

**LODGER'S TAX FUND  
FUNDING PROPOSAL GUIDELINES**

The Lodgers' Tax Advisory Board will consider proposals for funding to defray costs of "advertising, publicizing and promoting tourist-related attractions within the area."

Organizations receiving Lodgers' Tax Funds are responsible for expending those funds for the purposes for which received and in accordance with Section 3-28021, NMSA, 1978, as amended.

Funds budgeted are not entitlements and will only be paid upon presentation of proper billing to the City Treasurer for services or products. **PROPER BILLING IS AN INVOICE SHOWING THE NAME AND ADDRESS OF VENDOR, DATE, AND ITEMS PURCHASED OR SERVICES RENDERED. FUNDING ADVANCES ARE NOT ALLOWED.**

The Lodgers' Tax Advisory Board will make their recommendations to the Portales City Council for inclusion in the 2010-2011 budget year. Questions should be addressed to the Treasurer, 575-356-6662, extension 1020, at Portales City Hall, 100 West First St., Portales, NM 88130; or to the City Clerk, 575-356-6662, ext. 1012.

**PROPOSALS MUST CONTAIN THE FOLLOWING INFORMATION:**

**ABOUT THE REQUESTING ORGANIZATION—FILL OUT THE APPLICATION FOR FUNDING, WHICH ASKS THE FOLLOWING:**

Name, address and phone number of requesting organization.

1. Description of Project/Request and Amount Requested.
2. Project Objectives.
3. Method to measure project accomplishments.
4. Name, address & phone number of person responsible for organizing the project.
5. Name, address & phone number of person responsible for accounting of funds.
6. Date Project/Program will begin.

**ABOUT PREVIOUS FUND REQUESTS:**

1. Whether or not funds have been received from the Lodgers' Tax Fund and the dollar amount for the last year received.
2. How those funds were used.
3. How the funds benefit the organization.
4. How the funds benefit the community.

Be sure your proposal includes responses to all of the above 11 items. **SEVEN (7) COPIES OF THE FUNDING PROPOSAL SHALL BE TURNED IN TO THE CITY CLERK'S OFFICE.** The Lodgers' Tax Advisory Board shall conduct a public hearing to determine funding recommendations. Applicants are encouraged to attend and address the Board regarding their requests.

**APPLICATION FOR FUNDING**  
**City of Portales Lodgers Tax Funding**

---

---

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
\_\_\_\_\_

*It is understood that all Lodgers Tax funds will be used in accordance with the Regulations and State Statues Governing Application for and use of funds under Ordinance 441 and NM State Statues 3-38-13 through 3-38-24.*

1. Description of Project/Request Funding Request: \$ \_\_\_\_\_

---

---

---

---

---

---

---

2. Project Objectives

---

---

---

---

---

---

---

3. How will the project accomplishments be measured?

---

---

---

4. Name, telephone number, and address of person responsible for organizing and implementing the project/program:

---

---

---

---

5. Name, telephone number, and address of person who will be responsible for accounting of funds:

---

---

---

---

6. Date of Project/Program will begin: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

Expected length of service (months, years, etc.): \_\_\_\_\_

*The Applicant understands that this grant is dependant upon the availability of funds.*

---

(Applicant Signature)

