

# *Abbotsford Room Tax Grant Application*

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**Name of Applicant:**

**Mailing Address:**

**Contact Person (A representative must be present at the Room Tax Commission meeting to be considered for approval.):**

**Phone Number:**

**Event or project name you are requesting funds for:**

**Date(s) of event or project:**

**Please provide the history of the year(s) this event or project has been held:**

**Grant amount requested (please attach an itemized budget):**

**Describe what expenses the grant money will be used for:**

**Explain how this event or project will be reasonably likely to generate paid overnight stays in the City of Abbotsford:**

**Describe in detail the event or project:**

**Post event or project requirements for disbursement of grant money if approved.** Within 90 days of the last date of the event or project the following must be received by the Chamber of Commerce or the approved grant request will be denied. Copies of reimbursable grant expense receipts such as advertising, signage, etc. and a profit/loss financial statement for the event or project.

Room Tax Requests must be submitted to the Chamber of Commerce Office Coordinator by April 15 for the May meeting, July 15 for the August meeting, October 15 for the November meeting, and January 15 for the February meeting. The use of Room Tax funds is governed by Wisconsin State Statute 66.0615.