

**MINUTES
HOTEL / MOTEL BOARD
SPECIAL MEETING
THURSDAY, AUGUST 18TH, 2016
5:00 P.M.**

THE HOTEL / MOTEL BOARD MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE, PRYOR CREEK, OKLAHOMA AT THE ABOVE DATE AND TIME.

BOARD MEMBERS: **TARA WALLACE, RANDY CHITWOOD, TRACEY DEAN AND EVETT BARHAM

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:07 p.m. by Chairman Tara Wallace. Members present: Chairman Tara Wallace, Evett Barham and Tracey Dean. Members absent: Randy Chitwood.

Others present: Pryor Area Chamber of Commerce Director Barbara Hawkins, Pryor Chamber of Commerce Representative Sarah Wallace, Pryor Arts and Humanities Representative Karen Wilson.

2. DISCUSS, POSSIBLY APPROVE MINUTES OF APRIL 7TH, 2016 SPECIAL MEETING.

Motion was made by Barham, second by Dean to approve minutes of April 7th, 2016 special meeting. All voted yes.

3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL MOTEL TAX GRANT EXPENSE REPORTS RECEIVED FOR FY 2015 – 2016:

RECIPIENT	EVENT	AWARDED AMOUNT	DATE EVENT HELD	EXPENSE REPORT RECEIVED	REPORTED AMOUNT SPENT
PPS	Pryor Public Schools	\$11,078.00	10/19/15 – 5/13/16	June 23, 2016	\$11,455.71
PPS	Pryor Band Day	\$2,500.00	10/19/15	June 23, 2016	\$3,200.00
PAAH	Missoula Children’s Theater	\$1,500.00	6/13/16 – 6/17/16	June 28, 2016	\$3,861.96
PMS	Dads Drag Main	\$2,000.00	6/18/16	June 30, 2016	\$2,038.49

Motion was made by Barham, second by Dean to recommend Council action to approve Hotel Motel Tax Grant Expense Reports received for FY 2015 – 2016. All voted yes.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE SUMMARY OF INTENT LETTERS RECEIVED FROM HOTEL / MOTEL GRANT ALLOCATION RECIPIENTS.

Motion was made by Barham, second by Wallace to recommend Council action to approve Summary of Intent Letters received from Hotel / Motel Grant Allocation Recipients. All voted yes.

Randy Chitwood arrived at 5:15 p.m.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT APPLICATIONS RECEIVED FOR 2016 – 2017.

This item was tabled until the next meeting.

6. SCHEDULE NEXT BOARD MEETING.

The Board agreed to meet again Tuesday, August 23rd, 2016 at 4:30 p.m.

7. ADJOURN.

Motion was made by Barham, second by Dean to adjourn at 5:20. All voted yes.

HOTEL / MOTEL TAX ALLOCATION GRANT PROJECT APPLICATION



To be considered for the City of Pryor Creek Hotel / Motel Tax Allocation Grant, please complete the form below.

Street address:

Street address line 2:

City:

State:

Zip code:

Contact Person

First name:

Last name:

Phone number:

E-mail:

Is your organization a non-profit or public tax-exempt organization as defined under Section 501(c) (3) of the Internal Revenue Code?

Yes

No

Requested amount:

Applicant's Match amount:

Total Project Budget:

Description of event or project summary:

Provide a paragraph, a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over all project. However, please focus the bulk of your answer on the specific element for which you are requesting funding.

Where and when will the event take place?

Resources available for project / event:

PROJECT BUDGET

Please detail the budget for your project. Specify whether your various match items will be cash or in-kind.

Pro-Forma

Project Title:

Revenues:

Total Requested from Hotel / Motel:

Total Project Revenues:

Expenses:

Advertising

Promotional Printing

Miscellaneous expenses:

Total Expenses:

HOTEL / MOTEL TAX ALLOCATION GRANT PROJECT APPLICATION



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Street address:

Street address line 2:

City:

State:

Zip code:

Contact Person

First name:

Last name:

Phone number:

E-mail:

Is your organization a non-profit or public tax-exempt organization as defined under Section 501(c)(3) of the Internal Revenue Code?

Yes

No

Requested amount:

Applicant's Match amount:

Total Project Budget:

Description of event or project summary:

Provide a paragraph, a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over all project. However, please focus the bulk of your answer on the specific element for which you are requesting funding.

Where and when will the event take place?

Resources available for project / event:

PROJECT BUDGET

Please detail the budget for your project. Specify whether your various match items will be cash or in-kind.

Pro-Forma

Project Title:

Revenues:

Total Requested from Hotel / Motel:

Total Project Revenues:

Expenses:

Advertising

Promotional Printing

Miscellaneous expenses:

Total Expenses:

HOTEL / MOTEL TAX ALLOCATION GRANT PROJECT APPLICATION



To be considered for the City of Pryor Creek Hotel / Motel Tax Allocation Grant, please complete the form below.

