



City of Bee Cave

**APPLICATION / REQUEST FOR FUNDING
FROM HOTEL OCCUPANCY TAX REVENUE
APPLICATION PACKET**

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Contents

APPLICATION PROCESS – PROCEDURES AND DEADLINES.....	3
CITY OF BEE CAVE HOTEL OCCUPANCY TAX POLICY	4 - 11
APPLICATION	12
FUNDING CONSIDERATIONS CHECKLIST	12 - 13
FUNDING REQUEST	14 - 20
PUBLICITY FACT SHEET	21 - 22
POST-FUNDING ANALYSIS AND PROOFS OF PAYMENT	23 – 26
ATTACHMENT A	27

APPLICATION PROCESS – PROCEDURES AND DEADLINES

1. Application Submission Deadline

The City of Bee Cave, Texas, accepts applications from organizations and businesses whose program fits into one or more of the named categories in Section 3.2.2. All requests for Hotel Occupancy Tax (HOT) funds should be submitted via email to the Assistant to the City Manager at rregueira@beecavetexas.gov by the submission deadline(s). The application will be reviewed by the City Council. The applicant may be asked to be present at the meeting to answer any questions regarding the application. Applicants will be notified one week prior to the meeting of the time and place for the review.

Priority will be given to applications based on their ability to generate overnight visitors to Bee Cave.

Pages 12 – 22 of the application packet (along with any required or requested supporting documentation) must be fully completed and returned as directed on the application by the referenced deadline.

2. Application Timeline

There will be two invitations for Hotel Occupancy Tax applications. Timelines for each invitation will be according to Attachment A, which will be updated annually by the City Manager or her/his designee.

3. Deadlines for Subsequent Documentation

Post-Funding Analysis and proofs of payment – deadline not later than 60 days after the event or expenditure of funds if not an event. The Post-Funding Analysis should mirror the budget presented in the Applicant's original application and outline, and proofs of payment must be receipts that reflect actual monies expended. If the Applicant did not spend the total amount of funding received, then that amount must be returned or repaid to the City of Bee Cave.

CITY OF BEE CAVE

HOTEL OCCUPANCY TAX POLICY

1. Taxing Authority

The rules on the application of the municipal Hotel Occupancy Tax are codified in Chapter 351 of the Tax Code, which authorizes the City of Bee Cave to impose such tax on hotels, motels, inns, short-term rentals, and bed-and-breakfast establishments.

2. Hotel Occupancy Tax Revenue

Under the Texas Tax Code, the following businesses are considered “hotels” and are required to collect hotel occupancy taxes from their guests: “any building or buildings in which members of the public obtain sleeping accommodations for consideration” for less than 30 days, including a hotel, motel, tourist home, tourist house, tourist court, lodging house, inn, rooming house, or bed and breakfast facilities.

The Hotel Occupancy Tax revenue is used to promote tourism and the hotel industry in Bee Cave. The city collects 7% in HOT funds from area hotels, motels, and short-term rental properties on a quarterly basis.

The local hotel occupancy tax statutes provide for specific penalties a city may assess against hotel operators who fail to file the hotel tax collections report, file late or without full payment, or produce false tax returns. The City of Bee Cave charges 15% of the amount due after the tax has been delinquent for one complete fiscal quarter and an interest fee of 10% per annum beginning 60 (sixty) days from the due date.

3. Allowable Use of Hotel Occupancy Tax Revenue

- 3.1 Texas Tax Code (Code) Section 351.101 (5) defines a tourist as an individual who travels from the individual’s residence to a different municipality, county, state or country for pleasure, education, or culture.
- 3.2 The Code states that revenue derived from hotel occupancy tax may be used only if both parts of the following two-part test are met.

