



Snyder Chamber of Commerce & City of Snyder

Hotel Occupancy Tax (HOT)
Funding Request Application Packet

January 1-December 31, 2024



Snyder Chamber of Commerce Hotel Occupancy Tax Funding Requests

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HOTEL OCCUPANCY TAX REVENUE USES

The use of HOT funds is dictated by State law and defined in the Texas Tax Code (Subtitle D. Local Hotel Occupancy Taxes; Chapter 351. Municipal Hotel Occupancy Taxes). The HOT funds are generated as a result of a person who pays for the use or possession, or for the right to the use or possession of a room in a hotel, motel, or bed and breakfast, with a cost of \$2 or more each day, and is ordinarily used for sleeping not on a permanent basis. **There is a two-part test that EVERY expenditure of local hotel occupancy tax must meet to be valid:**

Part One: Every expenditure must DIRECTLY enhance and promote tourism AND the convention and hotel industry.

Part Two: Every expenditure of the hotel occupancy tax must clearly fit into one of the six statutorily provided categories for expenditure of local hotel occupancy tax revenues, which are defined below:

- **Convention Centers & Visitor Information Centers:** the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation and maintenance of convention center facilities or visitor information centers or both.
- **Registration of Convention Delegates:** the furnishing of facilities, personnel, and materials for the registration of convention delegates of registrants.
- **Advertising and Conducting Solicitations and Promotional Programs to Attract Tourists and Convention Delegates:** advertising and conducting solicitations and promotional programs to attract tourists and convention delegates of registrants to the municipality or its vicinity.
- **Promotion of the Arts:** the 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 pictures, 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 Projects or Activities:** historical restoration and preservation projects or activities of advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums: (a) at or in the immediate vicinity of convention center facilities of visitor information centers; or (b) located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates.
- **Sporting Event Expenses Related to Sporting Events Which Substantially Increase Economic Activity at Hotels:** for a municipality located in a county with a population of 290,000 or less, expenses, including promotion 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 municipality or its vicinity.



Snyder Chamber of Commerce Hotel Occupancy Tax Funding Requests

APPLICATION PROCESS

1. Application Submission Deadline: Funding requests for HOT will be reviewed on a quarterly basis. All submission deadlines for each quarter are included in the application packet. Applications must be submitted to the Snyder Chamber of Commerce, 2302 Avenue R, Snyder, Texas 79550 by 4:00pm on the deadline date. **Late submissions will not be accepted.** The Snyder Chamber of Commerce will accept multiple applications from individuals or groups. However, each project or event should be submitted on a separate application form, and during the appropriate funding period.
2. Applicant Presentation Deadline: All applications submitted by the deadline will be presented to the Snyder Chamber of Commerce Board of Directors. Dates of presentations for each quarter are included in the packet. Any and all applicants are **REQUIRED** to make a presentation to the Snyder Chamber of Commerce on behalf of their application, limited to a maximum of five minutes. Times are available strictly on a first-come/first-served basis by calling the Snyder Chamber of Commerce at 325-573-3558.
3. Notification by Snyder Chamber of Commerce: Notification will be sent to applicants informing them of the decision made by the Snyder Chamber of Commerce. Correspondence may include requirements of other materials due and deadlines for submission of the same. The decisions of the Snyder Chamber of Commerce Board of Directors will be final. Applicants receiving funding are entering into an agreement with the Snyder Chamber of Commerce and are required to execute all subsequent documentation as described.
4. Deadlines for Additional Documentation:
 - a. Invoicing: Applicant shall submit an invoice at least forty-five (45) days before event. Invoices should be mailed or delivered to the Snyder Chamber of Commerce, P.O. Box 840 or 2303 Avenue R, Snyder, Texas 79550.
 - b. Post-Funding Analysis and Proofs of Payment: must be submitted not later than sixty (60) days following the event. The Post-Funding Analysis should mirror the budget presented in applicant's original application and include proofs of payment in the form of receipts or copies of receipts that reflect actual monies expended, and room rental surveys from the local hoteliers. **Unspent funds must be returned or repaid to the Snyder Chamber of Commerce.** *Lack of post-funding analysis information will affect future funding opportunities.*

Please submit one original application and tax id certificate
By the application deadline to the address below:

Snyder Chamber Commerce
Attn: HOT Committee
P.O. Box 840 or 2303 Avenue R
Snyder, Texas 79550

If you have any questions about the application process, please call (325) 573-3558 or email
info@snyderchamber.org



Snyder Chamber of Commerce
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APPLICATION DEADLINES

First Quarter Requests

Events occurring between February 1 - April 30, 2024

Deadline for Application: November 3, 2023

Proposal Presentations: November 7, 2023

Second Quarter Requests

Events occurring between May 1-July 31, 2024

Deadline for Application: Feb. 23, 2024

Proposal Presentation: March 11, 2024

Third Quarter Requests:

Events occurring between August 1- October 31, 2024

Deadline for Application: May 26, 2024

Proposal Presentation: June 12, 2024

Fourth Quarter Requests:

Events occurring between November 1 – January 31, 2024

Deadline for Application: August 26, 2024

Proposal Presentation: September 11, 2024

Please note:

Letters will be emailed to notify applicants of dates and times of presentations, etc. Should there be any changes in dates, times, or locations of meetings, each applicant will be notified by mail and/or phone call. Each applicant should make sure that they provide a good address and phone number so that no one misses important correspondence with any such notifications.

