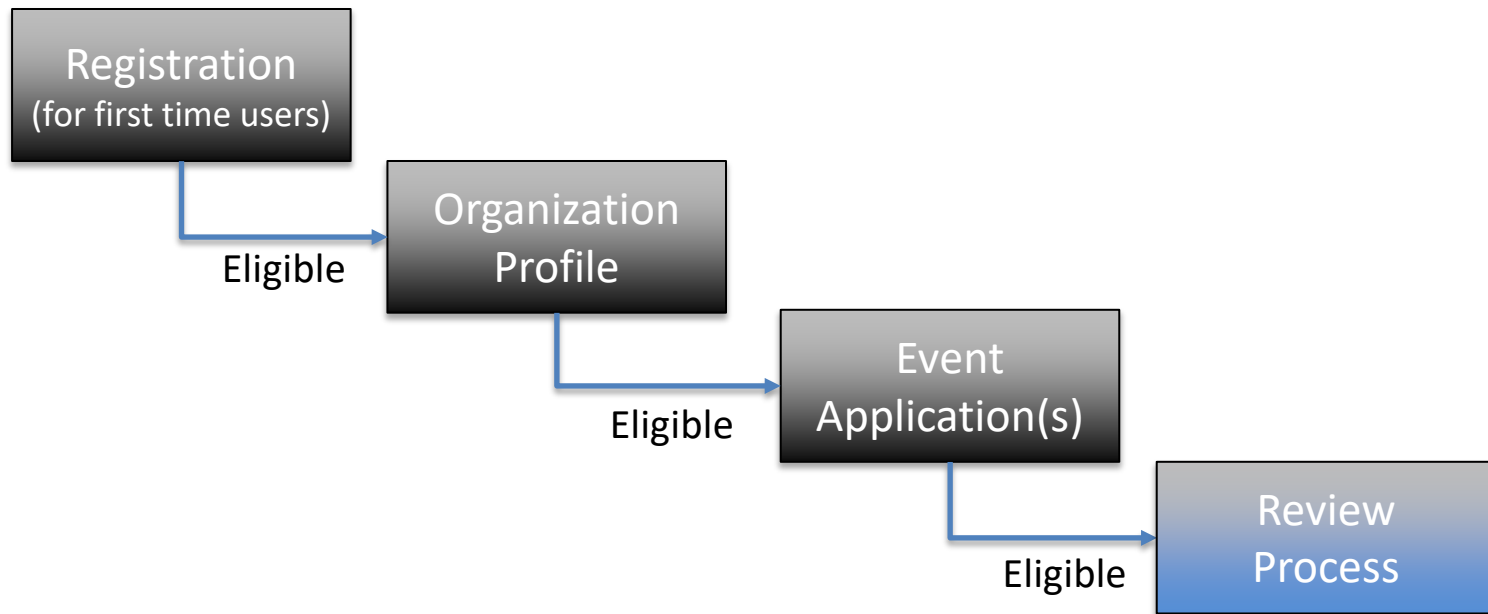# Neighborhood Tourist Development Fund

Applicant Training
NTDF Portal – Registration through Application
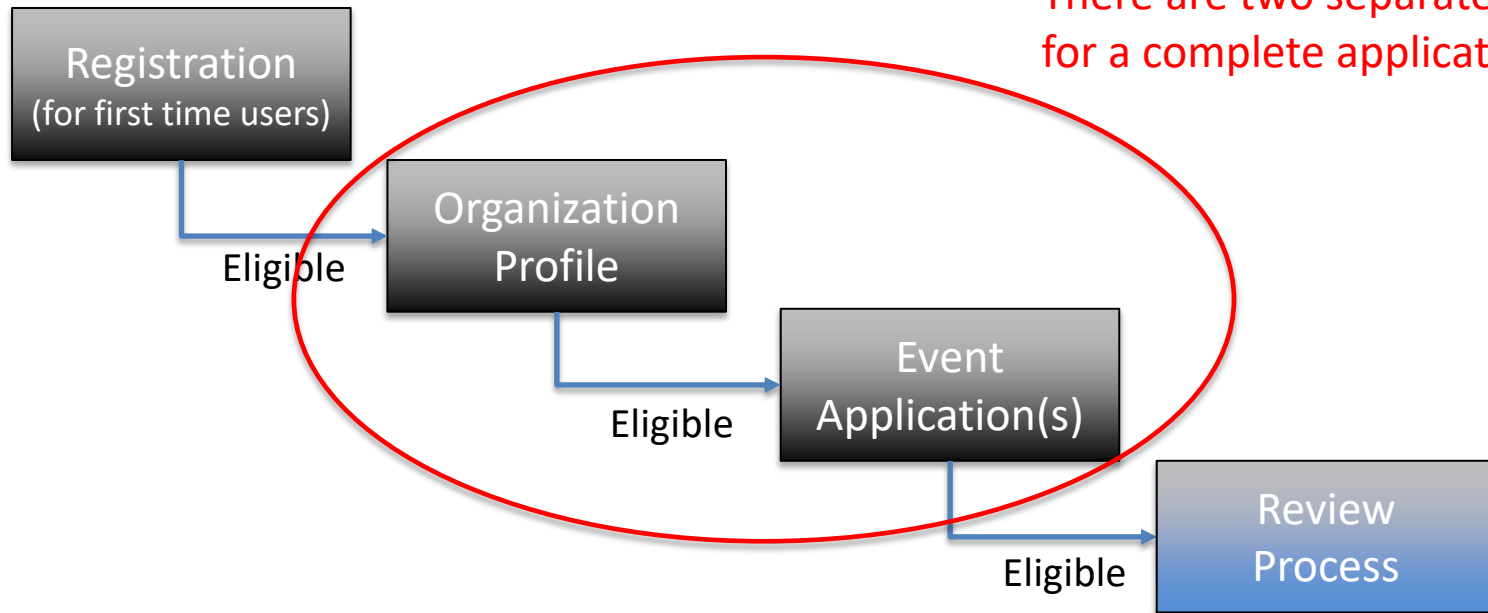
V 070523b

