

CITY OF LAS VEGAS
SPECIAL EVENTS
LODGERS' TAX APPLICATION FORM

EVENT TITLE: _____

EVENT DATE: _____

ORGANIZATION: _____

PHONE: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____

E-MAIL ADDRESS: _____

WEBSITE: _____

FUNDING REQUEST

AMOUNT REQUESTED : \$ _____

TOTAL
EVENT BUDGET: \$ _____

SIGNATURE OF APPLICANT'S

AUTHORIZING OFFICIAL: _____

DATE: _____ TAX ID NUMBER / TAX STATUS: _____

ALL APPLICANTS MUST INCLUDE A W-9. IF A NONPROFIT ORGANIZATION, INCLUDE A COPY OF THE IRS DETERMINATION LETTER.

FOR OFFICIAL USE ONLY

DATE RECEIVED: _____

STAFF REVIEW DATE: _____

LTAB REVIEW DATE: _____

APPROVED: YES NO

AMOUNT APPROVED: _____

MUTUAL AGREEMENT: YES NO NOTIFICATION SENT: YES NO

CITY OF LAS VEGAS LODGERS' TAX
MINIMUM CRITERIA FOR UNDERWRITING SPECIAL EVENTS

IT IS THE POLICY OF THE CITY OF LAS VEGAS THAT THE FOLLOWING GUIDELINES BE MET BY ANY APPLICANT FOR LODGERS TAX FUNDING FOR SPECIAL EVENTS:

1. That an Applicant for lodgers tax dollars for special events submit a complete application provided by the City of Las Vegas Community Development Department by or before the stated deadline.
2. The Applicant clearly demonstrates through the application process that the event is likely to be successful and result in a positive economic impact on the City of Las Vegas.
3. The Applicant for Lodgers' tax money should be a Non-Profit organization 501c3 or 501c6.
4. That all applications for lodgers tax dollars for special events be timely submitted, reviewed by staff and submitted to the Lodgers' Tax Advisory Board which, based on the application, shall make a recommendation for approval or disapproval to the City Council.

SPECIAL EVENT FUNDING POLICY

The City of Las Vegas/Lodgers Tax Advisory Board have established this policy for the purpose of awarding monies for special events in the following categories:

- A. ***Direct Advertising-***
Organizations may request advertising funds for an event that will take place in Las Vegas. The LTAB will fund advertising for the event up to \$_____
- B. ***Promotions***
Organizations may request funds for promotional purposes. Examples of such expenditures are _____
- C. *Organizations must recognize the City of Las Vegas/Lodgers Tax as the funding source on advertising or promotional materials. (City logo to be provided.) Approved funds will or may be withheld for failure to do so.*

OTHER:

PRE-APPLICATION HELP

If you need pre-application help, please contact the Community Development Department.

LAS VEGAS LODGERS TAX APPLICATION PACKAGE

A. PROJECT NARRATIVE

1. A project narrative answering the basic **Who** is putting on the event; **WHAT** is the event; **WHERE** is the event to occur; **WHEN** will the event take place; and **WHY** is the event important. The Project Narrative must be submitted on (a) separate page(s) and not to exceed 1-3 pages.

Be sure to include but not limited to the following in your narrative:

1. Estimated number of participants
2. Your primary target market and secondary target market(s), (if applicable)
3. Your advertising strategies and materials that will be used to attract visitors/participants from out of the local area
4. How will you staff the event, personnel, paid staff, volunteers.
5. Will there be vendors
6. City resources you are planning to request for the event
7. A description or estimate of the economic impact on the City of Las Vegas, by means of generating revenue for restaurants, hotels, restaurants; grocery stores, gas stations, etc.
8. How will you measure the overall success and impact of the event?

B. BUDGET

Applicants must provide an attached budget page with as much detail as necessary breaking down the overall cost of the event, cash and in-kind match provided by the Applicant and co-sponsors or other contributors, and the amount requested from Lodgers Tax and how it will be expended. (Cash and in-kind match must be shown on separate lines.)

C. REPORTING REQUIREMENTS:

The Organization will be required to submit a report to the City and present to the Lodgers Tax Advisory Board as required under a negotiated contract. Reporting may include:

- Event Description
- Positive outcomes and things to improve
- Advertising=Inquiries
- Web Page=Hits-Inquiries
- Trade Show=Contacts-Leads
- Collateral (Brochures, Video, etc.)=Quantity-Distribution
- Revenue Generated=Gross receipts tax, lodger's tax, ticket sales, sponsorships, etc.
- Other results you would like to identify.

ASSURANCES AND CERTIFICATIONS

I certify that I am authorized to act on behalf of the organization making this application and that the statements herein are complete and accurate to the best of my knowledge. I will attend the Lodgers' Tax Board meeting to present my application or have someone to represent my request. If the Lodgers' Tax Board recommends my request to the City Council, I will attend the City Council meeting or have a representative there to answer questions.

If funded, we will keep a clear and accurate accounting of how funds were utilized. Request will follow City policy. We understand that should we be provided with marketing assistance and the event is cancelled, we will be obligated to pay for the cost of any and all cost associated with the design and placement of advertisements.

We understand that the City may evaluate the use of funds as required and approved by the City of Las Vegas and we will deliver a report on each event within thirty (30) days of that event to the City. We understand that funds will not be reimbursed until such report has been presented.

Initial

Printed Name: _____

Signature: _____

Email Address: _____

Phone Number: _____

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they