



orange county, texas  
preserving resources :: developing the future

# Hotel Occupancy Tax Request for Funding

**State Law:** By law of the State of Texas, the County of Orange collects a Hotel Occupancy Tax (HOT) from hotels, motels, and bed & breakfasts and inns. Under state law, the revenue from the HOT may be used only to directly promote tourism and the convention and hotel industry. **The use of HOT funds is limited to eligibility requirements set forth in Chapter 352 of the Tax Code.**

**HOT FUNDS WILL BE DISTIRBUTED TO APPROVED 501(C) APPLICANTS AFTER THE EVENT HAS OCCURRED, ALL SUPPLEMENTAL DOCUMENTATION HAS BEEN RECEIVED AND THE REQUEST IS DETERMINED TO HAVE MET THE QUALIFICATIONS OF THE PROGRAM.**

**APPLICATIONS WILL BE REVIEWED IN OCTOBER OF EACH YEAR BUT CAN BE SUBMITTED AT ANY TIME FOR SPECIAL REVIEW SHOULD FUNDS BE AVAILABLE.**

---

## *Organization Information*

---

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Web Site Address for Event or Sponsoring Entity \_\_\_\_\_

Is your organization:    Non-Profit \_\_\_\_\_                      Private/For Profit \_\_\_\_\_

Tax ID #: \_\_\_\_\_                      Entity's Creation Date: \_\_\_\_\_

Purpose of your organization: \_\_\_\_\_

---

---

**Use of Funds**

- Special Event  Convention Center/Visitor Center  Promotion of Arts
- Historical Restoration/Preservation

Name of Event or Project \_\_\_\_\_

Date of Event or Project: \_\_\_\_\_

Primary Location of Event or Project: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

How will the funds be used (Be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Primary Purpose/Mission/Objective of Funded Activity/Facility: \_\_\_\_\_

\_\_\_\_\_

**Percentage of Hotel Tax Support of Related Costs**

\_\_\_\_\_ Note Percentage of Total **Event Costs** requested from Hotel Occupancy Tax

\_\_\_\_\_ Note Percentage of Total **Facility Costs** requested from Hotel Occupancy Tax

\_\_\_\_\_ Note Percentage of **Staff Costs** requested from Hotel Occupancy Tax

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s)/activity/operations compared to other activities \_\_\_\_\_

**Check Which Categories Apply to Funding Request and Amount Requested Under Each Category:**

**Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing operation and maintenance of convention center facilities or visitor information centers, or both;

**Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;

**Advertising, Solicitations and Promotions that Directly Promote Tourism and the Hotel and Convention Industry:** advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;

**Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture

photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;

**Historical Restoration and Preservation Activities that Directly Promote Tourism and the Hotel and Convention Industry:** historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.

**Sporting Event Expenses that Substantially Increase Economic Activity at Hotels:** Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the county;

**Certain Portions of Sporting Facilities:** Expenses for a certain percentage of a facilities patrons that are directly contributing to increased local hotel activity.

**Sporting Related Event Funding:**

If the event is a sporting related function/facility: How many individuals are expected to participate?

---

If the event is a sporting related function/facility: How many of the participants are expected to be from another city or county?

---

If the event is a sporting related function/facility: Quantify how the funded activity will substantially increase economic activity at hotel and motels within the city or its vicinity?

---

**Questions for All Funding Requests:**

How many years have you held this Event/Project/Operation: \_\_\_\_\_

Expected Attendance/Visitors: \_\_\_\_\_

How many people attending the Event/Project will use Orange County hotels or motels: \_\_\_\_\_

How many nights will they stay: \_\_\_\_\_

Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: \_\_\_\_\_

How will you measure the impact of your event on area hotel activity?

---

---

Please list other years (over the last three years) that you have hosted your Event/Project/Operation with amount of assistance given from HOT and the number of hotel rooms used:

City	Month/Year Held	Assistance Amount	Number of Hotel Rooms Used

---

---

Please list other organization, government entities and grants that have offered financial support to your project: \_\_\_\_\_

Please check all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Paid Advertising \_\_\_\_\_ Newspaper \_\_\_\_\_ Radio \_\_\_\_\_ TV \_\_\_\_\_

Press Releases to Media \_\_\_\_\_ Direct Mailing to out of town recipients \_\_\_\_\_

Other \_\_\_\_\_

What areas does your advertising and promotion reach:

What number of individuals will your proposed marketing reach that are located in another city or county?

**If a permanent facility** (e.g. museum, visitor center)

Expected Attendance Monthly/Annually: \_\_\_\_\_

Attendance that are Staying at Area Hotels/Lodging Facilities: \_\_\_\_\_

**Supplemental Information To Include With Application:**

\_\_\_\_\_ Event Budget

\_\_\_\_\_ Completed W-9

\_\_\_\_\_ Schedule of Activities or Events Relating to the Funded Project

\_\_\_\_\_ Acknowledgement of Qualifications and Procedures

**Post Event Documentation:**

\_\_\_\_\_ Copies of Invoices and Receipts

\_\_\_\_\_ Hotel travel log reports (For multi-day events)

Submit to: Megan Romero  
Orange County Economic Development Corporation  
123 S. 6<sup>th</sup> Street, Orange, TX 77630  
(409) 540-9338 | (409) 883-7770  
mromero@orangecountyedc.com