- 3.2.1 Part One of the test requires that usage of HOT funds must directly enhance and promote visitors and the convention and hotel industry as permitted by Subsection (a) of the Code.
- 3.2.2 Part Two of the test requires that all expenditures must clearly fit into one of the statutorily provided categories listed below:
 - 3.2.2.1 **Convention center facilities or visitor information centers:** the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both;
 - 3.2.2.2 **Registration of convention delegates:** the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
 - 3.2.2.3 **Advertising, and conducting solicitations and promotional programs to attract tourists and convention delegates:** advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
 - 3.2.2.4 **Promotion of the arts:** the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, and exhibition of these major art forms;
 - 3.2.2.5 **Historical restoration and preservation projects or activities:** historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage

tourists and convention delegates to visit preserved historic sites or museums: (a) at or in the immediate vicinity of convention center facilities or visitor information centers; or (b) located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates;

3.2.2.6 **Signage:** Funding of signage directing the public to sights and attractions that are frequently visited by hotel guests. Must comply with all signage regulations.

3.2.2.7 **Transportation systems for Tourists:** Funding City or privately owned and operated transportation systems to: (a) transport tourists from hotels in and near the city to touristic attractions in or near the City, (b) the commercial center of the municipality, (c) other hotels in or near the municipality, and (d) a convention center in the municipality. The law specifically prohibits the use of the local hotel tax to cover the costs for a transportation system that serves the general public.

4. Annual Reporting Requirements

In accordance with Texas Tax Code Section 351.009, a municipality shall submit an annual report on the Hotel Tax Revenues to the State Comptroller, on the form prescribed by the comptroller, not later than March 1st of each year.

5. Hotel Occupancy Tax Funding

5.1 To actively promote Bee Cave as a touristic destination, the City allows entities to apply for Hotel Occupancy Tax (HOT) Funding. The purpose of HOT funding is to assist and support qualified events/activities/programs/facilities, ***not*** to be the major patron or the majority funds provider for the event/activity/program/facility.

- 5.2 The funds are to be used in compliance with Chapter 351 of the Tax Code and in accordance with the City of Bee Cave Hotel Tax Policy.
- 5.3 Recipients are responsible for assuring compliance with all statutory, and other legal requirements applicable to receipt, use, expenditure, and accounting of hotel tax revenues. No provision, restrictions, or lack thereof, in these guidelines, shall excuse the failure of a recipient to comply with all such agreements.
- 5.4 The HOT funding application packet must be fully completed and submitted to the City of Bee Cave – Assistant to the City Manager by the aforementioned deadline. Every effort will be made to place the application on a City Council agenda as soon as possible. A formal presentation to the City Council by the applicant is required. Applicants shall complete the application outlining how the funds will be used, along with a letter to formally request funding. Returning applicants must include a copy of the Post Funding Analysis for the most recent funding.
- 5.5 Priority will be given to those events and entities based upon documented ability to directly promote visitors and the convention and hotel industry in Bee Cave by “being likely to cause increase hotel or convention activity.” Applicants will **document** the potential to generate increased hotel or convention activity by:
 - 5.5.1 Providing historical information on the number of room nights used during previous years of the same event/activity/program/facility;
 - 5.5.2 Providing current information on the size of room blocks reserved at area hotels to accommodate anticipated overnight guests attending the funded event/activity/program/facility;
 - 5.5.3 Providing historical information on the number of guests at hotels or other lodging facilities that attended the funded event/activity/program/facility;
 - 5.5.4 Providing examples of marketing of programs and activities likely to generate or encourage overnight visitors to local lodging properties.

- 5.6 All Applicants are encouraged to patronize local businesses for food, supplies, materials, printing, and the like.
- 5.7 Applicants for event funding must have insurance coverage prior to the event unless otherwise waived by City Council during the application process. A copy must be presented along with the application for funding. The City is not responsible for any insurance or legal claims related to the funded event.
- 5.8 A portion of the revenues from any event/activity/program/facility receiving HOT funds should be channeled back into the future costs of operating that same event/activity/program/facility or the continued operation of such. The amount of revenue that will be dedicated towards that purpose should be included in the Post Funding Analysis.
- 5.9 No other outside events, projects, charities, or the like which are also sponsored by the host organization may profit from HOT funding of the particular event/activity/program/facility funded.
- 5.10 It is critical that the application be filled out completely and accurately. It is the responsibility of the Applicant to specifically explain how the funds will be used only in eligible ways.
- 5.11 If applying under the Advertising category described in 3.2.2.3, please note the local requirement that advertising must be accomplished in advance of the event/activity/program/facility and must utilize legitimate media for promotion outside of the area, i.e. direct mail, newspapers, magazines, radio, television, billboards, internet advertising. In all publications (e.g., flyers, programs, brochures, press releases, advertisements, annual reports and all other mailing pieces), recipient shall acknowledge in some meaningful way that their organization is funded in part by the City of Bee Cave. Such acknowledgment might take the form of inclusion on a donors list for particular events. Recipients are advised that usage of the official City logo is restricted. Any use of the City logo must be coordinated with and approved by the appropriate City representatives to ensure compliance with these standards. Written authorization must be obtained from the City Manager or their designee.