MAYES COUNTY HOPE/PRYOR FEVER RUN

Street address:

2 1/2 S. ADAIR STREET

Street address line 2:

City:

PRYOR

State:

OK

Zip code:

74361

Contact Person

First name:

JESSICA

Last name:

LONG

Phone number:

918-698-8154

E-mail:

JESSICARLONG@AIM.COM

Is your organization a non-profit or public tax-exempt organization as defined under Section 501(c)(3) of the Internal Revenue Code?

Yes

No

Requested amount:

\$5,000.00

Applicant's Match amount:

\$5,000.00

Total Project Budget:

\$10,000.00

Description of event or project summary:

Provide a paragraph, a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over all project. However, please focus the bulk of your answer on the specific element for which you are requesting funding.

I am requesting funds to pay for the costs of putting on the Pryor Fever Run event in September. I have several sponsors who are able to cover some of the costs, but not entirely. Costs for this event include, but are not limited to: timing company fees, tshirts for participants, sound/staging equipment, tent rental for registration, sanction fees for 5K, medals/plaques for 5K event in each age category, port a johns, advertising in local papers, website maintenance, bikes for kids giveaway, banners, etc. Our goal every year is to cover our costs 100% with sponsorship money to allow us to give all of our proceeds from race registration back to the schools in Mayes County. In the last 8 years, we have been able to give away \$86,000 to local schools to promote health and fitness with elementary age students. With this grant, we could make sure 2016 costs were covered entirely and that means more

Where and when will the event take place?

The event will take place on September 24, 2016 at the Pryor Creek Recreation Center. We will block off 9th street that morning, and the starting lines for the 5k, 1 mile fun run, and Mud Run will all be on the main road between the Rec and the Burdick Center.

This event brings in people from all over the state of Oklahoma, including people (families) from Arkansas, Texas, Kansas, and Missouri.

Resources available for project / event:

Over the last 8 years, we have established several strong partnerships in the community that help make this event possible every year. Some of those include: The City of Pryor, Pryor Police & Fire Departments, Roberts Auto Center, Collins Electric, Red Crown Credit Union, Dawson Roofing, Extreme Church, Edward Jones, Pryor Stone, GRDA, plus many smaller sponsors as well.

We started this race 8 years ago to show children that exercise can be fun! Recent statistics from the Mayes County Health Department report that by the year 2025, our obesity rate in Mayes County will be well over 50%. And currently, 1 out of every 3 children are obese. We want to be the catalyst to spark a change in our community. If we can teach kids about health and exercise, and continue to

PROJECT BUDGET

Please detail the budget for your project. Specify whether your various match items will be cash or in-kind.

Pro-Forma

Project Title:

PRYOR FEVER RUN

Revenues:

Total Requested from Hotel / Motel:

\$5,000.00

Total Project Revenues:

\$86,000.00

Expenses:

Advertising

\$550.00

Promotional Printing

\$600.00

Miscellaneous expenses:

Medals: \$400
Race Shirts: \$3750
Sanction: \$250
Timing Company: \$2000
Bikes \$200
Mud Run Supplies: \$500
Port a John: \$300
Tent: \$850
P... \$1000

Total Expenses:

\$10,000.00

Description of event or project summary: Provide a paragraph, a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over all project. However, please focus the bulk of your answer on the specific element for which you are requesting funding.

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These sponsors believe in our mission, and fully support our event. If we could receive additional funding, it will just allow us to put even more money back into the schools to invest in our children's health.

Miscellaneous expenses:

