FY2027 Taos County Lodger's Tax Fund Application

How to invite team members to collaborate on your application.

- Click on **Manage Collaborators**. A Dialog box will appear, asking you to enter the email addresses of your collaborators. Enter those addresses, then click Invite.
- Invited collaborators will receive an email, letting them know you've invited them to collaborate on a draft submission using Submittable. In order to communicate with collaborators through the Submittable platform, all invitees must accept the invite BEFORE the owner of the submission (that's you!) hits Submit.
- After you've sent invitations to collaborate, you can click on the Invite Collaborators link again anytime to see the status of your invitations. In the row for each invitee who has not yet accepted their invitation, you will see a Pending indication. There will also be a trash can next to each person's name so that the Submission Owner can remove anyone that they no longer want to collaborate on the submission.

Follow this link for additional information

Organization Information

Organization Name: (as listed on W9)(required)
Limit: 300 characters

Applicant's Mailing Address:(required)

Country(required)
Select...

Address(required)

Address Line 2 (optional)

City(required)

State, Province, or Region(required)

Zip or Postal Code(required)

Name of Person Submitting the Application:(required)

First Name(required)

Last Name(required)

Primary E-mail:(required)

Alternate E-mail:

Website:

Phone Number:(required)

Facility, Attraction, Event Series or Event Name:(required)

Facility, Attraction, Event Series, or Event Location:(required)

Is the person completing this application the primary contact for this application? (Primary contact should be authorized to sign on behalf of the entity)(required)

☐Yes

☐No

Please Note: All communication related to this application will be sent to the individual who submits it. Once the application has been submitted, you will have the option to transfer ownership if needed. You can also include the primary contact as a collaborator by clicking "Manage Collaborators" in the top right-hand corner of the application.

Organization Type:

☐501(c)3 Nonprofit Organization Unincorporated

☐Using Fiscal Sponsor (ex: community/neighborhood group)

☐Business (ex: LLC, S Corp)

☐Other Incorporated Entity (ex: 501(c)6 or other 501(c) status)

Federal Tax I.D. (or that of your Fiscal Sponsor):(required)

New Mexico BTIN #(required)

Your NM BTIN (previously known as CRS) number is different from your Business ID and should be in the following format: xx-xxxxxx-xxx

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Facility, Attraction or Event Information

Please describe your project/facility/attraction/event(s) and what you hope to accomplish.(required)

Limit: 1500 characters

Please provide as much detail and information as possible, including activities, partners, what is the intended audience, expected outcomes etc.). This should be more than the mission statement of your entity; but rather describe the activities you will undertake. This description may be used in public documents related to Lodger's Tax Grants.

How would you categorize the facility, attraction or event? (required)

☐Arts, Culture and Entertainment

☐Outdoors and/or Recreation

☐Community, Neighborhood and/or Social Events
☐Other
Select which of the Taos County Lodger's Tax Grant Program Goals your application supports: (check all that apply)(required)
☐Preserve the culture and heritage of Taos County
☐Encourage reciprocity between tourists and local residents
☐Create a positive experience for visitors/create value and pride for local residents
☐Support innovation and creativity among funded programs/events/facilities
☐Ensure a balance of inside and outside of County promotions
☐Please describe how and why your application supports the selected goals(required)

Limit: 1500 characters

Please describe how the proposal promotes Taos County as a destination, creates a positive experience for visitors, improves quality of life for residents, and/or adds value to Taos County.(required)

Limit: 1000 characters
Reference the TCLT Grant Program Mission and Vision Statements if needed.

Describe how success is measured for the tourist-related facility, attraction, or event(s)(required)

Limit: 600 characters
Program Participation:(required)

Expected number of participants at your facility, attraction, or event (excluding volunteers and staff)	
Number of expected volunteers and staff	
Total expected participation	

How did you come up with your audience number/expected participation?(required)

[ ]

Event Budget and Funding Request

Total Event/Project/Facility Budget:(required)

$ [ ]
USD
Please include all operational and production expenses.

Total Marketing/Promotion Budget:(required)

$ [ ]
USD
Please include all marketing and communication expenses, not just those requested from TCLT.

Amount Requested from TCLT:(required)

$ [ ]
USD

Budget Information:

- All expenses must be directly related to promotion, advertising, publicizing and marketing.
- Please see the grant guidelines for detailed information.
- All applicants who receive funding will be required to submit a report of actual expenses and include receipts and proof of payment upon completion of their project.

