

**Transient Occupancy Tax (TOT) Grant
Event Application – Non-501(c) Organization
Fiscal Year 2017-2018**

Special event title: Click here to enter text.	Funding request: \$ Click here to enter text.
Non-501(c) applicant: Click here to enter text.	Tax ID: Click here to enter text.
501(c) partner (optional): Click here to enter text.	Phone: Click here to enter text.
Mailing address: Click here to enter text.	Fax: Click here to enter text.
Contact: Click here to enter text.	E-mail: Click here to enter text.
Contact: Click here to enter text.	E-mail: Click here to enter text.

Non-501(c) organization grant applications may not exceed \$2,000, and
are scored independently of 501(c) organization applications.

General Instructions

In no more than five pages – excluding attachments – in 12-point Times New Roman font, provide responses immediately following each question. Write clearly and concisely. Respond to all questions. Provide responses directly following each question.

If the proposed event has received a small TOT grant five times from the Cultural and Tourism Promotion Advisory Board (CTPAB), it is no longer eligible to receive grants.

Events must promote the use of Salem for general tourism.

1. Event Description

- a. Tell us about your organization, including key members and their roles.
[Click here to enter text.](#)
- b. Provide a description of the event, including location and date.
[Click here to enter text.](#)
- c. Who will benefit from this event?
[Click here to enter text.](#)
- d. **Bonus Points:** Describe the non-profit partner (optional) you will collaborate with on this event. Attach the non-profit partner's IRS tax determination letter with this proposal. The 501(c) partner organization shall not receive any of the TOT funds awarded for this event.

[Click here to enter text.](#)

2. CTPAB Funding Goals

- a. Describe how the event will enhance the quality of life for Salem residents.
[Click here to enter text.](#)
- b. Identify a minimum of two anticipated outcomes of the event. One of the outcomes must be anticipated attendance.
[Click here to enter text.](#)

3. Qualifications and Past Performance

- a. Describe how your organization and its staff and volunteers are qualified to carry out the event? If possible, provide examples of past events completed by your organization.
[Click here to enter text.](#)
- b. **Bonus Points:** Describe how your optional 501(c) partner and its staff and volunteers are qualified to carry out the event. Provide examples of past events completed by your partner.
[Click here to enter text.](#)

4. Event Budget

In the narrative:

- a. Identify the intended use of requested TOT funds.
[Click here to enter text.](#)

Using the budget form attached to this application:

- a. Provide a budget with all anticipated revenues and expenditures.
[Click here to enter text.](#)
- b. Indicate the status of other resources (Committed, Pending or To Be Submitted – MM/YY) and the type of resource (e.g., Donations, Sponsorships, Grants and In-kind).
[Click here to enter text.](#)

5. Attachments to Application

1. Budget document
2. Copy of current 501(c)(3), 501(c)(4) or 501(c)(6) IRS determination letter of optional partner

Disqualification Notice

An otherwise eligible applicant could be disqualified for this grant for failure to comply with Section 56 of the Salem City Charter, failure to meet reporting requirements and deadlines, supplying the Salem Cultural and Tourism Promotion Advisory Board with inaccurate information or other non-compliance with city contracts.