Medals: \$400

Race Shirts: \$3750

Sanction: \$250

Timing Company: \$2000

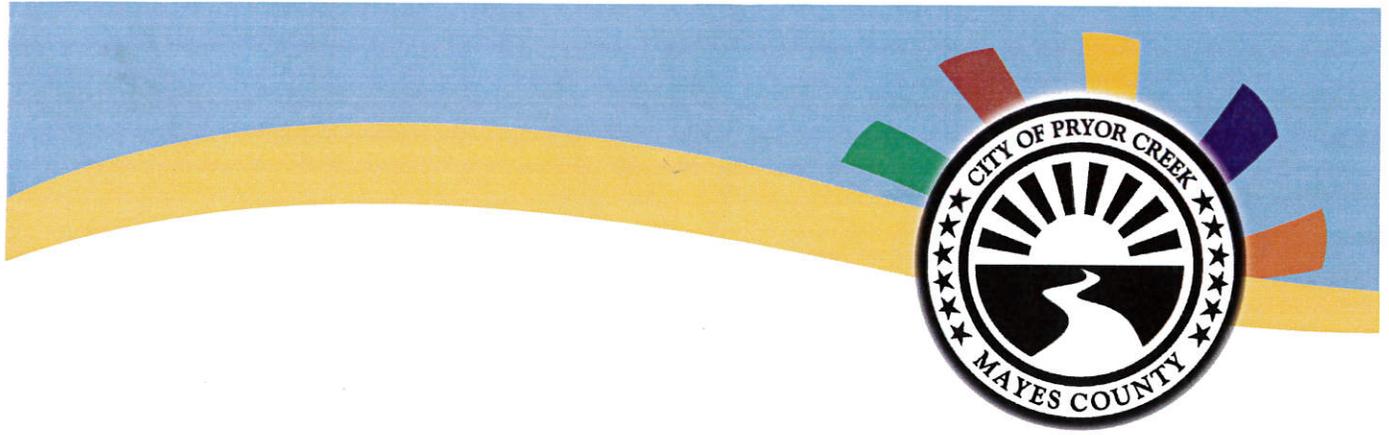
Bikes \$200

Mud Run Supplies: \$500

Port a John: \$300

Tent: \$850

Race Supplies: \$1000



Hotel / Motel Grant Application Packet

**THE HOTEL / MOTEL BOARD STRONGLY ENCOURAGES THE USE OF
LOCAL VENDORS WHEN PURCHASING ITEMS FOR EVENTS THAT
WILL BE FUNDED BY THE HOTEL / MOTEL TAX GRANT.**

Hotel/Motel Grant Process Timeline for Recipients:

	January	February	March	April	May	June	July	August	September	October	November	December
Appropriations -- Pryor Area Chamber of Commerce, Pryor Public Schools, Main Street Program, Pryor Band Day												
City of Pryor Creek Fiscal Year (July 1 - June 30)					Remind ---- PACC, PPS, MSP, & PBD to begin preparing Summary Letter of intended Use for next cycle (Fiscal year).	MAY receipts due by June 15th. ----- H/M Meeting for final review of receipts for cycle.	Beginning of Fiscal Year. ---- Summary Letter of intended Use for next cycle due by July 31st.	H/M meeting to review Applications and Summaries.	Budget Meeting to approve applications to go to Council. Prepare Paperwork to go to Council for approval in October.	Present Expenditures to Council and distribute checks for PACC, PPS, MSP, PBD.	Reminder receipts for funds spent July 1 - September 30	H/M Meeting to review receipts.
	2015											
		H/M Meeting to review receipts.			May 1st - End of spending for current cycle. Reports are due (even if events have not taken place.)	Notifications sent out for non- qualifying expenditures that will be deducted from next cycle.						
Grant Applicants												
City of Pryor Creek Fiscal Year (July 1 - June 30)					Advertise applications are now being taken for upcoming cycle (funding year).	Applications are due June 30th.	H/M Meeting to review applications and summaries.		Budget Meeting to approve applications to go to Council.			
	2015											
			H/M Secretary Prepare Paperwork/ PO's for review next Month.	H/M Meeting to review Paperwork /PO's. ---- Findings to go to Budget Meeting 2nd week of April.	Present Findings from Budget Meeting to Council for Approval to pay out.	H/M Chairman to Contact Newspapers -- Applications can be turned in June 1 - June 30						

RESOLUTION NO. 2012-3

RESOLUTION OF STATEMENT OF INTENT

OF THE CITY OF PRYOR CREEK, OKLAHOMA

REGARDING THE USE AND ALLOCATION OF HOTEL/MOTEL TAX REVENUES

WHEREAS, in May of 1998, there was lawfully established and codified a HOTEL/MOTEL TAX ORDINANCE codified and set forth in the ordinances of the City of Pryor Creek as Chapter 2, Sections 2-2A-1 through Sections 2-2A-23.

WHEREAS, pursuant to the lawfully adopted provisions the use of the funds generated from said tax are to be used for: City development activities and/or events identified by the Hotel/Motel Tax Allocation Board and approved by the City Council.