Application Flow

Application Flow

Registration
(for first time users)

Eligible →

Organization Profile

Eligible →

Event Application(s)

Eligible →

Review Process

There are two separate steps for a complete application.

Application Screens

The following screen review will include Registration through Application Submission

KCMO-NTDF

Login   Register

Click here to change between the Login and Registration screens.

Login

E-Mail Address (required)

Password (required)

☐ Remember Me

Login   Forgot Your Password?

If you do not have a login, please register.

Click here to reset your password.

NTDF Coordinator Services Main Number: 816-513-3250

When you initially bring up the NTFD Portal link, you will come to the Login/Registration page. If you have used the NTDF Portal previously, you will login with your previous e-mail address and password. If you do not remember your password, click "Forgot Your Password" to have it reset.

If this is your first time using the NTDF Portal, you will need to use the Registration screen.

NTDF Registration

Your Information

Name (required)

Format: First Last

Title/Role (required)

Email (required)

Phone (required)

Format: (123) 456-7890

Your Organization

Legal Organization Name (required)

EIN (required)

Format: 99-9999999

Primary Office Address (required)

Address Line 2

City (required)	**State (required)**	**Zip Code (required)**

☐ **Address is within the city limits of Kansas City, Missouri**

Your primary office address must be within the city limits of Kansas City, Missouri to register.

Use the KC MO Council Districts Map ↗ to verify your address is within Kansas City, Missouri city limits.

Disclaimer

This information is a strictly used for access approval for non-profit organizations to gain access to application cycle(s) for funding through Neighborhood Tourist Development Fund (NTDF). NTDF staff doesn't have the authority to award funding. Funding is recommended by the Board Members and Kansas City, Missouri's City Council approves the final funding awards. Awards will be made public after City Council approves said ordinance(s).

Register

If this is your first time using the NTDF Portal, you will need to complete and submit the Registration.

You will get an email to verify your email address.

When your email is verified and your registration approved, you will receive an email with a link to set your password.

NTDF
NTDF

Dashboard

Register and Apply for the [Current cycle name] Application Cycle

Registration and Application closes [Current cycle closing date/time]

+ Create Organization Profile After you sign and submit your profile you will be able to create events.

Click here to start your organization's Profile.

Previous Cycles

2022-2023 4th Quarter Cycle Application **Profile**

[Prior event application(s) would be listed here]

Once you login you will see your "Dashboard". It includes a link to create the Organization's Profile, plus a list of Profiles and Event Applications from previous application cycles – starting with the FY2022-2023 Annual Application Cycle.

Organization Name

Organizational Profile

application due dates are shown here

Organization Information	Contact Information	Organization Details	Organization Budget	Submit

Step 1: Organization Information

Organization Name (required)

Organization Name

Organization Common Name (required)

Address (required)

Address Line 2

You will start you application by completing an Organization Profile. The tabs across the top of the page show your progression through the profile. You will complete only one Organization Profile no matter how many Events you plan on submitting.

Address Line 2

City (required) | **State (required)** | **Zip Code (required)**

KANSAS CITY | MO | 64108

☐ By clicking this check box, you are confirming that your organization's address is within the city limits of Kansas City, Missouri.

