



CIT OF DONNELLY LOCAL OPTION TAX FUNDING APPLICATION INSTRUCTIONS OCTOBER 1, 2018 – SEPTEMBER 30, 2019

The following instructions are to help the applicant through the Local Option Tax (LOT) process:

1. Important Dates:
 - a. Application Due: **Monday, June 4, 2018**
2. On your request for Funding Application (“Application”), please list the category from those listed below that best describes the intent of your proposed project (note: if it fall under multiple categories, please list all).

Categories approved to receive (LOT) funds as identified in Section 5 of Ordinance 215 are as follows:

- A. New paving, parking, bike paths, public transit, and transportation;
 - B. Match funds to leverage grant funding;
 - C. Public Safety;
 - D. Parks and land acquisition for new park facilities;
 - E. City beautification including but not limited to, open space acquisition, streetscapes, burial of overhead utility lines;
 - F. Recreational and cultural activities and facilities, including but not limited to, library, community art, and cultural events;
 - G. Animal Shelter support (MCPAWS);
 - H. Economic growth, marketing, advertising, promotion and development;
 - I. A General Capital Improvement Fund; and,
 - J. Direct costs to collect and enforce the tax.
3. After submission of your completed Request for Funding Application, you will be invited to make a presentation in front of the LOT Committee, you will be notified of the date of time of the presentation.
 4. At your presentation, please refrain from reading your application to the LOT Committee; the members of the LOT Committee have reviewed your applications prior to your presentation. You are invited to further expound on the merits of your project, and clarify anything that may be difficult to present on the application. Your goal should be to clearly define, if approved, what you intend to do with the LOT grant.
 5. It is important for you to understand that the LOT Committee is charged with the task of submitting recommendations to the City Council, and the final decision lies solely with the City Council.
 6. Please come prepared to discuss your financing timetable.

Thank you for your interest and cooperation in the **CITY OF DONNELLY LOCAL OPTION TAX AWARDS**. Should you have any questions, please call Donnelly City Hall at (208) 325-8859. Good Luck!