

CITY OF BASTROP
2026 HOTEL OCCUPANCY TAX FUNDING APPLICATION

ORGANIZATION INFORMATION:

Official Name of Organization	Date
Contact Person	E-mail
Organization Address	Phone Number
Website Address	

Is your Organization:

<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> 501(c)3	Other (provide description) _____
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\$ _____	Requested amount as a % of Total Budget? _____%
Total Amount Requested	

Provide a brief description of your organization's mission:

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PROGRAM INFORMATION

Fiscal Year of Request

Expected Visitor Attendance Annually

Percentage of attendees that will be
staying overnight in hotels

How will you measure the impact of your program/event on area tourism?

Do your promotional materials/website note area lodging facilities that can host participants?

Tell us about your programming/events planned for next fiscal year:

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How will you collaborate with other community assets & Visit Bastrop to increase tourism to Bastrop?

To qualify for financial assistance under the Hotel Occupancy Tax for Bastrop, the expenditure must satisfy Part One and at least ONE of the options in Part Two.

PART ONE - In order to be eligible to receive HOT Funding you must comply with State Law/Chapter 351 of the Tax Code. Revenues must be used to directly promote tourism and the convention and hotel industry. How will this event promote tourism and the convention and hotel industry. Which expenditure category, as found below, is the most relevant to your project event? Please explain.

PART TWO

_____ The programming "directly enhances and promotes tourism AND the convention and hotel industry." (Tax Code, Sec. 351.101) **(This is a requirement)**

_____ The organization qualifies under AT LEAST ONE of the following categories:
(Please circle category number)

(1) the establishment, improvement, or maintenance of a convention center or visitor information center

(2) the facilitation of convention registration

(3) advertising, solicitations and promotions that attract tourist and convention delegates to City of Bastrop
NOTE: If applying under this category, legitimate media must be utilized IN ADVANCE of the event (examples include direct mail, postage, newspapers, magazines, radio, television, billboards, newsletters, brochures and other collateral material).

(4) the encouragement, promotion, improvement and application of the arts
NOTE: Must be a viable art form (examples include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft

(5) the enhancement of historical restoration and preservation projects

(6) funding cost in certain counties to hold sporting events that substantially increase hotel activity: (cities within counties of under 1 million population

(7) the enhancement or upgrading of existing sports facilities or sports fields for certain municipalities

(8) funding transportation systems for tourist

_____ The application is filled out thoroughly and completely with all requested documentations attached

_____ It has been determined how the organization will track out-of-town guest, demonstrating that the programming will attract tourist that will increase tourism & support the convention and hotel industry

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The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the program guidelines. I agree that if funds are not expended accordingly, in the opinion of the City of Bastrop, said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

Authorized Signature for the Applicant

Date

Name Printed or Typed

Title

Return completed application and attachments to:
City of Bastrop
1311 Chestnut Street
Bastrop, Texas 78602

DEADLINE: 5:00 P.M., JUNE 20, 2025

Electronic/Facsimile submissions will not be considered.

Required Attachments:

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole
- 2) Proposed Budget FY2026 (10/01/25 - 09/30/26) itemized detail relevant to HOT fund revenue requesting
- 3) Copy of 501 (c) letter from Internal Revenue Service (only if 1st submittal)
- 4) Programing schedule including planned events
- 5) Identify other sources of funding
- 6) ALL ATTACHMENTS SHOULD BE PROVIDED IN 8.5" X 11" SIZE, NO OTHER ATTACHMENTS ACCEPTED
- 7) Marketing plan