City of Crystal Lake Hotel/Motel Tax Funding Application
City of Crystal Lake Fiscal Years 2023/24 & 2024/25 May 2023 through April 2025

Please submit one electronic copy of the application to swrolson@crystallake.org, along with supplemental materials. The following must be included as well:

1. Copy of the Treasury letter certifying tax-exempt status as an organization that is not a private foundation
2. Copy of the organization's most recent Form 990- Income Tax Return of Organization Exempt for Income Tax.
3. Optional letters of support, articles or data relating to the project may be included.

IMPORTANT: For consideration, all questions must be answered in entirety and typed.

Deadline:
Applications and all supplemental materials must be submitted to the Finance Department of the City of Crystal Lake by **5:00 p.m. on Friday, January 6, 2022**. Electronic files must be directed to swrolson@crystallake.org. An email confirming successful submission will be sent in reply. Applications and all supplemental materials received after that date will not be considered.

I. Organization

Name of the organization

Contact person Title

Address City State Zip Code

Phone Number Fax Number

Email Federal I.D.

Is the applicant controlled, supervised, or operated by or in connection with another organization? If so, please list the other organization:

Is the organization an outgrowth of another organization?

If so, please list the other organization.

Please provide a history and description of the program and goals. (If additional room is needed, please use separate sheet.)

List the names and addresses of the Board of Directors and board members associated with/employed by the organization. (If additional room is needed, please use separate sheet.) In addition, attach documentation that the Board authorized the application.

1. Name Address
2. Name Address
3. Name Address
4. Name Address
5. Name Address

List the names, titles, duties and qualifications of volunteers and/or staff responsible for project implementation. (If additional room is needed, please use separate sheet.)

1. Name Title Duties/Qualifications
2. Name Title Duties/Qualifications

II. Project/Event

Project:
Event title?

Purpose:
What will the project accomplish?

Is the request for a special project or operating support?

Is the project a continuation of an existing program or a new activity?

Budget:
What is the total cost of the project?

What is the amount of money requested from the City?

How will the money be used? (If additional room is needed, please use separate sheet)

When will the money be needed?

Has the organization applied for funding before?

Goals:
What immediate and long-range results are expected?

Who will benefit from the project?

How and to what extent?

How does the organization's program/event benefit the Crystal Lake community?

Attendance:
What is the expected spectator attendance?

What is the expected participant attendance?

What are the attendance records from the last two years?

Overnight Visitors:
How many overnight visitors from your event(s) are estimated?

What is the basis for estimates?

How will you promote Crystal Lake hotels/motels?

Promotion:
How will the event/project be promoted?

In what mediums/markets will you be promoting the event?

City Services:
What City services, if any, are required to implement the project/event?

What is the cost of these services?

If needed, have the proper permits been issued for the event?

Support:
What other sources of support are committed or are being sought for the project? (If additional room is needed, please use separate sheet.)

Please list the organization(s) and the amount they are contributing.

Future Support:
Will the project continue beyond the funding period?

If so, how will it be supported?

If the program is to be sustained, provide plans for permanent support after the City's funding has been exhausted.

Maintenance Costs:
What are the projections for short and long-term cost to maintain this project?

Coordination:
What other organizations are working on the project/event?

How will coordination be accomplished?

Evaluation:
By what criteria will the success or failure of the project/event be measured?

What are the methods/dates of evaluation?

Follow-Up:
Provide certification that the organization will submit a Follow-Up Report within 60 days after the event or completion of the project. The report should outline how the funds were spent and verify that funds were spent solely for the purpose for which funds were sought.

Contact:
If you should you have any questions or need additional information, please feel free to contact Jodie Hartman, Director of Finance, by phone at 815-459-2020 ext. 4014 or by email at swrolson@crystallake.org.