WHEREAS, for purposes of clarification, coordination and to promote guidance in the orderly and efficient administration of efforts of the Hotel/Motel Tax Allocation Board and the City Council in the furtherance of the purposes of said ordinance, the City Council deems it advisable and appropriate to set forth this resolution as a demonstration of intention and supported policy for guidance in the common unification of efforts and goals to be pursued, to-wit:

- a. To promote and foster tourism, conventions, special events and trade shows in the City;
- b. To encourage the development of the City as a convention, trade show, and tourist center;
- c. To construct, reconstruct, operate, maintain and repair buildings and facilities to encourage the development of the City, and to foster the development of the City as a convention, trade show, and tourist center.
- d. To promote and encourage the revitalization of the City's downtown area thru appropriate efforts including but not limited to such opportunities as the Oklahoma Main Street Program and matching grant opportunities.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Pryor Creek, Oklahoma expresses its support for purposes of clarification, coordination and to promote guidance in the orderly and efficient administration of efforts towards the following goals in furtherance of the purposes of said Hotel/Motel Tax Ordinance:

- a. An allocation of 40% of available funding for the promotion of the City of Pryor Creek through the local area Chamber of Commerce to support events sponsored by the Pryor Area Chamber of Commerce. Chamber shall provide a list of proposed events to the Hotel/Motel Tax Allocation Board prior to the allocations to events being considered.

- b. An allocation of 20% of available funding for the support of Pryor Public School special events determined to be had by the Pryor Public Schools Administration inclusive of, and as part of said 20%, a yearly allocation of a minimum of \$2,500.00 in support of the annual "Pryor Band Day" event. Pryor Public Schools shall provide a list of proposed events to the Hotel/Motel Tax Board prior to the allocations to events being considered.
- c. An allocation of 10% of available funding for the support the Main Street Program for the City of Pryor Creek under the Oklahoma Main street Program thru matching grants for revitalization of retail store fronts for the promotion of the Main Street Program corridor from the corner of US Hwy 69 and State Hwy 20, thence east along Graham Avenue to Elliott Street and also along Northeast or Southeast First Streets from US Hwy 69 going east to Coo-Y-Yah Street.
- d. An allocation of 30% of available funding, with 10% of the 30% being maintained in reserve, for the support and promotion of capital improvements through 100% matching grants to new and existing sports facilities that promote the City of Pryor Creek Oklahoma; With the exception that any one time special event may be allocated up to a level of the 10% reserve without any matching funds required.

THIS RESOLUTION APPROVED this 4th day of December, 2012, in regular session, by vote of support by the City Council of the City of Pryor Creek, Oklahoma.

CITY OF PRYOR CREEK, OKLAHOMA


Jimmy Tramel, Mayor

ATTEST:


Eva Smith, City Clerk

Approved as to form and legality:


K. Ellis Ritchie, City Attorney
Dated: 12/6/12

City of Pryor Creek

P. O. Box 1167
6 North Adair Street
Pryor Creek, Oklahoma 74362
918-825-0888 • FAX 918-825-6577

TO: HOTEL / MOTEL GRANT RECIPIENTS FROM: PRYOR CREEK CITY HALL

Please find enclosed an ***Agreement For Funding and Provision of Services*** for completion by your organization in order for the City of Pryor Creek to reimburse for expenses you have incurred according to your grant application.

Also, please note the paragraph regarding tax status and be sure to include the proper documentation with the agreement when you return this to our office.

If you have any questions, please feel free to contact our office at (918) 825-0888.



RECREATION • INDUSTRY • AGRICULTURE

AGREEMENT FOR FUNDING AND PROVISIONS SERVICES

This agreement entered on the 30 day of June 2016, by and between the City of Pryor Creek, Oklahoma, and Lakeview Softball Ass.

In consideration of funding provided by the City of Pryor Creek in the amount of _____ (\$ 30,000),

_____ does hereby agree to provide the following benefits/services to the City of Pryor Creek and its citizens for FY2016:

we provide a Better Environment for the youth
girls of Pryor

The parties hereto understand and agree that this agreement is for a period of the one (1) fiscal year set forth.

For the City of Pryor Creek

Date

For

Date

**City of Pryor Creek
Pryor Creek, Oklahoma
Hotel/Motel Tax Fund Allocation**

3-3A-1 EVALUATION CRITERIA

1. Community Economic Impact

Potential position impact for the community is a significant benefit that can be measured. Tourism impacts the local economy in terms of new money brought into the community by visitors. Overnight stays bring in more dollars than day visits.

The total impact can be measured in terms of direct dollar expenditures, made by the visitors themselves, and indirect expenditures made as the new money moves through the Community.

- Estimated number of visits generated
- Estimated number of overnight stays
- Duration of the event
- Ability to generate economic activities at off-peak seasons or periods
- Use of local firms / resources in proposed events / facility

2. Resources Available for Event or Facility

Dependence upon Hotel/Motel tax revenues is not encouraged. A project proponent should identify other community capital and labor sources to ensure project success. Multiple year funding of projects can occur, but is not encouraged.

- Funding critical to event success
- Alternatives to Hotel/Motel tax funding
- Leverage of labor and capital
- Seed money versus on-going funding

City will provide letter to any project of the approved dollar amount and time line.

3. Builds on Identified Community Assets

Community assets include natural amenities, public facilities, festivals, events and activities, which distinguish Pryor Creek in the region, state and nation, and promote its positive self-image.

