



**CITY OF PROCTOR**  
**LODGING TAX FUNDING REQUEST**  
Proctor Tourism Committee

Date Form Completed: \_\_\_\_\_ AMOUNT REQUESTED: \_\_\_\_\_

Organization applying for funding: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**REQUIREMENTS for Requesting Lodging Tax Funds:**

- Lodging tax funds should be used for the promotion of events and activities in Proctor and to maximize the benefits to the community and visitors. **Applicants are strongly encouraged to request funding for marketing and promotion in communities outside the area.** Requests will be considered for other expenses when it involves the startup of an event, events with a proven record of exceptional visitor attendance, or for other instances. Groups or individuals can apply, and do not need to be a non-profit.
- Application should be **submitted no less than 90 days in advance** of event. Consideration may be given in special circumstances.
- The contact person or representative should plan to attend a Tourism Committee meeting to answer questions prior to approval.
- If funding approved, **summary report** must be submitted to the Tourism Committee within 45 days after completion and must include:
  1. Marketing, promotion and advertising for event.
  2. Summary of economic value to Proctor.
  3. Number of visitors who attended the event, as well as number who stayed in Proctor overnight. **Event sponsor is responsible for tracking visitor attendance.**
- If funding approved, organization or individual agrees to **list City of Proctor Tourism as a sponsor on all marketing and promotional materials, and submit a press release about the funding.**
- All forms, applications, and requirements must be completed before requesting Tourism Funds.
- **NO FUNDS will be disbursed without a submitted invoice or billing statement** and payment will go directly to the vendor.

**APPLICATION MUST INCLUDE THE FOLLOWING:** (Use additional pages as needed)

1. General description of event: Dates, venue, occasion, and history of event.
  
2. Target Audience: Who will attend and anticipated number.
  
3. Visitor Attendance Plan, including process to identify number of visitors who attend the event.
  
4. **Business Plan:**  
Budget  
Marketing  
Anticipated Income  
Sponsorships, Donations, In-Kind  
Expenses  
Plan for Sustainability of Event
  
4. Projected economic impact to Proctor hotels and businesses.

**Signature of Organization Representative agreeing to Funding Requirements:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Send completed application to:**

City of Proctor Tourism, c/o Sally Hedtke  
100 Pionk Drive, Proctor, MN 55810  
[shedtke@proctormn.gov](mailto:shedtke@proctormn.gov)

Be sure all forms, applications, and requirements are completed before submitting request. For assistance, call (218) 628-6297- ext. 297, or City Hall (218) 624-364.