

**CITY OF YERINGTON ROOM TAX BOARD  
APPLICATION FOR FUNDS**

**Applicant Name:** \_\_\_\_\_

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

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

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

**Title:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Project or Event Name:** \_\_\_\_\_

**Location of Project or Event:** \_\_\_\_\_

**Dates of Project or Event From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Brief Description of Project or Event:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**City Room Tax Funding from Prior Period** (if applicable): \$ \_\_\_\_\_  
**January – June OR July – December**  
(Circle ONE)

**Amount of Room Tax Funding Requested from Lyon County:** \$ \_\_\_\_\_  
(See Breakdown on Next Page)

**Amount of Room Tax Funding Requested from City:** \$ \_\_\_\_\_  
(See Breakdown on Next Page)

Specify the total costs for your project/event, including any other funding and the requested room tax funding.

**PROJECT/EVENT ADVERTISING COSTS**

List Types of Advertising (Radio, Newspaper, Social Media, etc.)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL OVERALL COST OF ADVERTISING</b>	\$ _____
(NOT only what you are requesting)	

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**OTHER PROJECT COSTS (Non-Advertising/Non-Room Tax Eligible)**

List any other notable costs that are related to your Project/Event

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL OVERALL COSTS</b>	\$ _____

Examples of advertising may be attached, but are limited to an 8.5 x 11 size so that they can be easily photocopied for the board members' packets. Please do not attach CD's or other forms of media.

**GUIDELINES**

The City of Yerington Room Tax Grant shall be used to advertise the resources of the City and surrounding area related to tourism, including, but not limited to, available accommodations, transportation, entertainment, natural resources, climate and to promote special events.

**THE ADVERTISING IS RESTRICTED TO THE FOLLOWING TYPES OF MEDIA:**

**Television, radio, newspaper, magazine, posters, banners, social media, brochures**

**THE FOLLOWING ARE EXAMPLES OF WHAT IS NOT ELIGIBLE FOR REIMBURSEMENT:**

**Billboards, Entry Forms, Postage, Event Programs, Flyers**

**Promotional items such as belt buckles, t-shirts, awards, etc.**

**In House Production (Copies, Posters, Brochures, Forms, etc. made "In House")**

**Annual Website Dues (i.e. Hosting, Subscriptions, Maintenance, etc.)**

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**To be eligible for reimbursement, all expenditures must occur during the grant period. This means radio, newspaper advertising, etc. must actually be performed, not just contracted during the grant period. The actual date of the event doesn't have to be in the grant period, just the dates of the actual advertising. Reimbursements will not be paid on statements or quotes, only on actual invoices. Invoice dates must be during the grant period.**

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In consideration of any grant received from the City of Yerington and the City of Yerington Room Tax Board pursuant to this application, applicant, applicant's agents, employees, successors and assigns, hereby release, indemnify and hold harmless, the City of Yerington and the City of Yerington Room Tax Board, its sponsoring groups and organizations, their agents, employees and volunteers, from all damages, suits, claims causes of action, debts and sums of money, at law or in equity, arising during the event and/or while traveling to and from the event.

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**APPLICANTS MUST BE IN ATTENDANCE AND PRESENT FOR ROLL CALL AT THE START OF THE ROOM TAX MEETING TO BE CONSIDERED FOR FUNDING.**

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I hereby, certify that to the best of my knowledge and belief, data in this application is true and correct, and this document has been duly authorized by the governing body/board of applicant.

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

Signature: \_\_\_\_\_