



City of Hobbs
Annual Funding Guidelines
Lodgers' Tax Requests for Proposal (RFP)
from 05/01/2017 - 06/30/2018

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	Real Property
Sanitation	Tangible Property

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 10, 2017. (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 (05/01/2017-06/30/2018) will revert back to the City of Hobbs Lodgers' Tax Fund. Expenses will NOT be reimbursed after August 31, 2018.**
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)

**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						-
	Cost of Awards						-
	Building/Booth Rent						-
	Advertising						-
	Printing & Mailing						-
	Print Media						-
	Electronic Media						-
	Miscellaneous (Please explain)						-
	Total Expense	-	-	-	-	-	-

Lodgers Tax Budget Summary

	Event 1	Event 2	Event 3	Event 4	Event 5	Total
Printing	-	-	-	-	-	-
Print Media		-	-	-	-	-
Electronic Media		-	-	-	-	-
Other		-	-	-	-	-
Total Cost of Event		-	-	-	-	-

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		Cost	Quantity	
Posters (save-the-date)			Flyers			\$0.00
Programs			Tickets			-

Mailings _____ Date of Mailing _____ -

Print Media

	Name	# of ads	Cost
Newspaper			-
			-

	Name	# of ads	Cost
Magazine/Other			-
			-

Electronic Media

	Name	# of spots	Cost
Radio			-
			-

	Name	# of spots	Cost
Television			-
			-

Other Expense

	Name	#	Cost
Other			-
			\$0.00
			\$0.00
			-

Total Request for Event \$0.00

Lodgers Tax Budget - Event Number 2

Event Information

Name of Event _____
 Date _____
 Location _____

Description _____

Expected Attendance _____ # of Overnights _____
 Is this an annual event? _____ Is this a new event? _____

Printing

	Cost	Quantity		Cost	Quantity
Posters	-		Flyers	-	
Programs	-		Tickets	-	-

Mailings _____ Date of Mailing _____ -

Print Media

	Name	# of ads	Cost
Newspaper			-
			-
			-

	Name	# of ads	Cost
Magazine/Other			-
			-
			-

Electronic Media

	Name	# of spots	Cost
Radio			-
			-
			-
			-

	Name	# of spots	Cost
Television			-
			-
			-

Other Expense

	Name	#	Cost
Other			-
			-
			-
			-
			-
			-

Total Request for Event -

Lodgers Tax Budget - Event Number 3 Event Information

Name of Event _____
 Date _____
 Location _____

Description _____

Expected Attendance _____ # of Overnights _____
 Is this an annual event? _____ Is this a new event? _____

Printing

	Cost	Quantity		Cost	Quantity
Posters	-		Flyers	-	
Programs	-		Tickets	-	-

Mailings _____ Date of Mailing _____ -

Print Media

	Name	# of ads	Cost
Newspaper			-
			-
			-

	Name	# of ads	Cost
Magazine/Other			-
			-
			-

Electronic Media

	Name	# of spots	Cost
Radio			-
			-
			-
			-

	Name	# of spots	Cost
Television			-
			-
			-

Other Expense

	Name	#	Cost
Other			-
			-
			-
			-
			-
			-

Total Request for Event -

Lodgers Tax Budget - Event Number 4
Event Information

Name of Event _____
 Date _____
 Location _____

Description _____

Expected Attendance _____ # of Overnights _____

Is this an annual event? _____ Is this a new event? _____

Printing

	Cost	Quantity		Cost	Quantity
Posters	-	_____	Flyers	-	_____
Programs	-	_____	Tickets	-	_____

Mailings _____ Date of Mailing _____ -

Print Media

	Name	# of ads	Cost
Newspaper	_____	_____	-
	_____	_____	-
	_____	_____	-

	Name	# of ads	Cost
Magazine/Other	_____	_____	-
	_____	_____	-
	_____	_____	-

Electronic Media

	Name	# of spots	Cost
Radio	_____	_____	-
	_____	_____	-
	_____	_____	-
	_____	_____	-

	Name	# of spots	Cost
Television	_____	_____	-
	_____	_____	-
	_____	_____	-

Other Expense

	Name	#	Cost
Other	_____	_____	-
	_____	_____	-
	_____	_____	-
	_____	_____	-
	_____	_____	-
	_____	_____	-

Total Request for Event -

Lodgers Tax Budget - Event Number 5

Event Information

Name of Event _____

Date _____

Location _____

Description _____

Expected Attendance _____

of Overnights _____

Is this an annual event? _____

Is this a new event? _____

Printing

	Cost	Quantity		Cost	Quantity
Posters	-		Flyers	-	
Programs	-		Tickets	-	-

Mailings _____ Date of Mailing _____ -

Print Media

	Name	# of ads	Cost
Newspaper			-
			-
			-

	Name	# of ads	Cost
Magazine/Other			-
			-
			-

Electronic Media

	Name	# of spots	Cost
Radio			-
			-
			-
			-

	Name	# of spots	Cost
Television			-
			-
			-

Other Expense

	Name	#	Cost
Other			-
			-
			-
			-
			-
			-

Total Request for Event -