement will be given to cash prizes provided in the form of Chamber Bucks.
- I understand that local hotels and B&B's may be contacted by the Tourism Coordinator to determine if hotels are booked for your event.

Scott City Tourism will help visitors find your event by listing it on our event page at visitscottcity.com and will post your flyer at [ExploreScottCity](https://www.facebook.com/ExploreScottCity) on Facebook!!!