- **Any LATE HOT applications will be subjected to a 12.5% penalty. Any first-time event requesting funds, the event will not be penalized for a late application.**
- **LATE POST REPORT FORM (due no more than 60 days after event is completed, lack of post-funding analysis information will affect future funding opportunities) will be subjected to a 12.5% penalty for future funding.**
- **Also 12.5 % will be withheld of the allocated money until the 60-day post event report has been submitted and final payment will be made.**



Snyder Chamber of Commerce Hotel Occupancy Tax Funding Requests

FUNDING POLICY

1. City of Snyder Hotel Occupancy Tax funding will support qualified events/activities/facilities but is not intended to be the primary funder for events/facilities.
 2. The **MAXIMUM** amount of funding per event or facilities application for the fiscal year is **\$20,000**. (Applicants who can't justify a request for the maximum amount stated above are advised to request only an amount for which they may qualify.)
 3. The Snyder Chamber of Commerce will accept multiple applications from individuals or groups; however, each event/request must be submitted on a separate application and during their designated funding period in which the event occurs.
 4. It is critical that this application be filled out completely and accurately as it is the primary source by which funding determinations will be made. It is the responsibility of the applicant to specifically explain how the funds will be used in eligible ways.
 5. The Snyder Chamber of Commerce HOT Fund committee will review all applications, as submitted quarterly, and recommendations will be given to the board of directors at its regular meeting. Priority will be given to applicants based on their documented ability to directly promote tourism AND the hotel industry in the City of Snyder by "being likely to cause increased hotel activity in Snyder lodging venues." Applicants must demonstrate the potential to generate increased hotel or convention activity by:
 - a. Providing historical information on the number of room nights used during previous years of the same event/facility.
 - b. Providing examples of marketing programs and activities likely to generate or encourage overnight visitors to the City of Snyder lodging properties.
 6. No other outside events, projects, charities, or the like which are also sponsored by the host organization may profit from Hotel Occupancy Tax funding of the particular event/facility funded. Funds must be used to attract overnight visitors.
 7. If applying for advertising:
 - a. All advertising must be done in advance of the event; facilities must document a timeline for advertising their venue.
 - b. Must utilize legitimate media sources that target audiences at least **50 miles** outside of the City of Snyder, i.e. direct mail, newspapers, magazines, radio, television, billboards.
 8. All advertisements are to include appropriate representation for the City of Snyder Hotel Occupancy Tax including **the current Snyder Chamber of Commerce** logo, (obtain from the Chamber), and/or a website listing for the City of Snyder Lodgers at www.snyderchamber.org. *Lack of recognition will affect future funding opportunities.*
 9. ***THE SNYDER CHAMBER OF COMMERCE RESERVES THE RIGHT TO INDEPENDENTLY SURVEY HOTELS, MOTELS, INNS, AND BED-AND-BREAKFAST ESTABLISHMENTS FOR EVENT/FACILITY THAT RECEIVE HOTEL OCCUPANCY TAX FUNDS. IF A MAJORITY OF THESE ESTABLISHMENTS REPORT LITTLE OR NO BENEFIT FROM THE APPLICANT'S EVENT/FACILITY IT SHALL BE NOTED FOR FUTURE FUNDING REQUESTS. HOTEL STAYS SHOULD BE DOCUMENTED BY THE COORDINATOR.***
 10. Applicants are on notice that, while the Snyder Chamber of Commerce Board of Directors makes decisions based on estimated budgets and projections, documentation of how granted funds were spent must be actual costs supported by proofs of payments. Any monies not used or not used lawfully must be returned or **repaid to the Snyder Chamber of Commerce within sixty (60) days of the event**, along with the completed post-funding analysis.
 11. The final accounting of funds must mirror the items outlined in the Applicant's original application and in the Fund Expenditure Report.
- PLEASE NOTE: All final funding decisions will be made by the Snyder Chamber of Commerce Board of Directors.**



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APPLICATION CHECKLIST

Name of Event/Activity/Facility/Supply: _____

If applicable, date of Event/Activity: _____

Statutory Test:

_____ Does your event/activity/facility/supply pass **Part One** of the statutory test, defined specifically as directly enhancing and promoting tourism in the City of Snyder AND directly enhancing and promoting the convention and hotel industry in the City of Snyder? (If yes, please proceed to next question)

_____ Does your event/activity/facility/supply pass **Part Two** of the statutory test, defined specifically as fitting into one or more of the following categories?

