



**CITY OF OELWEIN  
HOTEL AND MOTEL TAX FUNDING APPLICATION  
(TOURISM)**

**Application Deadlines**

September 1 • December 1 • March 1 • June 1

Applications must be received by 5:00 p.m. on the deadline date. All areas of the applications must be completed and typed. Each applicant will be afforded the opportunity to attend a brief question and answer session with the Advisory Board.

<b>Organization Name:</b>	Post 9 Ross Reid, American Legion
<b>Contact Name:</b>	Donna White
<b>Mailing Address:</b>	108 1st Street SW
<b>City, State, Zip:</b>	Oelwein, Iowa 50662

<b>Phone:</b>	402 321 0441	<b>Email Address:</b>	alegionpost9@gm
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<b>Date of Project:</b>	06/27/26
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<b>Total Project Cost: \$</b>	3490.00
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<b>Total Requested from Hotel/Motel Tax Funds: \$</b>	3490.00
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Please indicate which category you are applying for funds:

- Category 1 - Primary
- Category 2 - Community Culture and Education
- Category 3 - Community Recreation and Events
- Category 4 - New and Emerging Organization and Events

20 2nd Ave. S.W.  
Oelwein, Iowa 50662

city@CityofOelwein.org  
www.CityofOelwein.org

Phone: (319) 283-5440  
Fax: (319) 283-4032

**Project Identification**

1. What is the title of your project?

Celebrating 250 Years of Freedom

Provide a brief description of your project. Attach additional pages, if needed.

12pm 7pm  
Motorcycle rally, kids zone with Bouncy houses, etc.. live outside concert,  
food, beer garden  
Tours of the Coliseum, Railway museum tours including the tower.

2. Hotel and Motel Tax Funds must be used to fund projects that promote and/or expand tourism activity in Oelwein. How will your project help to realize this goal?

This is a community event that will attract out of town visitors, encourage the history of Oelwein and the celebration of 250 years of freedom honoring the veterans that have provided that freedom.

3. Project Evaluation:

Projected number of adults the project will reach

500

Projected number of youth the project will reach

250

Geographic area of draw

Event will be on 1st Street SW, between the American Legion & Coliseum  
Street closure has been approved and utilization of Orville Christophel Park area for kid zone

Volunteers:

Number of volunteers

75

Number of volunteer hours

150

Attendance of event previous year(s)

Day opens to public or performance(s)

Saturday, June 27, 2026  
12pm 7pm  
band begins at 4pm

4. Project Budget:

Please provide a project budget and schedule of completion including all expenses. If desired, the project budget may be attached to the application. If exact costs are not known please attach estimates to the application, which should be identified as such.

Bouncy Houses \$1,190.00  
Band \$400.00  
Stage \$900.00  
Advertising \$400.00  
Electrical \$600.00 est.

List sources of matching funds obtained below. Funding requests are eligible for up to 100% funding, but priority will be given to projects with additional sources of funding, including in-kind donations.

T shirt sales, celebrating 250 years of freedom, estimated cost

Is this application "seed money" for a new project? If yes, please explain.

First and one time event for the 250th celebration

Is this application for the expansion of an existing project/program? If yes, please explain.

No

Have you ever received Hotel/Motel Tax Funding from the City of Oelwein in the past?

Yes:  No:  (check one)

If you answered yes, please answer the following: (attach additional pages, if needed)

Amount of Funding:

\$

Date of Funding:

## **Reporting**

### **Projects or Events Under \$500**

- Funds can be provided up front to the organization
- A short memo to the city at the conclusion of the event describing the impact the event had on the community
- Receipts proving the hotel motel funds were used properly

### **Projects or events \$500-\$2000**

- A budget and event plan must be provided with the application
- Funds can be provided up front to the organization
- A memo to the city at the conclusion of the event describing the impact the event had on the community
- Receipts proving the hotel motel funds were used properly

### **Projects or events over \$2000**

- A budget and event plan must be provided with the application
- Funds can be provided up front to the organization
- A memo to the city at the conclusion of the event describing the impact the event had on the community
- Memo should include why/if the event made a profit and how that profit will be used
- Receipts proving the hotel motel funds were used properly

## **Assurances**

Applicants hereby agree and acknowledge that:

If they are awarded funds, they will conduct their operations in accordance with Title VI and the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, as amended, which prohibits discrimination against any employee, applicant for employment, or any person participating in a sponsored program on the basis of race, creed, color, national origin, religion, sex, age, or physical or mental disability, and require compensation for employment at no less than minimum wage requirements, and will provide safe and sanitary working conditions;

They will comply with the Americans with Disabilities Act;

They will comply with all other applicable State and federal laws, rules, ordinances, regulations, and orders;

They will expend funds, received as a result of this application, solely on the described project and programs included within the grant application documents within the fiscal year from which the grant is disbursed;

If they are awarded funds, applicants will include in all appropriate promotions, publicity, advertising, and in printed material the following credit line as applicable:

- This project was partially supported by a Hotel-Motel Tax Fund grant from the City of Oelwein.
- Our operations are partially supported by a Hotel-Motel Tax Fund grant from the City of Oelwein.
- Our operations are and this project was partially supported by a Hotel-Motel Tax Fund grant from the City of Oelwein.