- 5.12 City Council evaluates the manner in which the funds will be disbursed for the approved application. Event/activity/program/facility may be funded in advance, on a reimbursement basis, or a combination of both. City Council may award funding amounts less than the amount requested.
- 5.13 Maximum funding guidelines, unless specifically waived during the application process by City Council.
 - 5.13.1 All funding requests should be for fifty percent (50%) or less of Applicant's total projected gross revenue from the event/activity/program/facility.
 - 5.13.2 All advertising requests must be fifty percent (50%) less than the gross advertising expenditures.
 - 5.13.3 Applicants must match at one-to-one of the total funds requested from the City and provide detailed support for all advertising expenditures so that the one-to-one match can be verified by the City.
- 5.14 The City is limited by law in the amount of funds it can contribute each year. No applicant will receive more than 50% of the allowable annual funds the City may contribute annually.
 - 5.14.1 All funding requests for the promotion of the arts are limited to fifteen percent (15%) of each fiscal year's revenue collection. If in any one year, the fifteen percent (15%) ceiling is not reached, funding for these purposes does not roll forward to future years.
 - 5.14.2 All funding requests for historical restoration and preservation projects or activities are limited to fifteen percent (15%) of each fiscal year's revenue collection. If in any one year, the fifteen percent (15%) ceiling is not reached, funding for these purposes does not roll forward to future years.
 - 5.14.3 Per State Law, cities of populations less than 125,000 must spend a minimum amount of Hotel Occupancy Tax revenue on advertising and promotion. The City of Bee Cave has a 7% Hotel Occupancy Tax rate, at least 1/7 of the hotel occupancy tax proceeds must be

spent on advertising and promoting the city and attract tourists and hotel and convention activity. If at least 1/7 is not spent within any given year, that amount rolls forward to future years.

- 5.15 Hotel tax funding recipients shall maintain complete and accurate financial records of each expenditure of hotel occupancy tax revenue made by the organization and, on request of the governing body of the municipality or other person, shall make the records available for inspection and review to the governing body or other person. All financial records and any other records relating to the hotel tax funding shall be subject to the requirements of the Public Information Act.
- 5.16 Applicants are on notice that, while the City makes decisions based on estimated budgets and projections, documentation of how granted funds were spent must be actual costs supported by proofs of payment. Any monies not used or not used lawfully must be returned or repaid to the City within sixty (60) days of the event or program, along with the completed Post Funding Analysis.
- 5.17 The final accounting of funds must mirror the items and time frames outlined in the funding application and request letter. Deviations will be noted on staff's report to Council to evaluate those deviations. City Council may require the applicant to refund unallowable expenditures back to the City.
- 5.18 Any organization that owes tax dollars or other funds to the City of Bee Cave will not receive approved funds until their debt is paid.
- 5.19 Should the City Council grant any funding to the applicant, it is expressly understood and agreed that by granting such funds, the City of Bee Cave is not entering into any form of joint venture, partnership, joint enterprise, contract for goods or services or business relationship with the applicant or in relation to the event. Such funding is a grant only with no expectation of profits or revenue to be provided to the City.
- 5.20 If the total amount of the HOT funds granted are not used or are not lawfully used, then those funds must be returned or repaid to the City of Bee Cave with the Post-Funding Analysis.

5.21 By accepting grant funds, the applicant is obligated to comply with the reporting and documentation requirements. Failure to provide proper reporting and documentation to the City in a timely manner can result in a restriction on receiving future grants, or the City seeking to reclaim funds which were not properly utilized.