If yes, which statutory category do you intend to use the funding request, **AND** amount requested under each category:

_____ 1) the establishment, improvement or maintenance of a convention center or visitor information center. \$ _____

_____ 2) Paying the administrative cost of facilitating convention registration. \$ _____

_____ 3) Paying for tourism related advertising/promotion for the City of Snyder that targets an audience at least 50 miles outside of the City of Snyder. \$ _____

_____ 4) Programs that enhance the arts and are likely to attract overnight stays in the City of Snyder hotels. \$ _____

_____ 5) Historical preservation programs and is likely to attract overnight stays in the City of Snyder hotels. \$ _____

_____ 6) Event expenses related to sporting event which substantially increase economic activity in the City of Snyder hotels. \$ _____

Please include the following items in your application:

- Completed application checklist
- Completed application
- Itemized budget relevant to HOT fund used, including revenues and expenditures
- Detailed timeframe and locations for advertising and marketing campaign
- List of current Board of Directors and contact information

**Completed proposals (one original) should be sent by 4:00pm
on the submission date to the address below:**

Snyder Chamber of Commerce
C/O: Hotel Occupancy Tax Request
P.O. Box 840
Snyder, Texas 79550

Submission dates and deadlines are announced via mail, email, and online at www.snyderchamber.org. If you have any questions about the proposal process, please call (325) 573-3558 or email info@snyderchamber.org



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APPLICATION

Name of Organization: _____

Address: _____

City, State, Zip: _____

Contact Person: _____ Phone Number: _____

Email Address: _____ Website: _____

Is your organization: Non-Profit _____ For Profit/Private _____

.....
Name of the Event/Facility: _____

Date of the Event/Facility: _____

Start Time/End Time of the Event: _____

Location of the Event/Facility: _____

Has this Event/Facility been held before? If yes, please list the years _____

Please list any additional Co-Sponsors of the Event: _____

Please list any other organizations, government entities and grants that have offered financial support to your project: _____

Please list any contributions that are made to the community of Snyder as a result of funds generated from the event (scholarships, donations, etc.): _____

Do you intend to request support from businesses in the form of sponsorships, donations, materials, or other means that will assist you in executing the event? Yes _____ No _____

HOT Amount Requested: _____ (Request may be up to a maximum of \$20,000)

Has applicant received any hotel/motel funds in the past three years? If yes, please list the amount and years you received funds: _____

Which statutory category do you intend to use the funding request as described on page 3, AND amount requested under each category:

_____ 1) the establishment, improvement or maintenance of a convention center or visitor information center. \$ _____

_____ 2) Paying the administrative cost of facilitating convention registration. \$ _____

_____ 3) Paying for tourism related advertising/promotion for the City of Snyder that targets an audience at least 50 miles outside of the City of Snyder. \$ _____

_____ 4) Programs that enhance the arts and are likely to attract overnight stays in the City of Snyder hotels. \$ _____

_____ 5) Historical preservation programs and is likely to attract overnight stays in the City of Snyder hotels. \$ _____

_____ 6) Event expenses related to sporting event which substantially increase economic activity in the City of Snyder hotels. \$ _____

Is this a ticketed Event/Facility? If yes, please list price of ticket, admission, entry fee: _____

How many people are expected to attend the event/facility: _____

Do you have hotel/motel rooms blocked/reserved for the event/facility? If yes, please list the number of rooms blocked/reserved and the properties that they are reserved/blocked at:

How many rooms do you anticipate being occupied during the event?

First Night _____ Second Night _____ Third Night _____ Fourth Night _____

If this is a recurring event, please list the number or room nights occupied during the event over the last three years:

Year: _____ # of room nights: _____

Year: _____ # of room nights: _____

Year: _____ # of room nights: _____

Answer the following three questions **ONLY** if the funding request is for a permanent facility such as a museum or visitor center:

Expected Attendance Monthly/Annually: _____

Please note percentage of those in attendance that are staying in the City of Snyder hotel or lodging facilities: _____%

How do you track these amounts? _____

If applying for promotional dollars, please list the dollar amount committed to each media outlet that your organization will be coordinating (ALL advertising with HOT funds must be at least 50 miles outside of the City of Snyder. Receipts for this advertisement will be required in the follow-up report).

