City of Hobbs
Annual Funding Guidelines
Lodgers' Tax Requests for Proposal (RFP)
from 05/01/2022 - 06/30/2023

The City of Hobbs and the Hobbs City Commission wish to ensure that your events have the greatest chance of success. The following guidelines have been adopted by the City Commission to outline procedures for the annual expenditures of Lodgers' Tax funds.

1. The City of Hobbs is accountable to the City Commission for Lodgers' Tax Funds and is responsible for the placement of any orders involving expenditures of Lodgers' Tax funds. The table below details eligible & non-eligible expenses per Ordinance # 1052

Eligible	Non-Eligible
Professional Performance Fees	Administrative Office Overhead
Sound and Lighting as Related to Performance	Website Costs
Advertising/Promotion Items	Real Property
Sanitation	Tangible Property
Sanction Fees	

For internal control purposes of lodgers' tax funds, the organization must provide valid proof of expenditures and contracts. Cash transactions by the organization (eg: cash currency payments to individuals) will not be considered valid. All invoices and contracts must be legible. The Finance Department may ask the organization to provide a W-9 for a vendor, cleared check, bank statement or other documentation to determine whether or not the transaction is valid for lodgers' tax. **Note: If cancellation of an event results in a refund of any deposit, this refund must be returned to the City of Hobbs Lodgers' Tax Fund.**

2. The organization requesting Lodgers' Tax funding shall designate a representative to serve in the capacity of spokesperson for that organization. The representative or designee must make all attempts to attend the Lodgers' Tax meeting or City Commission meeting as appropriate when requesting funding to answer questions.

3. All Requests for Proposal's (RFP's) for Lodgers' Tax **annual** funding must be received by **March 18th, 2022.** (This is to include all events to occur during the period indicated above for which your organization is requesting funding.)

4. A proposed budget must be submitted with the RFP for annual Lodgers' Tax funding explaining how fees and other revenues are to be used and include a detailed list of estimated expenses for any and all events on an annual basis.

5. Event Summaries from prior year funding will be required during the annual presentation process. Event summaries should include the number in attendance, the number of overnight stays and the actual revenue and expenditures.   **Any unspent funding at the end of the funding cycle (05/01/2022-06/30/2023) will revert back to the City of Hobbs Lodgers' Tax Fund. Expenses will NOT be reimbursed after August 31, 2023.**

6. In addition to the above listed criteria, organizations requesting funding may be asked to provide the following information:
   - Proof of non-profit status and copy of last years IRS form 990
   - Proof of agency good standing with the NM Corporation Commission
   - Proof of Workers-Comp or Liability Insurance Coverage

Advertising not included in the initial request for funding is the RESPONSIBILITY AND OBLIGATION OF THE ORGANIZATION PLACING SUCH ORDER.

I have read and fully understand the above guidelines for the Lodgers' Tax Funding.

_____   _____   _____
Representative   Name of Organization   date

Received at City Hall: _____
                    (date and time)

1

Request for Lodgers' Tax Assistance
Contact Information

Organization	
Name of Contact	
Address	
City, State Zip	
Phone#/Fax#	
email	

Event Budget

		Event 1	Event 2	Event 3	Event 4	Event 5	Total	
Income	Sponsorships						-	
	Sales						-	
	Donations						-	
	Prior Year Carryover						-	
	Other (please explain)						-	
	Total Income	-	-	-	-	-	-	
		Event 1	Event 2	Event 3	Event 4	Event 5	Total	
EXPENSE (NON-LODGERS' TAX	Cost of Sales Items						-	**NON - LODGERS' TAX**
	Cost of Awards						-	
	Building/Booth Rent						-	
	Advertising						-	
	Printing & Mailing						-	
	Print Media						-	
	Electronic Media						-	
							-	
	Misc. (Please explain)						-	
							-	
	Total NON- LODGERS' Exp.	-	-	-	-	-	-	

Lodgers' Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total	
Printing	-	-	-	-	-	-	**LODGERS' TAX**
Print Media	-	-	-	-	-	-	
Electronic Media	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL LODGERS' TAX REQ. SUMMARY	-	-	-	-	-	-	

Instructions: Please complete all areas of PINK that apply. Lodgers' Tax Budget Summary must reconcile to Event Details

Lodgers' Tax Budget - Event Number 1
Event Information

Name of Event	
Date	
Location	
Description	

Expected Attendance		**# of Overnighters**	
Is this an annual event?		**Is this a new event?**	

PRINTING

	Cost	Quantity	Total		Cost	Quantity	Total
Posters (save-the-date)			-	**Flyers**			0.00
Programs			-	**Tickets**			-
SUBTOTAL			-	**SUBTOTAL**			-

	Cost	Quantity	Total		
Mailings			-	**TOTAL PRINTING COSTS**	-

PRINT MEDIA

	Name	# of ads	Cost	Total
Newspaper				-
				-
	SUBTOTAL			-
	Name	# of ads	Cost	Total
Magazine/Other				-
				-
	SUBTOTAL			-
			TOTAL PRINT MEDIA	-

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
Radio				-
				-
Television				-
				-
Social Media				-
				-
			TOTAL ELECTR. MEDIA	-

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees				-
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
				-
Other: (please list)				-
				-
				-
				-
				-
				-
			TOTAL OTHER EXPENSE	-

TOTAL REQUEST FOR EVENT 1	-

Instructions: Please complete all areas of PINK that apply.