- Helps promote the Community's position in regional sporting activities
- Advances Pryor Creek's regional or national role in the visual or performing arts
- Heightens awareness of the area's history or natural amenities

4. Meets Community Objectives

Proposals must be eligible under state law to receive Hotel/Motel fund allocations. Those elements or projects that also serve the broader community will be give preference.

- Assists in meeting adopted community goals
- Further the success of and coordinates with scheduled community events, facilities and community promotion and marketing efforts.
- Open to the general public

3-3A-2 SELECTION PROCESS

When the application solicitation period opens, the Hotel/Motel Fund Allocation Committee will use every opportunity to inform potential applicants of the funding process and its eligibility criteria. During that period, the Allocation Committee will also be available to potential applicants to provide technical assistance as applicants prepare their requests. When the solicitation period closes, qualifying applications will then be forwarded to the Allocation Committee for review. The Allocation Committee will develop a package that will recommend which projects to be funded and at what levels. This package will then be forwarded to the City Budget Committee, which will then:

- Return it to the Allocation Committee with recommendation for changes, or
- Recommend it to the City Council for approval

If not approved by the City Council, the Council will return the package to the Allocation Committee with recommendations for changes when they make their final decision.

The Hotel/Motel Tax Allocation Committee Must Approve All Allocation of Funds.

The City of Pryor Creek is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, and families with children, and/or disabilities.

3-3A-3 VISITOR IMPACT

Describe in detail who the expected visitors are to be attracted by the event (i.e., out of country, out of state, international). Are visitors expected to be primarily day visitors, overnight visitors, or extended stay (more than one night) visitors. If overnight visitors, identify the most likely site of their stay, camping, commercial lodging, etc. Provide any additional data on the economic impact of similar events in other communities.

3-3A-4 PROJECT BUDGET

Please detail the budget for your project. Specify whether your various match items will be cash or in-kind. Use additional space if necessary.

City of Pryor Creek Hotel/Motel Tax Fund Budget Sheet

PROJECT: SoftBall fields project

ITEM	CITY	MATCH	CASH	IN-KIND	TOTAL
1. Dirt	\$ 2000	\$ 1000	\$	\$	\$ 2000
2. Redo Bnth 200	\$ 5000	\$ 1000	\$	\$	\$ 6000
3. New Tractor	\$ 17000	\$ 2300	\$	\$	\$ 19300
4. Redo Fencing	\$ 2500	\$ 500	\$	\$	\$ 3000
5.	\$	\$	\$	\$	\$
6.	\$	\$	\$	\$	\$
7.	\$	\$	\$	\$	\$
8.	\$	\$	\$	\$	\$
9.	\$	\$	\$	\$	\$
10.	\$	\$	\$	\$	\$
11.	\$	\$	\$	\$	\$
12.	\$	\$	\$	\$	\$

While matching funds are not required, the amount of additional funds, supplies, and materials and staff time as an organization brings to an event, is a good measure of that organizations commitment to success.

3-3A-5 BUDGET – CASH FLOW REQUIREMENTS

Please indicate, by month, when you will need funds from the City.

Month	Funds Needed
Year:	
January	\$
February	\$
March	\$
April	\$
May	\$
June	\$
July	\$
August	\$
September	\$
October	\$ 30000
November	\$
December	\$
TOTAL FUNDS NEEDED:	\$ 30000

3-3A-6 PROJECT TIME LINE

Please use the chart below to break out your project into its major items, showing when each will be accomplished.

Month	Task Item
Year: 2016	
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	working on Ball Fields + Bath Room
November	
December	fence work

3-3A-7 ATTACHMENTS

Please provide the following information as attachments.

a. Non- Profits:

1. A copy of the state certificate of non-profit incorporation and/or federal copy of the 501 (c)(3) letter.
2. A copy of Articles of Incorporation.
3. A copy of the most recent audit.
4. A copy of meeting minutes showing official approval of project and authorizing application.

b. Public Agencies:

1. A Copy of meeting minutes approving project and authorizing application.

c. Cooperative Projects:

1. Describe reasons for and the benefits of a cooperative approach.
2. List co-sponsor by title and type.
3. Describe individual project responsibilities of the co-sponsors.

3-3A-8 PROJECT APPLICATION

Project Title: Pryor Soft Ball Fields

Contact Person: Charlie Taylor

Address: 130 N. Opham

City: pryor State: OK Zip: 74361

Phone No. 918 373 2415 Email: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No. _____ Email: _____

Project Sponsor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No. _____ Email: _____

Sponsor is: Non-Profit Public Agency For Profit

Amount requested: \$ 30000 Applicant's Match: \$ 5000

Total Project Budget: \$ 35000

3-3A-9 PROJECT SUMMARY

Provide a paragraph, a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over all project. However, please focus the bulk of your answer on the specific element for which you are requesting funding.

