



City of Kansas City, Mo.
Neighborhoods and Housing Services Department
Neighborhood Tourist Development Fund
3200 Wayne Ave
Kansas City, MO 64109
(816) 513-4505 (p), (816) 513-4512 (f)
<http://www.kcmo.org/NTDF>

Funding Application

Application cycle due dates

Annual (May 1 - April 30)

Oct. 15

Quarterly

Jan. 15 May 1

Aug. 1 Oct. 15

Applications may be faxed, mailed, or hand delivered to the Neighborhood Tourist Development Fund, Robert J. Mohart Center, 3200 Wayne Ave, Kansas City, MO 64109. They may also be submitted online at <https://survey.kcmo.org/fs.aspx?surveyid=b94e70a971e49a49e6f95c98938a56f>. **Important: applications must be received by NTDF on or before 5 p.m. of the due date!**

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	List the names, addresses and phone numbers of all officers and board members			

1. Eligibility

Does your organization's mission include neighborhood and community development, or tourism promotion?

Yes No Please explain (400 words or less)

2. Planning and Timetable

Outline the planning and organizing procedures that will take place prior to your event and the timeline for their completion

3. Activity

Name of Activity/Event: _____

Type of Activity/Event: One-time Event Series of Events Annual Event Capital Event

Purpose of Activity/Event: Cultural Social Ethnic Historic Educational Recreational

Is the activity/event free and open to the public? Yes No

If not, how many complimentary tickets will be available to the public? _____

What is the cost of admission/attendance? _____

Event/activity Description: *(In 400 words or less, please explain what will occur during the activity/event.)*

4. Neighborhood

In what neighborhood is the event/activity to occur? *(Please provide the organizational name and boundaries)*

Has the registered neighborhood group been informed of the event? Yes No

Does the registered neighborhood group support the event/activity? Yes No

(Please attach a letter of support from the registered neighborhood group or a letter of notification to the registered neighborhood group)

Will the neighborhood organization have a role in organizing or hosting the activity/event? Yes No

Describe this role:

Will the activity/event promote the registered neighborhood group? Yes No

If so, how

Will the activity benefit the neighborhood? Yes No

Short-term benefits

Long-term benefits

Will other areas/neighborhoods benefit from this event? Yes No

If so, please provide the specific organizational boundaries of the benefactor(s):

5. Tourist appeal

Will this event attract Kansas City residents from other neighborhoods? Yes No

Why?
How?

Will this event attract non-residents of Kansas City who are already visiting for another reason and hear about the event? Yes No

Why?
How?

Will this event attract non-residents of Kansas City solely in and of itself? Yes No

Why?
How?

What is the estimated number of tourists to be attracted by this activity/event? _____
Please explain how the number of tourists is calculated and estimated financial impact of this activity.

6. Promotion

How will the activity event be promoted? Newspaper Radio Ad Magazine TV Mailers
 Social Media Flyers Brochures Web-based Advertisement Email blasts Web blogs
 Other (please explain): _____

Will the promotional campaign be: Local Regional National
 What is your target audience? _____

Have you coordinated your event with the convention and tourism industry? Yes No

If so, how?
If not, do you plan to?

7. 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

Organization Revenues and Expenses

Revenues and Expenses (last year)

Revenue Sources	Amount Received (\$)
Expenses	Total Expenses (\$)
Grand Total (Revenues - Expenditures)	

Revenues and Expenses (two years ago)

Revenue Sources	Amount Received (\$)
Expenses	Total Expenses (\$)
Grand Total (Revenues - Expenditures)	

If you have a contract with the City of Kansas City, Mo. and it is a source of revenue, please include the contract number above.

Activity Budget

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

Revenue

Merchandise sales (list items)	Your cost (\$)	Units Sold (#)	Sale Price (\$)	Profit (\$)	% of Grand Total
1					
2					
3					
4					
5					
Funding Sources				Amount Received (\$)	
NTDF					
Grants and Donations					
Sponsor (specify)					
Sponsor (specify)					
Grand Total Revenue <small>(Sales + Funding)</small>					100%

Expenses

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

How will net revenue be used?

- General operations
 Donated to a beneficiary organization: _____
 Funding of future activity/event
 Other please explain: _____

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

Please provide a statement for each expense category where NTDF is listed as the funding source.
The statement should describe the nature of the expense and explain the need for the amount requested.

Expense	
Statement	
Expense	
Statement	