City Council District (select just one)(required)

○ First ○ Second ○ Third ⦿ Fourth
○ Fifth ○ Sixth

Organization FEIN (required)

12-1234567

Certificate of Good Standing (required)

Upload | or drag files here.

Save and Exit | Save and Continue →

As you complete each page in the Organization Profile, you can either click "Save and Exit" to leave and come back later to complete it. Or click "Save and Continue" to save that page and move on to the next tab.

Address Line 2

City (required)   **State (required)**   **Zip Code (required)**

KANSAS CITY   MO   64108

☑ By clicking this check box, you are confirming that your organization's address is within the city limits of Kansas City, Missouri.

City Council District (select just one)(required)

○ First   ○ Second   ○ Third   ● Fourth
○ Fifth   ○ Sixth

Organization FEIN (required)

12-1234567

Certificate of Good Standing (required)

[Upload] or drag files here.   + Copy

Uploading PDF files can be done by either dragging and dropping them. The box will turn green – as shown here – when your cursor is aligned. Or you can also click the Upload button to use your file explorer to select the PDF file if you prefer.

NOTE: Only PDF files can be uploaded. Due to the less secure nature of native Work and Excel files the system will no longer accept them. PDF files are also better for on-line viewing.

Address Line 2

City (required)

State (required)

Zip Code (required)

KANSAS CITY

MO

64108

☑ By clicking this check box, you are confirming that your organization's address is within the city limits of Kansas City, Missouri.

City Council District (select just one)(required)

○ First ○ Second ○ Third ◉ Fourth
○ Fifth ○ Sixth

Organization FEIN (required)

12-1234567

Certificate of Good Standing (required)

View | Download | Remove

When the PDF file is uploaded, the box is replaced with three buttons.

You can now View, Download or Remove the file you uploaded.

The Remove option allows you to make a correction if you uploaded the wrong file. The Upload box will reappear after the file is removed so you have upload a different one.

This is a sample of the Certificate of Good Standing that is required.

A copy of the State of Missouri registration or a copy of the order for a Certificate of Good Standing are not acceptable alternatives.

Step 1: Organization Information

Organization Name (required)

> Organization Name

Organization Common Name (required)

Prior: Youth Symphony of Kansas City
Copy Prior

Prior Address:
1111 W. 39th Street A-128
Kansas City, MO 64111
Copy Prior

Address (required)

If you are a returning NTFD Applicant, from the FY2022-2023 Application Cycle or since, you will see some additional buttons on the Organization Profile screens as you work through them.

The "Copy Prior" buttons allow you copy in the prior year's information shown above the button. You can then update or edit the information after it is copied into the field.

If you start to edit it and make an error, you can delete the information in the field and the "Copy Prior" will reappear.

Step 2: Contact Information

Project Director Name (required)

Prior: Amber Feldman
Copy Prior

Title/Role (required)

Prior: Deputy Commissioner
Copy Prior

Email (required)

Prior: feldman@themiaa.com
Copy Prior

Phone (required)

Prior: (317) 910-9234
Copy Prior

Format: (123) 456-7890

Executive Director Name

Email

Phone

Format: (123) 456-7890

As you move to the "Contact Information" tab you have the option of adding both Project Director (the key contact for the application – required) and Executive Director information. – optional.   If it is the same person, only use the Project Director fields.

If you were a prior applicant, the "Copy Prior" buttons will be available.

As you continue to work through the Organization Profile tabs and press Save and Continue, you will see a Profile saved message on the upper left of the screen.

On the previous slides/pages you have read, you already know how to work thought all the remaining tabs to complete the Organization Profile.

One new field has been added to this page – Number of Vehicles registered to the organization. This includes any cars, trucks, vans, etc. that are in the organization's name.

The Organization Budget tab requires you to provide information on the finances for the entire organization – not just the event(s) you will be applying for.

The minimum requirement is the Current Year Budget (Projected). But it is recommended that you provide as much financial information as possible to provide a more complete view of the organization.

And all financial information provided needs to adhere to Generally Accepted Accounting Principles (GAAP) including line-item detail.
And must be uploaded as PDF files.

Organization Name

ⓧ

Organizational Profile

This application is due October 14th, 2022, for events held between February 1, 2023, and April 30, 2023.

| Organization Information | Contact Information | Organization Details | Organization Budget | Submit |

Step 5: Assurances and Submit

Assurances

Please review the below assurances carefully. By submission of an application for funding, the undersigned organization agrees to comply with all requirements as outlined in the program guidelines.

Check each item to indicate that you understand your organization's responsibility to complete these requirements if you are awarded funding.

