



**HOTEL OCCUPANCY TAX GRANT
APPLICATION CHECKLIST
FY2023**

Name of organization applying for grant: _____

_____ Application submitted by deadline: **Friday, April 29, 2022 before 5:00 p.m.**

_____ Resolution enclosed or other form of proof that the organization has authorized the grant application and that the individual making the application is so authorized.

The following **required** documentation is attached to the **completed application**:

- _____ Breakdown of anticipated project expenditures
- _____ Current fiscal year budget
- _____ Previous year's financial statement or report
- _____ Letter of Determination from the IRS showing 501(c)(3) status
- _____ Copy of Charter
- _____ Copy of Articles of Incorporation
- _____ Copy of Bylaws
- _____ Names, addresses, phone numbers of Board of Directors and Officers

Other Attachments (*not required*):

- _____ Support materials
- _____ Letter(s) of recommendation