APPLICATION

A – FUNDING CONSIDERATIONS CHECKLIST

Name of Event/Activity/Program/Facility: _____

If applicable, date of Event/Activity/Program/Facility: _____

Yes No Does your event/activity/program/facility pass Part One of the statutory test defined specifically as directly enhancing and promoting visitors in Bee Cave AND directly enhancing and promoting the convention and hotel industry in Bee Cave?

Yes No Does your event/activity/program/facility pass Part Two of the statutory test, defined specifically as fitting into one or more of the following categories?

Please check which category or categories:

- Convention center facilities or visitor information centers
- Facilities, personnel and materials for registration of convention delegates
- Advertising and conducting solicitations and promotional programs to attract tourists and convention delegates
- Promotion of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording
- Historical restoration and preservation projects or activities, or advertising and conducting solicitations and promotional programs to encourage tourists to visit preserved historic sites or museums in the area
- Funding of signage directing the public to sights and attractions that are frequently visited by hotel guests
- Funding City or privately owned and operated transportation systems to: (a) transport tourists from hotels in and near the city to touristic attractions in or near the City, (b) the commercial center of the municipality, (c) other hotels in or near the municipality, and

(d) a convention center in the municipality. The law specifically prohibits the use of the local hotel tax to cover the costs for a transportation system that serves the general public.

- Yes No Is your application filled out thoroughly and completely, and are all required pages attached?
- Yes No Is your request for funding in accordance with the maximum funding guidelines?
- Yes No If applicable, have you submitted the Post-Funding Analysis and proofs of payment for last year's event/activity/program/facility?
- Yes No If applicable, have you returned or repaid the City for any previous funds not used or not used lawfully?
- Yes No Have you documented how you will accurately track out-of-town guests, showing that your event/activity/program/facility will attract tourists that will directly support visitors and the hotel and convention industry in the area?
- Yes No Is your request for fifty percent (50%) or less of your total projected gross revenue from the event/activity/program/facility?
- Yes No If you are applying under the Advertising category, is your request for fifty percent (50%) or less of your total projected advertising expenditures and have you documented your advertising budget?
- Yes No Is your request no more than a one-to-one match for your event/activity/program/facility and does your application list anticipated matching funds?
- Yes No If you are applying under the Advertising category, have you met the local requirement that advertising must be accomplished *in advance* of the event/activity/program/facility, and must utilize legitimate media for promotion outside of the area, i.e. direct mail, newspapers, magazines, radio, television, billboards, internet advertising?

B – FUNDING REQUEST

Organization Information

Date: _____

Name of Organization:

Address:

City, State, Zip:

Contact Name:

Contact Phone Number:

Contact Email Address:

Website for the Event/Activity/Program/Facility?

Is your organization: Non-Profit Private/For Profit

Tax ID #: _____

Organization's Creation Date: _____

Purpose of your organization:

Event/Activity/Program/Facility Information

Name of Event/Activity/Program/Facility:

Date of Event/Activity/Program/Facility:

Primary Location of Event/Activity/Program/Facility:

Amount of HOT Funding Requested:

Date by which HOT Funding will be needed?

FUND USAGE: How will the funds be used, if awarded? Please describe in detail.

Primary Purpose of Funded Event/Activity/Program/Facility:

Check which statutory categories apply to the funding request AND the amount requested under each category:

Convention center facilities or visitor information centers: the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both;
\$ _____

Registration of convention delegates: the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
\$ _____

Advertising, and conducting solicitations and promotional programs to attract tourists and convention delegates: advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
\$ _____

Promotion of the arts: the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, and exhibition of these major art forms;
\$ _____

Historical restoration and preservation projects or activities: historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums: (a) at or in the immediate vicinity of convention center facilities or visitor information centers; or (b) located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates;
\$ _____

Signage: Funding of signage directing the public to sights and attractions that are frequently visited by hotel guests. Must comply with all signage regulations.

\$ _____

Transportation systems for Tourists: Funding City or privately owned and operated transportation systems to: (a) transport tourists from hotels in and near the city to touristic attractions in or near the City, (b) the commercial center of the municipality, (c) other hotels in or near the municipality, and (d) a convention center in the municipality. The law specifically prohibits the use of the local hotel tax to cover the costs for a transportation system that serves the general public.