The filing of this application has been approved by the legally authorizing body of the applicant, if applicable;

The facts, figures and information contained in this application including all attachments, are true and

correct;

Failure to comply with the administrative rules for this program will result in the forfeiture of funds allocated based upon this application grant;

All records of the grantee relating to this grant application are available during reasonable business hours to the City or their authorized representative upon request;

All records of the grantee related to this grant will be maintained for a period of three years following the date the final grant payment is made;

All grantees acknowledge that the source of the grant it is requesting from the City comes from the hotel and motel tax applicable in the City of Oelwein as contemplated by Iowa Code Chapter 422A (2007). The grantee specifically acknowledges the limited use that can be made of hotel and motel tax revenues and assures the City of Oelwein that the grant will be used only for allowable purposes as specifically set forth in Iowa Code Chapter 422A (2) (4) (2007). The grantee additionally and specifically acknowledges and assures the City of Oelwein that it will not use the grant for any purpose, which would be improper pursuant to this law. Furthermore, the grantee warrants that should it use the grant for any purpose not allowed by Iowa Code Section 422A (2)(4)(2007) that it will reimburse, in full, the City of Oelwein the entire amount of the grant;

All grantees acknowledge and assure the City of Oelwein that all grant funds received shall be segregated from other funds maintained by the grantee, until used for the proper purposes as described herein. The sums will be deposited into a segregated, identifiable checking account;

All grantees expressly acknowledge and assure the City of Oelwein that none of the sums received hereunder shall be used for "political purposes" as contemplated by Chapter 56 of the Code of Iowa (2007).

### **Cost Reimbursement**

- A complete project budget and schedule of completion must be included with the application.
- Applicants must have accurate estimates included with the project budget.
- Applicants are eligible for up to 100% funding and funds will be distributed upon approval of the City of Oelwein City Council.
- Funds will be paid only to the applicant, not to contractors or vendors.
- Upon completion of the project, the applicant must submit documentation of expenses and a project recap **within 60 days to City Hall.**
- Any funds that are not expended or are found to be outside the scope of the grant made by the Funding Advisory Board must be reimbursed/returned, by the applicant, to the City of Oelwein
- **Failure to comply with the aforementioned rules will prohibit the applicant from applying for funds for one year.**

Please sign and date this application. Your signature on the back of this page certifies that you have read and understand all of the guidelines for this funding program. You further understand that you will be required to submit a summary of expenses at the end of the project and that if any funds are not expended or are found to be outside the scope of the grant made by the City Council you will be **required to reimburse/return** these funds to the City of Oelwein.

*Don White*  
Recipient

5-19-2026  
Date

\_\_\_\_\_  
Recipient

\_\_\_\_\_  
Date

# MEMO

# 250 YEARS OF FREEDOM CELEBRATION

## AMERICAN LEGION, ROSS REID, POST 9

**To:** Dylan Mulfinger, City Administrator  
**From:** Donna White, American Legion Post 9, Commander  
**Date:** 5/19/2026  
**Re:** Request from Hotel/Motel tax

**OBJECTIVE:** This event request exceeds \$2,000.

**Budget:**

Bouncy houses: \$1,190.00  
Band: \$400.00  
Stage: \$900.00  
Advertising: \$400.00  
Electrical: approximately \$600.00

**Additional revenue opportunities:**

Food and beverage sales  
T-shirt sales

**Planned events:**

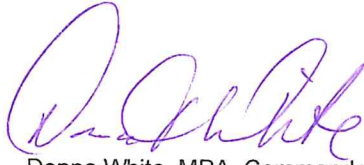
Motorcycle rally, kids' zone with bouncy houses, outdoor live concert, food, and beer garden.  
Tours of the Coliseum and Railway Museum, including the tower.

**Community contribution:**

American Legion Post 9 donates its facilities on the first three Tuesdays of each month to Rise, Full Circle, and Goodwill so their clients can gather for meals, music, and karaoke.  
The post also hosts a community blood drive one Thursday each month.  
In addition, Honor Guard volunteers support memorial ceremonies and patriotic events in the community.

**Follow-up:**

At the conclusion of the event, a memo will be submitted to the city describing the event's impact on the community. The memo will also explain whether the event made a profit, how any profit will be used, and will include receipts showing that hotel/motel tax funds were used appropriately.



Donna White, MPA, Commander

American Legion, Ross Reid. Post 9

# **CELEBRATING 250 YEARS OF FREEDOM - THANK YOU VETERANS!**

**June 27, 2026 - 12:00-7:00 pm**

**Participants:**

Local VFW & American Legion veterans and families, Veteran Motorcycle Clubs, Community members, and visitors to Oelwein to celebrate our Country's 250 years of Freedom.

