



City of  
**WOODSTOCK**

**2020-2021 HOTEL/MOTEL USE TAX TOURISM FUNDING APPLICATION  
PFO—Previously Funded Organizations**

**Deadline: due by 5:00pm Friday, April 3, 2020**

**I. Organization**

**Name:**

**Address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Federal or State ID:**

**Contact Name/Title:**

**E-Mail Address:**

**II. Funding Request**

**Project/Event Name:**

**Planned Venue(s):**

**What is the anticipated number of event days and total attendance?**

**What is the total cost of the project/event?**

**What is the amount of funding being requested?**

**Please describe how the money will be used in the space below or attach additional sheets if necessary including how the funded program will impact overnight visitation to Woodstock.**

**Project start date (no grant funds may be expended prior to award):**

**Completion date (grant funds must be expended by April 30, 2021):**

**Promotion of Woodstock hotels is strongly encouraged. How will this be accomplished?**

**More...**

**III. Legal Disclaimer**

The Applicant understands that receipt by the City of Woodstock (City) of an application is **not** a guarantee or commitment by the City for funding. In addition, the receipt of an application does not commit the City to pay any costs incurred in the preparation of the application. Incomplete applications will not be considered for funding. The City reserves the right to determine if an application is eligible for funding and outline specific terms and conditions, as well as the amount of funding, if any, on an individual basis. Awards made in response to this application will be contingent upon the availability and appropriation of funding from the City’s Hotel/Motel Tax Fund, which has been specifically authorized for this program.

The City reserves the right to disapprove costs incurred prior to award of funding and the execution of the Award Agreement. Portions of the contents of an approved application will become part of the Award Agreement. The application and all documentation submitted with it shall become the property of the City.

Freedom of Information Act: Information contained within this application may be subject to disclosure by the City of Woodstock under the Freedom of Information Act (ILCS 140). However, if the Applicant makes the following certification, all applicable commercial and financial information provided in this application shall be deemed by the City to be exempt from disclosure under Section 7 of the Act. In addition, if the Applicant considers information contained within its application to be confidential business or proprietary information, which could result in competitive harm to the Applicant, it should clearly mark the information as “CONFIDENTIAL.” The City shall exert that such information is subject to exemption from disclosure to the extent allowable by law.

The Applicant hereby certifies that the commercial and financial information contained in this application is proprietary, privileged, and confidential or is of a nature that its disclosure may cause competitive harm to the applicant.

Audit Requirements: The Applicant agrees that, upon request by the City of Woodstock, it will provide access to its financial records and other information deemed necessary for audit purposes to ascertain that all conditions of the Award Agreement were met and that the expenditure of the awarded funds was for the purpose(s) outlined within the Award Agreement. Special audit requirements may be imposed, as deemed necessary by the City to ensure the accountability of public funds. All records required to demonstrate compliance with the Award Agreement should be maintained for a minimum period of three years. The City reserves the right to commence the audit process at any point during the three-year retention period. Failure to expend the allocated funding in accordance with the Award Agreement may result in the Applicant being required to refund a portion, up to the entire award amount including interest at the discretion of the City.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Signature)

**More...**

(PLEASE KEEP THIS PAGE FOR YOUR REFERENCE)

**IV. Application Deadline**

**Completed applications** and any supporting documentation must be submitted to the Office of the City Manager **no later than 5:00pm on Friday, April 3, 2020** to be considered for funding. Applications and other materials received after that date will not be considered.

**V. Review of Grant Requests**

The completed application will be reviewed by the City Administration. The City will subsequently evaluate the applications based on the criteria as stated in the Hotel/Motel Use Tax Funding Application Instructions. Additional evaluation criteria may include the thoroughness of the application, organization details and project information.

**VI. Reporting Requirements**

As a requirement of receiving hotel/motel use tax funding for the identified project, the organization will be required to submit a **detailed follow-up report** of the project/event on or before **Friday, March 12, 2021 to the Office of the City Manager**. The report should outline how the funds were spent and verify that funds were spent solely for the purpose for which funds were sought. If the event for which funds are received occurs in April, Final Reports are due immediately following the event's conclusion and must be received prior to any future funding awards. **All grant dollars must be expended in the fiscal grant year received which ends on April 30<sup>th</sup>.**

**VII. Promotional Requirements**

Final Reports should include copies of all advertisements and promotional efforts paid for with hotel/motel tax funds, showing credit to the City of Woodstock. In addition, grantees are asked to include the following reference on all promotional materials: **Please visit [www.realwoodstock.com](http://www.realwoodstock.com) for more information on this and all other great Woodstock events and attractions!** This website will include information about your event as provided by your organization.

**VIII. Contact**

Should you have any questions or need additional information, please feel free to contact **Grants/Communications Manager Terry Willcockson**, at (815) 338-4300 x 11128, or via email at [twillcockson@woodstockil.gov](mailto:twillcockson@woodstockil.gov)

**END**