

COUNTY OF GILLESPIE

COMMISSIONERS:

MARK STROEHER
County Judge



CHARLES OLFERS
Precinct No. 1

DENNIS NEFFENDORF
Precinct No. 3

MARY LYNN RUSCHE
County Clerk

KEITH KRAMER
Precinct No. 2

DONNIE SCHUCH
Precinct No. 4

FREDERICKSBURG, TEXAS 78624
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830-997-7502
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January 30, 2019

To All Gillespie County Hotel Occupancy Tax Grant Participants:

Thank you for your interest and participation in the application procedures for the 2019 Gillespie County Hotel Occupancy Tax grant process. Attached you will find the necessary documents to initiate your request. The first set of documents (first attachment, three pages) entitled "Hotel Occupancy Tax Use Guidelines under Texas State Law" provides you with a brief synopsis of instructions and deadlines. Please read this information thoroughly before you complete the application.

The second attachment consists of five pages and is a portion of a document written by Scott Joslove, President and CEO of the Texas Hotel & Lodging Association. It is entitled "What Counties Need to Know to Administer the Local Hotel Occupancy Tax". This information provides you with pertinent facts and may answer some of your questions regarding the use of Hotel Occupancy Tax funds.

The third attachment consisting of six pages is the actual application for your request. Please be as thorough as possible and complete the entire application. If some of the questions do not apply to your entity, indicate with an NA (Not Applicable). Once the application has been received in the Auditor's Office, it will be considered as complete. **All applications must be hand delivered to the County Auditor's Office by 5:00 p.m. on March 6, 2019.**

The last attachment is the Post Event Form, which you will need to complete **ONLY** if you are successful in receiving Hotel Occupancy Tax funds from Gillespie County. There are a total of six pages, the first four consisting of the original Post Event Form and now with a two page Post Event Form Addendum. If funding is awarded to your entity, all of the information will be required within 60 days after your event/project/program and must be **hand delivered** to the Auditor's Office. Failure to comply with the 60 day reporting deadline could affect future grant awards. In addition, **copies of invoices and proofs of payment are required for all expenditures of the Hotel Occupancy Tax funds and must be submitted with the Post Event Form.** If these items are not included with the Post Event Form, your entity may be required to reimburse the County for these expenditures.

If you have any questions regarding the application process, please feel free to call the County Judge's Office at 997-7502 or the Auditor's Office at 997-6777. Thank you again for your interest in this program and promoting tourism in Gillespie County.