☐ Organization is a registered vendor in good standing with the City of Kansas City, Missouri **(required)**

☐ Organization will provide a certificate of insurance in accordance with the City's required limits of liability and includes the City as an additional insured. **(required)**

☐ If NTDF award is greater than $5,000, Organization agrees to provide the Employee Eligibility Verification Affidavit. **(required)**

☐ If the Organization has paid employees, the Organization agrees to provide an E-Verify MOU. **(required)**

☐ Organization confirms it is registered and is in good standing with the MO Secretary of State **(required)**

☐ Organization will provide all required documents within 45 days of approval. **(required)**

☐ Organization acknowledges that the City will not reimburse for expenses before or after the contract has expired **(required)**

The last tab in the Organizational Profile is the "Submit" tab.

It includes the Assurances at the top on the page. These are conditions you agree to in submitting applications for NTDF awards. Please read them thoroughly.

☐ Organization will cooperate with City Staff regarding the monitoring and evaluation of the contracted event/activity by providing it "full access" to the project site/event, at no cost to identified City Staff, for the purpose of contract compliance **(required)**

☐ Organization will incur and request reimbursement for all approved expenses and submit a final report no later than 90 days after completion of the event **(required)**

☐ Organization will include the NTDF logo and credit NTDF in all marketing and advertising, and will provide NTDF staff copies/links to the same **(required)**

All information presented in this application and supporting documentation is true and accurate. I understand that failure to comply with these terms and those required under any contract for NTDF funding will result in forfeiture of funds for this project and may result in ineligibility for future projects.

Signed:

Signator /s/ (required)

[   ]

Title (required)

[   ]

Submit

The bottom of the "Submit" tab Includes a statement of agreement and a Signature block.

The /s/ indicates that you accept your typed Signature as your legal signature.

The last step is pressing the "Submit" button at the bottom of the page.

NTDF

Dashboard

Register and Apply for the [Current cycle name] Applicati[on]
Registration and Application closes [Current cycle closing date/time]

Your Profile has been Submitted.
You can now start creating Events for funding.

+ Create an Event

Previous Cycles

___

2022-2023 4th Quarter Cycle Application Profile

[Prior event application(s) would be listed here]

✓ Organizational Profile has been submitted to NTDF.

After submitting the Organization Profile, you return to the Dashboard.

You will get notifications that it was successfully submitted.

You are now ready to "Create an Event" application.

Click the button to proceed.

NOTE: Completing and Submitting the Organization Profile is only the first part of an NTDF Application.   An Event Application _must_ also be Submitted for a complete application.

Organization Profiles without any Event Applications will not be considered for awards.

NTDF

Create Events for [Current] Application Cycle

You can create a new event by copying a previous event from the list below.

| Prior event would be listed here | **Copy to create a new event.** |
| Prior event would be listed here | **Copy to create a new event.** |

Create a new event application.

In the Create Event screen, all applicants will have the large "Create a new event application." Clicking it will take you to a blank event application form.

If you were part of prior NTDF application cycles (from the FY 2022-23 Annual Cycle and on), you will also have the option of copying a prior event. This will copy that event's information into the event application for you to edit for the current application cycle. Note: some data will not be copied as it needs to be input for this specific cycle.

Event Title (required)

One Great Experience

Other city of Kansas City, MO funding sources (required)

[⌄]

- Select -
Event IS receiving funding from another City of Kansas City, MO source
Event is NOT receiving funding from another City of Kansas City, MO source

Total NTDF Request in Dollars (required)

Enlarged from prior slide/page.
Since the City of Kansas City does not permit multiple City funding sources for the same event, you will be taken back to the Dashboard if the event is already receiving other City funding.

Event Location (required)

[ ]

Event Location:
If the entire event is at one location, just enter that location. But if multiple locations are involved, please include them all.

Total NTDF Request in Dollars (required)

$ [ ]

NTDF Request:
Make sure the amount entered here matches the NTDF amount included in the budget section at the end.

Event Dates

The date(s) on which the event itself occurs.

Event Dates:
Enter the beginning and ending date of the event for 1,2,3, etc. day events. For first-Friday type events, this would be the date the first one takes place and the date the last one takes place. But for series (like events that can be purchased as season tickets) that consist of several different concerts or shows, this needs to include multiple date groups by using the Add Another Date button. We will dive deeper on the next page.

Start Date (required)	End Date (required)	Actions
mm/dd/yyyy 🗓	mm/dd/yyyy 🗓	Delete

[Add Another Date]   Dates must be between 11/01/2023 and 04/30/2024

How often does the event take place? (required)

[ ]

How often … :
Provide more detail about the events frequency. Is it a one-time event or does is take place annually? Does is repeat monthly, for first-Friday or last-Saturday type events? And how many times does it take place? Provide the details.

