

To Whom It May Concern,

RE: Hotel/Motel Tax Funding Request

**Please be advised the Village of Forsyth has amended the policy on the distribution of Hotel/Motel Tax Funding and the request form. Please carefully review the Policy to help guide you through the process.**

- (1) Distribution of the hotel/motel tax pursuant hereto is intended to offset the costs of conducting events in order to promote tourism and conventions within the Village and to otherwise attract nonresident overnight visitors to the Village.
- (2) Any entity or individual seeking a distribution of the hotel/motel tax shall submit a written application for funding using forms provided by the Village. Applications for funding made in any other manner shall not be accepted or considered.
- (3) **Applications for funding shall be accepted in the months of January and July of each year. Applications for funding submitted at any other time shall not be accepted or considered.**
- (4) Applications for funding must be properly completed and executed and must include all requested information and materials in order to be considered.
- (5) Only one (1) application for funding shall be considered for any event in a fiscal year. Applications for funding that are denied or rejected for any reason shall not be reconsidered. Applications for funding for subsequent events may be considered in subsequent fiscal years.
- (6) Applications for funding for events which have previously received funding shall not request more than 110% of the amount most recently awarded for such event.
- (7) The Village reserves the right to limit the number of applicants receiving funding and the amount of funding awarded based on the quantity of applications for funding submitted and the amount of funds available.
- (8) Funding is intended to primarily assist with advertising, marketing, and promotional expenses; however, other expenses related to a specific event may be considered on a case-by-case basis.

- (9) No applicant shall receive more than \$5,000.00 for an event or 10% of the total cost of the event, whichever is less.
- (10) No applicant shall receive more than \$10,000.00 per fiscal year.
- (11) The Board of Trustees shall set the total amount of funds that may be disbursed annually as part of the annual budget process. The Board of Trustees is in no way obligated to budget any amount of money to be disbursed. The amount budgeted to be disbursed may be amended at any time by the Board of Trustees at its sole discretion.
- (12) The following shall be excluded from the provisions of this policy:
  - (a) Contributions for events initiated by the Village.
  - (b) Contributions for the Decatur-Forsyth Classic.
- (13) Exceptions to these provisions shall require approval by a vote of five (5) members of the Board of Trustees, including the Mayor.

The Village Board of Trustees will review the Funding Request forms but will not ask applicants to make a presentation or to speak unless called upon by the Mayor (if present). Applicants are always welcome to attend the Village Board meeting when the Funding Request Forms are being discussed but it's not required. Once the process has been completed, all requestors will be notified with a letter by Village of Forsyth Staff.

Thank you.

VILLAGE OF FORSYTH

**HOTEL/MOTEL TAX FUND  
REQUEST FOR FUNDING FORM  
VILLAGE OF FORSYTH, ILLINOIS**

Note: All items must be completed. Support materials may be provided but should not replace completing the items. Forms that are not completed in full or that do not provide the information requested will be returned to the applicant and not considered for funding. If you have any questions about how to complete the form or the information requested, please call Village Hall at 217-877-9445 for assistance.

**1. Name, date(s), and location of the event:**

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**2. Describe the event:**

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**3. Is the event a new event or a repeat event?**

New Event                       Repeat Event

**If the event is a new event, is it expected to be a one-time activity or an ongoing, recurring activity?**

One-Time Activity                       Ongoing, Recurring Activity

**4. How many people do you expect to attend and/or participate in the event?**

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**5. Name of the organization sponsoring the event:**

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**Describe the organization sponsoring the event:**

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**Is the organization sponsoring the event a for-profit organization or a not-for-profit organization?**

\_\_\_ For-Profit Organization      \_\_\_ Not-For-Profit Organization

**6. Name and contact information (address, telephone number, fax number, and e-mail address) of contact person:**

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**7. Amount of funds requested (Note: The Village of Forsyth will normally contribute not more than \$5,000 for a single event.):**

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**8. Estimated total cost of event (Note: The Village of Forsyth will normally contribute not more than 10% of the total cost of an event.):**

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**9. Describe how the requested funds will be used. Please be specific. (Note: Funding is intended to primarily assist with advertising, marketing, and promotional expenses.)**

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**10. Provide an actual or estimated number of room nights (one hotel/motel room occupied for one night) that the event produced last year, if applicable, in hotels/motels located within the Village of Forsyth.**

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**Provide an estimate of the number of room nights (one hotel/motel room occupied for one night) that the event is expected to produce this year in hotels/motels located within the Village of Forsyth.**

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**11. Describe how the event is expected to promote tourism within the Village of Forsyth or how the event is expected to attract overnight visitors to the Village of Forsyth. Describe how contributing to this event will benefit the Village of Forsyth. Please be specific.**

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**Signature**

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**Name (Print Or Type)**

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**Title (Print Or Type)**

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**Date**

Submit the completed and signed form to:

Village of Forsyth  
ATTN: Hotel/Motel Tax Fund Request For Funding  
301 South Route 51  
Forsyth, IL 62535