We are trying to redo softball field
they have been there for 30+ years in the
need to be fixed up to keep on going
this will help out the girls on May Co
for you to come by fix the fence
the Bath Room and park & new tractor
plz Help us we are in dire need.

3-3A-10 APPLICATION REQUIREMENTS

- a. **Eligibility:** Board members cannot be affiliated in any manner with the project. Each proponent will be required to concisely define the service to be provided through the proposed project. If funded, project will be in compliance with the state statues governing the use of the Hotel/Motel tax revenues.
- b. **Contact Person:** Each project must have a project sponsor, and will designate individuals as a primary and secondary contact person for the project. During the life of a funded project, these individuals will be the principal representatives in dealing with the City.
- c. **Scope of Work:** The applicant will be required to submit a scope of work, which breaks down the overall project into a progression of logical steps. Fully describe the project, and expand your summary paragraph from page 17, item 3-3A-9, to address such issues as to what it is you will do (ensure that you respond to each portion of the directions), how the community will benefit, why and how, beginning and ending dates of the project, and what measures you will apply to evaluate its success. Please state if you are requesting funds for a specific portion of a larger project, but focus your response on the element for which you are requesting assistance.
- d. **Time Line:** The elements and the scope of work must be key to milestones indicated when each will be undertaken and/or completed.
- e. **Budget:** The project budget will include both revenue and expense categories. All income, including in-kind, will be broken out by amount and source; expenses will be itemized as well. Salaries and related personal expenses, as well as, travel and administrative costs are ineligible for reimbursement, but qualify as a sponsor match. A cash flow projection for the calendar year, showing cash needs by month, must be provided.
- f. **Reporting:** If requested by the Mayor or any City Council member, the sponsor will submit a report of progress to the Budget Committee at the next regularly scheduled Budget Meeting. The sponsor and both individuals designated as the contacts are required to be present. Failure to attend by any of the individuals could result in forfeiture of the grant.

All requests for reimbursement must be signed by both individual contacts as previously designated and by the sponsor. All reimbursements will require a "paid in full" receipt, type of payment (signed by sponsor and both contact individuals), and a copy of the project. The Budget Committee will review all receipts and has the right to refuse any reimbursement receipts with full explanation to be given. The Budget Committee approves receipts and forwards copies to the City Clerk for Council approval, and upon approval, reimbursement will be made.

All projects are for a 12-month period only. Any project extending beyond the 12-month period will be required to give a full explanation to the Budget Committee at the July budget meeting. The Budget Committee will make a recommendation to the Hotel/Motel Board for an extension approval or denial.

- g. **Reimbursement:** Project proponents must understand, the City's support for funded projects is on a reimbursement basis, *i.e.* no funds can be advanced in support of the project. Sponsors must first incur costs and bill the City for reimbursement under contract guidelines.

- h. Contract:** Each project proponent selected for funding will be required to enter into a contractual agreement with the City. The contract will cover such areas as the definition of the project, goals, definition of eligible costs, specification of payment procedures, limits of City liability, and other usual and accustomed requirements.
- i. Past Performance:** If the applicant has received Hotel/Motel Tax Revenues in the past, a description of the results of the funding is required. Respond and describe briefly the project goals, budget, were the project goals met, and any unanticipated results.



Department of the Treasury
Internal Revenue Service
Cincinnati, OH 45999

In reply refer to: 0242165170
Feb 20, 2009 LTR 147C
94-3467741

LAKE AREA SOFTBALL ASSOCIATION
% DEWAYNE WAGNON
PO BOX 686
PRYOR OK 74362

Taxpayer Identification Number: 94-3467741

Form(s):

Dear Taxpayer:

This letter is in response to your telephone inquiry of February 20th, 2009.

Your Employer Identification Number (EIN) is 94-3467741. Please keep this number in your permanent records. You should enter your name and your EIN, exactly as shown above, on all business federal tax forms that require its use, and on any related correspondence documents.

If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-0115 between the hours of 7:00 AM and 10:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

Sincerely,

Ms. Hengehold
17-58021
Customer Service Representative

HOTEL / MOTEL TAX ALLOCATION GRANT PROJECT APPLICATION



To be considered for the City of Pryor Creek Hotel / Motel Tax Allocation Grant, please complete the form below.

Name: PRYOR AREA ARTS & HUMANITIES COUNCIL

Street address:

6 N ADAIR

Street address line 2:

City:

PRYOR

State:

OK

Zip code:

74361

Contact Person

First name:

Ron

Last name:

Dryden

Phone number:

(918) 944-8823

E-mail:

ronnie1618@att.net

Is your organization a non-profit or public tax-exempt organization as defined under Section 501(c) (3) of the Internal Revenue Code?

