

**HOTEL/MOTEL TAX FUND
REQUEST FOR FUNDING FORM
VILLAGE OF FORSYTH, ILLINOIS**

Note: All items must be completed. Support materials may be provided, but should not replace completing the items. Forms that are not completed in full or that do not provide the information requested will be returned to the applicant and not considered for funding. If you have any questions about how to complete the form or the information requested, please call Village Hall at 217-877-9445 for assistance.

1. Name, date(s), and location of the event:

2. Describe the event:

3. Is the event a new event or a repeat event?

New Event Repeat Event

If the event is a new event, is it expected to be a one-time activity or an ongoing, recurring activity?

One-Time Activity Ongoing, Recurring Activity

4. How many people do you expect to attend and/or participate in the event?

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5. Name of the organization sponsoring the event:

Describe the organization sponsoring the event:

Is the organization sponsoring the event a for-profit organization or a not-for-profit organization?

For-Profit Organization Not-For-Profit Organization

6. Name and contact information (address, telephone number, fax number, and e-mail address) of contact person:

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7. Amount of funds requested (Note: The Village of Forsyth will normally contribute not more than \$5,000 for a single event.):

8. Estimated total cost of event (Note: The Village of Forsyth will normally contribute not more than 10% of the total cost of an event.):

9. Describe how the requested funds will be used. Please be specific. (Note: Funding is intended to primarily assist with advertising, marketing, and promotional expenses.)

10. Provide an actual or estimated number of room nights (one hotel/motel room occupied for one night) that the event produced last year, if applicable, in hotels/motels located within the Village of Forsyth.

Provide an estimate of the number of room nights (one hotel/motel room occupied for one night) that the event is expected to produce this year in hotels/motels located within the Village of Forsyth.

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11. Describe how the event is expected to promote tourism within the Village of Forsyth or how the event is expected to attract overnight visitors to the Village of Forsyth. Describe how contributing to this event will benefit the Village of Forsyth. Please be specific.

Signature

Name (Print Or Type)

Title (Print Or Type)

Date

Submit the completed and signed form to:

Village of Forsyth
ATTN: Hotel/Motel Tax Fund Request For Funding
301 South Route 51
Forsyth, IL 62535