\$ _____

Questions for ALL Funding Requests

How many years have you held this event/activity/program?

Expected attendance:

How many people attending the event/activity/program/facility will use Bee Cave hotels, motels, inns, or bed-and-breakfast establishments?

How many nights will they stay?

Do you reserve a room block for this event/activity/program/facility at an area hotel and, if so, for how many rooms and at which hotels?

Has the organization previously received HOT funding from the City of Bee Cave? Yes or No _____

If yes, what year(s) _____, amount: \$ _____,
and for what purpose: _____

List major events/projects that this organization or applicant has organized and hosted.

Additional information such as schedules, financial statements, or other information may be asked to be provided.

Questions for Facilities

Answer the following only if the funding request is for a permanent facility such as a museum or visitor center.

Expected Attendance Monthly/Annually:

Please note percentage of those in attendance that are staying at area hotels or lodging facilities:

Questions for Events

If your request is not for an event, please continue to the following section, Questions for Programs

Is this request for an event? (Yes or No) _____

Has this event been held previously? (Yes or No) _____

If Yes, please complete the following:

Location:

Date(s):

Month/Year Held, Assistance Amount, Number of Hotel Rooms Used:

How will you measure the impact of your event on area hotel activity?

Please list all other organizations, government entities, and grants that have offered financial support to your event/activity/program/facility:

Please check all promotion efforts your organization is coordinating

- Internet
- Newspaper
- Radio
- TV
- Press releases to media
- Direct mailing to out-of-town recipients
- Other

What specific geographic areas do your advertising materials and promotions reach?

What number of individuals *located in another city or county* will your proposed marketing reach?

Questions for Programs

Please complete this section if the funding request is NOT for an event or facility.

Date of completion for the proposed program:

Is the request to promote the arts? (Yes or No) _____

If yes, please explain:

Is the request to fund historical restoration or preservation? (Yes or No) _____

If yes, please explain:

Required Additional Information

The following required information must be included for a submission to be considered complete, unless waived by City Council during the application process:

- Budget for the proposed event/project, including all revenue sources and expenditures
- Organization financial statements from the previous two years, if available
- Articles of Incorporation
- By-Laws
- Board Members – names and titles

Additional information such as schedules, or other information may be asked to be provided.

Application Packets should be returned in accordance with the deadlines of submission referenced in Attachment A to the Assistant to the City Manager at

rregueira@beecavtexas.gov

C – PUBLICITY FACT SHEET

Please provide the following information so that your event/activity/program/facility can be promoted accurately and effectively by the City of Bee Cave. Return the completed form along with the organization logo or event/activity/program/facility flier to the Assistant to the City Manager at rregueira@beecavetexas.gov.

Name of the event/activity/program/facility: _____

Date(s) of event/activity: _____

Sponsoring organization: _____

Admission charge, if any: _____

Group rates, if available: _____

Location of event/activity/program/facility: _____

Hours of operation: _____

Free/paid parking, availability of parking: _____

Brief publicity description [Please include, in fifty (50) words or less, what you want the public to know about your event/activity/program/facility]

Publicity contact person: _____

Contact's telephone number: _____

Contact's email address: _____

Website: _____

The information in this application above is within the knowledge of the individual signing this application and the signatory has reviewed the above information prior to signing. Applicant

understands that such information is being relied upon by the City of Bee Cave in making any determinations regarding this application. By signing below, the individual signing this application declares, under penalty of perjury, that the above listed information is true and correct.

Authorized Signatory

Date Signed

POST-FUNDING ANALYSIS AND PROOFS OF PAYMENT ORGANIZATION INFORMATION

Date:

Name of organization:

Address:

City, State, Zip:

Contact:

Contact Phone Number:

Contact Email Address:

EVENT/ACTIVITY/PROGRAM/FACILITY INFORMATION

Name of funded event/activity/program/facility: _____

Date of funded event/activity/program/facility held: _____

Primary location(s) of funded event/activity/program/facility:

Primary purpose of funded event/activity/program/facility:

Amount received from the City's HOT funds: _____

Amount spent out of the City's HOT funds: _____

Specific explanation of how HOT funds were spent: _____

How many years have you held this event/activity/program/facility?