Yes

No

Requested amount:

\$3,000

Applicant's Match amount:

\$5,750

Total Project Budget:

\$8,750

Description of event or project summary:

Provide a paragraph, a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over all project. However, please focus the bulk of your answer on the specific element for which you are requesting funding.

The Northeast Area Artist Show has been held for 27 consecutive years. This competition is open to area artist who will compete in categories which include paintings, graphics, sculpture, and photography. Divisions are youth, adult, and professional. Approximately 200-250 entries from 100 artist are expected. This years' judge is Teresa Valero from the University of Tulsa. This show not only brings the artist to our city, but their friends and family as well. This show is advertised on Discover Oklahoma, Tulsa television stations, FB, the Web and local newspapers.

Where and when will the event take place?

The show is held in the Graham Community Building from October 1 until October 7. The show is open to the public from 10-7 daily and will draw an average of 500 viewers.

Resources available for project / event:

\$4,000 was raised at the "Art Walk" which is the only fund raising effort for PAAHC. This amount will be used to help with the expenses for the annual art show. Volunteers make this show possible. Hundreds of "in-kind" hours are required for this event to be successful.

PROJECT BUDGET

Please detail the budget for your project. Specify whether your various match items will be cash or in-kind.

Pro-Forma

Project Title:

Northeast Area Artist Show

Revenues:

Total Requested from Hotel / Motel:

\$3,000

Total Project Revenues:

\$2,400

Expenses:

Advertising

\$500

Promotional Printing

\$850

Miscellaneous expenses:

Judge \$300
Technical Support \$300
Supplies \$300
Awards \$6,000
Postage \$200
Rece[topl \$300

Total Expenses:

\$8,750

HOTEL / MOTEL TAX ALLOCATION GRANT PROJECT APPLICATION



To be considered for the City of Pryor Creek Hotel / Motel Tax Allocation Grant, please complete the form below.

Name: Pryor Area Arts and Humanities Council

Street address:

6 N. Adair

Street address line 2:

City:

Pryor

State:

OK

Zip code:

74361

Contact Person

First name:

Jenny

Last name:

Maples

Phone number:

918.530.0911

E-mail:

jennymaples@att.net

Is your organization a non-profit or public tax-exempt organization as defined under Section 501(c)(3) of the Internal Revenue Code?

Yes

No

Requested amount:

\$1,500.00

Applicant's Match amount:

\$3,900.00

Total Project Budget:

\$5,400.00

Description of event or project summary:

Provide a paragraph, a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over all project. However, please focus the bulk of your answer on the specific element for which you are requesting funding.

The Missoula Children's Theater group has been coming to Pryor for the last 17 summers. This provides professional theater training for the youth ages 6-18 in Mayes County. This group provides an artistic venue that is not available through any other means to this community. Auditions are held on Monday morning, practice begins in the afternoon, and is held each day during that week. Friday evening a performance is held for the community. This project exposes the youth in our community to live theater and gives them the opportunity to work with professionals in this area. Several who have participated in this activity have gone on to major in music and performance in college and have traveled with Broadway shows.

Where and when will the event take place?

Missoula is held at the Avra Performing Arts Auditorium at Pryor High School and is held during the third week of June 2017.

Resources available for project / event:

This production company provides the trainers, sets, costumes, music, and professional written scripts for this event. Each program is adapted to be age appropriate, fun and a wonderful learning experience for the 40-60 children who participate. 44 children participated in the 2016 production.

PROJECT BUDGET

Please detail the budget for your project. Specify whether your various match items will be cash or in-kind.

Pro-Forma

Project Title:

Missoula Children's Theater sponsored by Pryor Area Arts and Humanities Council

Revenues:

Total Requested from Hotel / Motel:

\$1,500.00

Total Project Revenues:

\$3,900.00

Expenses:

Advertising

\$200.00

Promotional Printing

\$300.00

Miscellaneous expenses:

Missoula Theater Group \$3500
Pianist for event \$200
Insurance \$500
Housing for instructors \$575
Food costs \$125.00

Total Expenses:

\$5,400.00

HOTEL / MOTEL TAX ALLOCATION GRANT PROJECT APPLICATION



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Name: Pryor Area Chamber of Commerce

Street address:

100 E Graham Avenue

Street address line 2:

City:

Pryor

State:

OK

Zip code:

74361

Contact Person

First name:

Barbara

Last name:

Hawkins

Phone number:

918-825-0157

E-mail:

bhawkins@pryorchamber.com

Is your organization a non-profit or public tax-exempt organization as defined under Section 501(c)(3) of the Internal Revenue Code?

