



City of Kansas City, Mo.
Neighborhood and Community Services Department
Neighborhood Tourist Development Fund
414 E. 12th St., fourth floor
Kansas City, MO 64106
(816) 513-3200 (p), (816) 513-3201 (f)
www.kcmo.org/neigh

Funding application

Application cycle due dates

Annual

Oct. 15

Quarterly

Feb. 1 May 1

Aug. 1 Nov. 1

Important – All proposals must be submitted using this application form. Applications should be filed with the Neighborhood and Community Services Department before 5 p.m. on the date due. Funds are only available for not-for-profit organizations that qualify under applicable regulations for use of Neighborhood Tourist Development Fund money.

Please attach additional sheets as needed

Name of event		Date(s) of activity		
Location of event		City Council District	Amount requested	
Name of organization				
Office address	Street	City	State	ZIP
Phone		Fax	E-mail	
Number of paid employees		Federal employee identification number		
Contact person		Phone	Fax	E-mail
Board members	On a separate sheet, list names, addresses and phone numbers of all officers and board members			
<p>1. Eligibility – Describe your organization's mission as it relates to neighborhood and community development, or tourism promotion.</p> 				
<p>2. Planning and timetable – Describe the planning and organizing activities leading up to the event and provide a timetable for their completion.</p> 				

3. **Activity** – Describe the activity (or event). Will it be open to the public for free admission? If not, will there be a limited number of tickets available?

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4. **Neighborhood** – Provide a geographic description (organizational boundaries) of the neighborhood sponsoring and benefiting from the activity, as applicable.

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5. **Neighborhood benefit** – Describe how the activity will promote the neighborhood. How will the activity benefit the neighborhood (both long-term and short-term benefits)? How is the neighborhood supporting the activity?

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6. **Tourist appeal** – Explain why the following tourists would want to attend the activity 1. A Kansas City resident from another neighborhood, 2. A non-resident who comes to Kansas City specifically to participate in the activity, and 3. A non-resident visiting the city for another reason who happens to hear about the activity.

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7. **Promotion** – Describe how the activity will be promoted on a local, regional and/or national basis. Include plans for advertising through brochures, radio, television, newspapers and other media. How will the activity, or its promotion, be coordinated with the convention and tourism industry?

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8. History of activity	Last year	Two years ago	Three years ago
A. Date(s) of activity			
B. Neighborhood Tourist Development Fund money received			
C. Other revenue			
D. Total revenue			
E. Neighborhood Tourist Development Fund percent			
F. Total expenses			
G. Attendance			
H. Total cost per attendee (total expenses ÷ attendance)			

Agreements

The undersigned applicant agrees that

1. Funds will be used for the purpose and intent herein stated
2. The organization will adhere to the regulations defined in the City's administrative regulations and the Neighborhood Tourist Development Fund committee ordinance (Sections 2-931 through 2-938)
3. All documents required to determine applicant eligibility have been submitted
4. All information presented in this application and supporting documentation is true and accurate.

Applicant's signature

Title

Date

Activity budget

Agency
Project/Event
Date of project/event
Net revenue from previous activity
Projected attendance

Revenue				Funding source		
Source				NTDF	Other	Total
Grants and donations						
Other (specify)						
Merchandise sales (list items)	Your cost	# Sold	Sale price			
1						
2						
3						
4						
5						
Ticket sales						
			Total revenue			
			Percent of total			

Expenses				Funding source		
Item				NTDF	Other	Total
Postage						
Entertainment ¹						
Printing						
Permits						
Security						
Trophies/Awards ²						
Equipment rental						
Facility rental						
Advertising						
Office supplies						
Long distance calls						
Costume rental						
Catering						
Insurance						
Promotional material						
Exhibit rental						
Minor equipment						
Publicity						
Other (specify)						
			Total expenses			

Net revenue	
How will net revenue be used?	

¹ Contracts with entertainers should be developed to include their fee and any expenses for lodging and/or transportation. Travel expenses for staff or members associated with the project are not eligible for reimbursement. ² Cash awards are not eligible for reimbursement.

Expense justification

Provide a statement for each expense category where NTDF is listed as a source of funds to pay the expense.
The statement should describe the nature of the expense and explain the need for the amount requested.

Expense	
Statement	
Expense	
Statement	
Expense	
Statement	
Expense	
Statement	
Expense	
Statement	
Expense	
Statement	
Expense	
Statement	