How many people did you *predict* would attend this event/activity/program/facility? [Note: this should be the number you submitted in the Application]

How many people *actually attended* the event/activity/program/facility?

How many room nights were generated at Bee Cave area hotels, motels, inns, and bed-and-breakfast establishments by attendees of this event/activity/program/facility?

If this event/activity/program/facility has been funded by HOT funds in the last three (3) years, how many room nights were generated at Bee Cave area hotels, motels, inns, and bed-and-breakfast establishments by attendees of this event/activity/program/facility?

Last Year: _____

Two Years Ago: _____

Three Years Ago: _____

What method did you use to determine the number of people who booked rooms at Bee Cave area hotels, motels, inns, and bed-and-breakfast establishments by attendees of this event/activity/program/facility? [For example, room block usage information, survey of hoteliers, etc.]

Was a room block established for this event/activity/program/facility at an area hotel and, if so, did the room block fill?

If the room block did not fill, how many rooms were picked up? _____

Please check all efforts your organization actually used to promote this event/activity/program/facility, and how much money was actually spent in each category not just spending related to HOT funds received:

- Internet \$ _____
- Newspaper \$ _____
- Radio \$ _____
- TV \$ _____
- Press Releases \$ _____
- Direct Mail \$ _____
- Other \$ _____

What new marketing initiatives did you utilize to promote hotel and convention activity for this event/activity/program/facility?

Attach actual documents showing how Bee Cave was recognized in your advertising/promotional campaign.

Attach actual documents showing all forms of advertising/promotion used in your campaign. If the item itself does not indicate the medium used (i.e. radio, TV, print, or mail) or exactly where the advertising took place, please include other information that would show the location of the advertising and medium utilized.

Attach actual invoices, receipts, and proofs of payment for ALL expenditures on which HOT funds were used in whole or in part.

What Bee Cave businesses did you utilize for food, supplies materials, printing, etc.?

If event-related, how many individuals actually participated in the event/activity/program/facility?

If event-related, how many participants were from another city or county?

By signing below, the individual signing this document declares, under penalty of perjury, that the foregoing information is true and correct.

Authorized Signatory

Date Signed

This Post-Funding Analysis must be completely and accurately filled out and returned no later than sixty (60) days after the event/activity/program/facility to the Assistant to the City Manager at rregueira@beecavetexas.gov.

All invoices and proofs of payment must be attached. If the total amount of the HOT funds were not used or were not lawfully used, then those funds must be returned or repaid to the City of Bee Cave with this Post-Funding Analysis.

Attachment A

Application Timeline

There will be two invitations for Hotel Occupancy Tax applications. Timelines for each invitation will be according to this attachment which will be updated annually by the City Manager or her/his designee.

The first application timeline in which a maximum of seventy-five percent (75%) of the yearly allocation of Hotel Occupancy Tax funding may be awarded will be as follows:

- May 9 Application submission deadline at 5:00 p.m.
- May 12 - 23 City staff review of applications for administrative completeness and basic requirements.
- May 27 – July 8 City Council discussion of HOT funding requests.
- September 9 City Council to consider approval of funding recommendations for the Fiscal Year Budget.
- October 1 Funds available for distribution according to application request.

The second application timeline on which the remaining amount of the yearly allocation of Hotel Occupancy Tax funding may be awarded will be as follows:

- January 9 Application submission deadline at 5:00 p.m.
- January 12 - 23 City staff review of applications for administrative completeness and basic requirements.
- January 27 – March 10 City Council discussion of HOT funding requests.
- April 14 City Council to consider approval of funding recommendations for the Fiscal Year Budget.

Funds available for distribution according to application request.

The maximum funding percentages may be changed at the discretion of City Council at any time. The city deadlines are an estimate based on optimum circumstances related to the review, approval, and execution of the program and its agreements. These items could be delayed based on a variety of factors. Please email the Assistant to the City Manager at rregueira@beecavetexas.gov if you have any questions about this program.