Yes

No

Requested amount:

\$2,500.00

Applicant's Match amount:

\$3,725.00

Total Project Budget:

\$6,225.00

Description of event or project summary:

Provide a paragraph, a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over all project. However, please focus the bulk of your answer on the specific element for which you are requesting funding.

The Pryor Christmas Parade of Lights is an annual event, produced by the Pryor Area Chamber of Commerce, for the community. The Parade of Lights has become one of Northeast Oklahoma's largest Christmas events. Citizens from Mayes County, as well as residents and businesses from throughout NE Oklahoma participate in, and attend, the parade. The parade is a one-evening event when our primary retail area is filled with potential shoppers. Even though those visitors may not shop the evening of the parade, they will likely be introduced to downtown shops, to which they may later return. After the parade all of the city's restaurants are filled to capacity. We can also safely assume that additional direct beneficiaries are the community's convenience stores and gas stations.

Where and when will the event take place?

Thursday, December 1, 2016, 7:00pm
Downtown Pryor - Graham Avenue from Hogan Street to Adair Street, north on Adair to NE 1st Street, east on NE 1st Street.

Resources available for project / event:

Resources come directly from the Pryor Area Chamber of Commerce. The PACC: 1. administers the event; 2. enlists entries; 3. cultivates and develops promotional and advertising relationships with radio, television and print media throughout NE Oklahoma and creates internet and social media campaigns to bring increasing numbers of visitors to the community and its shopping area; 4. recruits and coordinates the necessary volunteer force.

PROJECT BUDGET

Please detail the budget for your project. Specify whether your various match items will be cash or in-kind.

Pro-Forma

Project Title:

Pryor Christmas Parade of Lights

Revenues:

Total Requested from Hotel / Motel:

\$2,500.00

Total Project Revenues:

\$5,725.00

Expenses:

Advertising

\$400.00

Promotional Printing

\$200.00

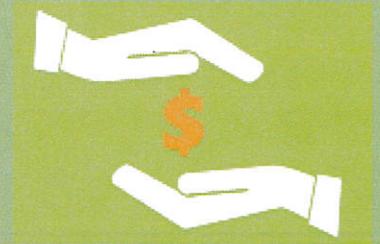
Miscellaneous expenses:

Signage - \$250.00
Cash Prizes for non-profit entries - \$450.00
Cash Prizes for youth group entries - \$625.00
Plaques for commercial entries, grand marshal, television personalities - \$500.00
Band expenses - \$2,000.00
Sound system - \$1,500.00
Dinner for float judges and all-day volunteers - \$300.00

Total Expenses:

\$6,225.00

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OK

Zip code:

74361

Contact Person

First name:

Barbara

Last name:

Hawkins

Phone number:

918-825-01547

E-mail:

bhawkins@pryorchamber.com

Is your organization a non-profit or public tax-exempt organization as defined under Section 501(c)(3) of the Internal Revenue Code?

Yes

No

Requested amount:

2,500.00

Applicant's Match amount:

\$0

Total Project Budget:

\$2,500

Description of event or project summary:

Provide a paragraph, a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over all project. However, please focus the bulk of your answer on the specific element for which you are requesting funding.

The 4th Saturday in July is designated as an Official National Holiday, recognized as the National Day of the American Cowboy. The first event was held in Whitaker Park in 2006. Each year it continues to grow, with more visitors and more vendors. American Cowboy Traders Day in Pryor is considered throughout the region to be the largest and best of its kind. This year the Traditional Native Games, in which contestants accumulate points for the National Games will take place within American Cowboy Traders Day. Additionally, Western Swing Bands from the Western Band Association will perform on Friday and Saturday nights. All funds will be used to elements within the event and to promote the event.

Where and when will the event take place?

Friday and Saturday, July 22 & 23, 2016
Whitaker Park, Pryor, Oklahoma

Resources available for project / event:

Resources come directly from Ivan Pace and from the Pryor Area Chamber of Commerce. The PACC: administers the event; assists Ivan with entries; cultivates and develops promotional and advertising relationships, with traditional media; and, creates social media campaigns. Ivan Pace is the founder of the event and is its directors.

PROJECT BUDGET

Please detail the budget for your project. Specify whether your various match items will be cash or in-kind.

Pro-Forma

Project Title:

11th Annual American Cowboy Trade Days

Revenues:

Total Requested from Hotel / Motel:

\$2,500

Total Project Revenues:

\$2,500

Expenses:

Advertising

\$500

Promotional Printing

\$400

Miscellaneous expenses:

Port-A-John rental and cleaning - \$700.00
Postage - \$300.00
Entertainment - \$600.00

Total Expenses:

\$2,500