



City of Bandera

Hotel Occupancy Tax Grant Policy

PURPOSE:

Once annually during the last quarter of the fiscal year (July – August) the City will advertise through multiple media sources soliciting applications (Request for Proposals) for granting Hotel Occupancy Tax (HOT) money. There will be a minimum 30-day window for accepting applications.

CRITERIA:

Annually the Council will review the applications and award grant money based on the following criteria, subject to available funds available in the current annual HOT fund budget:

- 1) Applications must be filled out completely to include disclosing other HOT funding received by other entities and current application(s) for any HOT funding from other entities.**
- 2) All grants are awarded on a reimbursement basis with proper documentation.**
- 3) No more than 50% of the annual HOT budget will be awarded in grants. This may be spread across multiple applicants. However, one applicant may not receive more than 25% of the annual budget for HOT funds.**
- 4) Grant awards are always based on the monies available at the time of the award in September.**