Total Paid Advertising \$ _____ Newspaper \$ _____ Radio \$ _____

TV \$ _____ Other _____

Direct Mailing \$ _____ Press Releases \$ _____

What specific areas will your advertising materials and promotions reach? _____

12. Please attach at least one sample of all forms of advertising/promoting used in your campaign. If the sample itself does not indicate the medium (radio, tv, print, or mail) used or where the advertising took place (e.g. a city’s newspaper, or a radio spot that does not indicate the city where the spot was played), please include other information that would show the location of the advertising and the medium utilized. **ALL advertisements are to include appropriate representation for the City of Snyder Hotel Occupancy Tax including the current Snyder Chamber of Commerce logo, (obtain from the Chamber), and/or a website listing for the City of Snyder. Lack of recognition will affect future funding opportunities.**

Lodgers at www.snyderchamber.org.

REQUIRED ATTACHMENTS

_____ Application Checklist

_____ Itemized budget relevant to HOT funds used, including revenues and expenditures

_____ Detailed timeframe and locations for advertising and marketing campaign

_____ List of Current Board of Directors and Contact Information

Applicant Certification

I hereby certify and affirm: 1) That I have read the application information and understand and will comply with all provisions therein; 2) That I will abide by all relevant local, state, and federal laws and regulations regarding use of Hotel Occupancy Tax.

Certified By (Signature): _____

Print Name: _____

Title: _____ Date: _____

Due Date for Post Funding Analysis and Proofs of Payment: _____
(Due no more than 60 days after event or facility timeline is completed.)

Please return the completed application and all required attachments to the Snyder Chamber of Commerce, by 4:00pm on the date of application deadline as designated in the HOT guidelines. Remember to contact the Chamber and schedule your presentation—first come, first serve



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POST-ANALYSIS REPORT

Name of Organization: _____

Address: _____

City, State, Zip: _____

Contact Person: _____

Phone #: _____

Email Address: _____

Name of funded Event/Facility: _____

Date of funded Event/Facility: _____

Deadline for this form to be returned: _____

(Due no more than 60 days after event or facility timeline is completed.)

Location of Event: _____

Primary Purpose of funded Event/Facility: _____

HOT Funds Received: \$ _____

Amount of HOT Spent: \$ _____

Amount unused/being returned: \$ _____

How were the HOT funds actually spent? _____

How many people do you estimate actually attended the Event/Facility? _____

How many room per nights were generated at the City of Snyder hotels, motels, inns, and bed-and-breakfast establishments by attendees of this Event/Facility? _____

If the event was held in the previous three (3) years, how many room nights were generated by attendees of this event/facility? (Please list year, and amount) _____

What method did you use to determine the number of people who booked rooms in the City of Snyder hotels, motels, inns, and bed-and-breakfast

establishments by attendees of this event/facility? _____

What City of Snyder lodging venues did the event/facility fill? _____

Please note all efforts your organization used to promote the event/facility, and how much money was actually spent in each category:

Newspaper \$ _____ Radio \$ _____

TV \$ _____ Other _____

Direct Mailing \$ _____ Press Releases \$ _____

What new marketing initiatives did you utilize to promote hotel activity for this event/facility? _____

REQUIRED ATTACHMENTS

- ❖ Profit/Loss Statement for the Event/Facility
- ❖ Actual documents showing all forms of advertising/promotion used in your campaign.
- ❖ Actual advertising demonstrating how the Snyder Chamber of Commerce was recognized in your advertising/promotional campaign.
- ❖ Actual invoices, receipts, and proofs of payment for ALL expenditures on which the HOT funds were used in whole or in part.
- ❖ Post Event Hotel/Motel Surveys (Each hotel/motel should be surveyed for the number of rooms rented post event, survey form and hotel directory attached)

I attest that this report and attached accounting of Hotel Occupancy Tax funds received from the Snyder Chamber of Commerce, and the explanation of how such funds were actually utilized, is true and accurate:

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____



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POST-EVENT HOTEL/MOTEL SURVEY

Name of the Event: _____

Dates of the Event: _____

Name of the Hotel: _____

Please list the number of rooms rented for the event mentioned above:

_____ First Night
_____ Second Night
_____ Third Night
_____ Fourth Night
_____ Fifth Night

Hotel Representative Signature: _____

Hotel & Motel Directory

Baymont Inn & Suites
1005 East Hwy 180
(325) 573-3700

Best Western
810 E Coliseum Drive
(325) 574-2200

Budget Inn
1006 25th Street
(325) 573-0586

Comfort Inn
1774 US Hwy 84
(325) 515-7550

Days Inn
800 E. Coliseum D.
(325) 573-1166

Executive Inn
314 Coliseum Drive
(325) 436-0594

Extended Stay
700 E 37th Street
(325) 436-0266

Fairfield Inn
5207 College Avenue
(355) 573-1400

Hampton Inn
1801 E Roby Hwy
(325) 515-7555

Holiday Inn Express
1305 E Coliseum Dr
(325) 574-0213

Motel 6
1137 E US 180
(325) 573-1961

Purple Sage
1501 E Coliseum
Drive
(325) 573-5491

Travel Inn
1001 25th Street
(325) 573-2641