**Activities:**

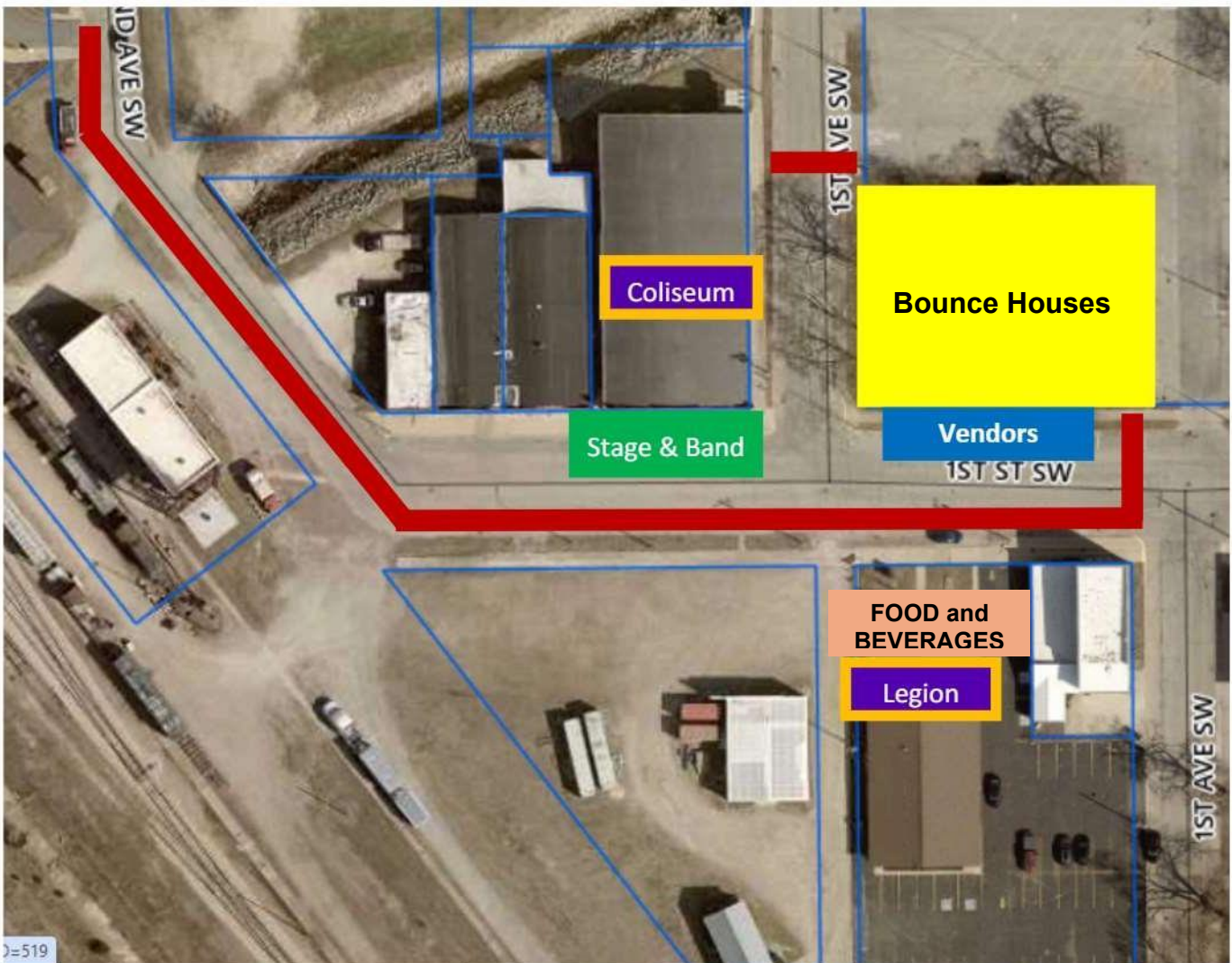
Tours of the Coliseum, Historical Museum, and Railway Museum.

Bounce Houses

Food Vendors

Band (Side Burns till Sundown) 4-7 pm

**HOSTED BY THE AMERICAN LEGION POST 9 AND THE OELWEIN COLISEUM BALLROOM**



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**A & J BOUNCY HOUSES**

**INVOICE**

563-379-3045  
Anthony Flores

11385 Concord Avenue  
Luana, IA 52156

To: Oelwein Days  
For Bouncy House Rental  
Please make check payable to Anthony Flores

Description	Quantity	Unit Price	Cost
Dunk Tank	1	\$ 250.00	\$ 250.00
Joust	1	\$ 250.00	\$ 250.00
Tropical	1	\$ 200.00	\$ 200.00
Orange Square	1	\$ 240.00	\$ 240.00
H2O	1	\$ 250.00	\$ 250.00
		Subtotal	\$ 1,190.00
		Tax	\$ 0.00
		Total	\$ 1,190.00

**Payment is due the date of or before rental service. Failure to pay by the date of service will add a fee of 20%.**

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