Lodgers' Tax Budget - Event Number 2
Event Information

Name of Event	
Date	
Location	
Description	

Expected Attendance		**# of Overnighters**		
Is this an annual event?		**Is this a new event?**		

PRINTING

	Cost	Quantity	Total		Cost	Quantity	Total
Posters (save-the-date)			-	**Flyers**			0.00
Programs			-	**Tickets**			-
SUBTOTAL			-	**SUBTOTAL**			-

	Cost	Quantity	Total		
Mailings			-	**TOTAL PRINTING COSTS**	-

PRINT MEDIA

	Name	# of ads	Cost	Total
Newspaper				-
				-
		SUBTOTAL		-

	Name	# of ads	Cost	Total
Magazine/Other				-
				-
		SUBTOTAL		-
			TOTAL PRINT MEDIA	-

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
Radio				-
				-
Television				-
				-
Social Media				-
				-
			TOTAL ELECTR. MEDIA	-

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees	test			-
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
				-
				-
				-
				-
				-
				-
			TOTAL OTHER EXPENSE	-

TOTAL REQUEST FOR EVENT 2	-

Instructions: Please complete all areas of PINK that apply.

Lodgers' Tax Budget - Event Number 3
Event Information

Name of Event	
Date	
Location	
Description	

Expected Attendance		**# of Overnighters**		
Is this an annual event?		**Is this a new event?**		

PRINTING

	Cost	Quantity	Total		Cost	Quantity	Total
Posters (save-the-date)			-	**Flyers**			0.00
Programs			-	**Tickets**			-
SUBTOTAL			-	**SUBTOTAL**			-

	Cost	Quantity	Total		
Mailings			-	**TOTAL PRINTING COSTS**	-

PRINT MEDIA

	Name	# of ads	Cost	Total
Newspaper				-
				-
		SUBTOTAL		-
	Name	# of ads	Cost	Total
Magazine/Other				-
				-
		SUBTOTAL		-
			TOTAL PRINT MEDIA	-

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
Radio				-
				-
Television				-
				-
Social Media				-
				-
			TOTAL ELECTR. MEDIA	-

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees	test			-
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
				-
				-
				-
				-
				-
			TOTAL OTHER EXPENSE	-

TOTAL REQUEST FOR EVENT 3	-

Instructions: Please complete all areas of PINK that apply.

Lodgers' Tax Budget - Event Number 4
Event Information

Name of Event	
Date	
Location	
Description	

Expected Attendance		**# of Overnighters**	
Is this an annual event?		**Is this a new event?**	

PRINTING

	Cost	Quantity	Total		Cost	Quantity	Total
Posters (save-the-date)			-	**Flyers**			0.00
Programs			-	**Tickets**			-
SUBTOTAL			-	**SUBTOTAL**			-

	Cost	Quantity	Total		
Mailings			-	**TOTAL PRINTING COSTS**	-

PRINT MEDIA

	Name	# of ads	Cost	Total
Newspaper				-
				-
		SUBTOTAL		-

	Name	# of ads	Cost	Total
Magazine/Other				-
				-
		SUBTOTAL		-
			TOTAL PRINT MEDIA	-

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
Radio				-
				-
Television				-
				-
Social Media				-
				-
			TOTAL ELECTR. MEDIA	-

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees	test			-
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
				-
				-
				-
				-
				-
			TOTAL OTHER EXPENSE	-

TOTAL REQUEST FOR EVENT 4	-

Instructions: Please complete all areas of PINK that apply.

Lodgers' Tax Budget - Event Number 5
Event Information

Name of Event	
Date	
Location	
Description	

Expected Attendance		**# of Overnighters**		
Is this an annual event?		**Is this a new event?**		

PRINTING

	Cost	Quantity	Total		Cost	Quantity	Total
Posters (save-the-date)			-	**Flyers**			0.00
Programs			-	**Tickets**			-
SUBTOTAL			-	**SUBTOTAL**			-
	Cost	Quantity	Total				
Mailings			-	**TOTAL PRINTING COSTS**			-

PRINT MEDIA

	Name	# of ads	Cost	Total
Newspaper				-
				-
	SUBTOTAL			-
	Name	# of ads	Cost	Total
Magazine/Other				-
				-
	SUBTOTAL			-
			TOTAL PRINT MEDIA	-

ELECTRONIC MEDIA

	Name	# of spots	Cost	Total
Radio				-
				-
Television				-
				-
Social Media				-
				-
			TOTAL ELECTR. MEDIA	-

OTHER EXPENSE

	Name	# of item	Cost	Total
Professional Performance Fees	test			-
Sound and Lighting Costs				-
Sanction Fees				-
Promotional Items (eg: tshirts, rings, etc.)				-
Other: (please list)				-
				-
				-
				-
				-
				-
			TOTAL OTHER EXPENSE	-

TOTAL REQUEST FOR EVENT 5	-

Instructions: Please complete all areas of PINK that apply.