Please detail your projected promotional expenses and TCLT request amount: (Do not add "$" signs to the table. It will affect the total.)(required)

Line Item	Description of Promotion (what are you purchasing? How many of them if applicable?)	Who/Where will you purchase from?	Total Projected Expense Amount	Amount Requested from TCLT
Magazine				
Poster				
Brochure				
Radio				
TV				
Printing				
Direct Mail (LT Funds cannot pay for postage				
Production				
Newspaper				
Social Media				
Website				
Creative/Graphic Design Services				
Other				

☐I certify that the total amount requested in the table matches the request amount entered above.(required)

Please provide detail about how you plan to use County Lodger's Tax funds if awarded; and why you've allocated funds as listed in the budget table. Include target audiences, where promotions will be placed and/or focused, and any expected returns on those investments based on the goals stated earlier. Please provide any information about new or innovative approaches you plan to try. (required)

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Limit: 1500 characters

Has your facility, attraction or event applied for Taos County Lodger's Tax in the past?(required)
☐Yes
☐No

Do you anticipate that TCLT funds will or could be leveraged to secure other resources?(required)
☐Yes
☐No
☐Unsure

Agreements

Please read the following agreements and certifications thoroughly. These agreements will serve as your grant agreement if funded.

Eligible organizations approved by the Commission to receive Lodger's Tax funds, shall be required to comply with the following accounting requirements as condition of funding:

- The entity shall keep accounts, render statements and prepare an annual financial statement for the program that was funded in accordance with accepted methods of accounting.
- The organization shall certify that the funds were duly expended for the explicit purpose of which authorized, that receipts for all expenditures are attached, and that all expenditures were authorized by the governing body of said organization.
- The organization acknowledges and fully understands that failure to comply with these requirements, and requests for accountability of funds for the Lodger's Tax Fund, will result in loss of funds or denial of reimbursement.
- The Lodger's Tax Advisory Board will review all supporting documentation pertaining to the award of Lodger's Tax Funds, which must be used only for advertisement purposes.
- All organizations may be subject to audit by an agency appointed by the Taos County Board of Commissioners.

By clicking the box below, you agree to the terms listed above.(required)
☐I certify

The undersigned certifies that they have read and understand the above general conditions and that they accept these conditions and submit the attached proposal in full compliance with these conditions and the applicable proposal specifications.

- In submitting this proposal, the offeror represents that the offeror has familiarized themselves with the nature and extent of the request for proposals dealing with Federal, State, and Local requirements which are a part of these request for proposals.
- The offeror will comply with all applicable federal and state laws, local ordinances, and the rules and regulations of all authorities having jurisdiction over the services being proposed.
- Evaluations and financial statements are a requirement of the proposal and must be submitted in a timely manner.

By clicking the box below, you agree to the terms listed above.(required)
☐I certify

I/We certify that I/we am/are authorized to act on behalf of the organization making this application; and certify the following agreements:

- If funded, we will keep a clear and accurate accounting of how the funds were used.
- We agree to list the Taos County logo and/or the language "Funded in Part by Taos County Lodger's Tax" on all grant-funded promotions.
- We will evaluate the use of funds as required and approved by Taos County and in accordance with the activities listed in our application.
- We will deliver a final reimbursement request and evaluation report to the County no later than May 15 of the fiscal year in which this application has been submitted. The deadline shall be the Friday at 5:00pm before May 15 if May 15 falls on a weekend.

- Failure to submit appropriate reimbursement materials and accurate evaluation statements may jeopardize future awards.

By clicking the box below, you agree to the terms listed above and acknowledge that these certifications serve as a subsequent grant agreement if funded.(required)

☐ I certify

Entering your name below will serve as your digital signature:(required)

You have finished completing the application.

Before finalizing and submitting your application, please review all your materials and answers, ensuring that all attachments are correct and up-to-date. You will receive an email confirmation once your application has been successfully submitted. To ensure you receive communication related to your application, safelist the @submittable.com email address. Please check your email to confirm receipt. If you do not receive a confirmation email, consider the following:

1. Check the junk/spam filters for your email account.
2. Ensure that you have submitted the application and that it is not still saved as a draft.

Failure to receive the confirmation email may result in missing other important information.

To complete and submit your application, click the "Submit" button below. Please note that once you submit, you will not be able to make changes to your application.