Event Dates

The date(s) on which the event itself occurs.

Start Date (required)	End Date (required)	Actions
11/03/2023	11/05/2023	Delete
12/08/2023	12/10/2023	Delete
01/19/2024	01/21/2024	Delete
03/08/2024	03/10/2024	Delete
04/26/2024	04/28/2024	Delete

Add Another Date

Dates must be between 11/01/2023 and 04/30/2024

How often does the event take place? (required)

[Name of series] is an annual series consisting of the five concerts featuring different artists. Each concert runs Friday through Sunday.

Event Date Details

This example shows a series that consist of five individual concerts. Each concerts is repeated on Friday, Saturday and Sunday. So, each set of dates is for one of the concert groups.

The number of date sets would be dependent on the number of concerts being presented as a part of the series.

Why does this matter?
1. It helps the NTDF Committee understand the event (in this case a series) better than just listing the start and end date of the series. Which tends to minimize it.
2. It also helps with getting the details of the series correct on the NTDF Calendar of awarded events. Which helps to promote your event.

Short description of the event (required)

Provide a short description of your event using up to 200 characters (including spaces) total.

Admission to the event is?

☐ Free

☐ Ticketed

Other admission method(s):

Event Primary Function (select just one)(required)

○ Cultural

○ Educational

○ Ethnic

Two new fields have been added.

Short description … :
This is your chance to "sell" the event to someone what knows nothing about, as quickly a possible. Think of it as your elevator speech for the event – someone says, "tell me about …" and you only have moments till they are getting off on the next floor.
This will be used to add to the NTDF Calendar for your event to help promote it.

Admission … :
Is the event Free or Ticketed? Or possible both?
For example, it may be free, but tickets are sold for VIP seating. Or it is free and ticketed, you require tickets for a free event for purposes of gaining attendee information or to control crowd size. Check one or both boxes and use the "Other admission method(s)" to explain.

Event Secondary Functions (check all that apply)

- ☐ Cultural
- ☐ Educational
- ☐ Ethnic
- ☐ Historic
- ☐ Recreational
- ☐ Social

Event Description (required)

[ ]

Provide an overview of your event using up to 2500 characters (including spaces) total.

City Council District(s) where *event* will be located (check all that apply)(required)

- ☐ First
- ☐ Second
- ☐ Third
- ☐ Fourth
- ☐ Fifth
- ☐ Sixth

Save and Exit

Save and Continue →

Continue completing the information.

Event Description:
The is the longer, more detailed version of the event description to explain the event to the NTDF Committee members.
What do you want them to know as they make funding decisions?

As you fill in or edit the event application, you will use the "Save and Exit" and "Save and Continue" buttons the same way you did when completing the Organization Profile.

2

✓ In-progress Application data saved.

1

One Great Experience

Neighborhood Tourist Development Fund Application

This application is due October 14th, 2022, for events held between February 1, 2023, and April 30, 2023.

General	Planning and Impact	Marketing and Promotion	Budget

3

Step 2: Planning and Impact

Outline of timeline that includes planning and execution of the event: (required)

Please keep your response to 3000 characters maximum, including spaces.

In what registered neighborhood(s) is the event to occur? (required)

Has the registered neighborhood(s) been informed of the event?(required)

○ Yes   ○ No

Please upload a written letter of support for the event if you have one.

Upload or drag files here.

Will the registered neighborhood(s) have a role in organizing/hosting the event?(required)

○ Yes   ○ No

---

1 - After you click the "Save and Continue" on the first event application tab, you will notice that the "Event Title" entered is now updated at the title of the page.

2 - There is also the "In-process Application data saved" confirmation at the very top.

3 – The page tabs progress in the same way they did in the Organization Profile screens.

And all the file uploads work as you have previously learned.

Continue filling out or editing your event application with the skills and techniques you have already learned.

Describe how the event will appeal to Kansas City residents. (required)

Please keep your response to 2500 characters maximum, including spaces.

Describe how the event will appeal to tourists of Kansas City. (required)

Please keep your response to 2500 characters

How many total individuals/audienc proposed event intended to reach? (

How many estimated tourists to Kan proposed event reach? (required)

Describe the method for collecting d demographics, including tourists to (required)

Please keep your response to 2500 character

Describe how you will measure succe evaluation methods and/or tools will

Please keep your response to 2000 character

← Save and Previous   Save and Ex

This application is due October 14th, 2022, for events held between February 1, 2023, and April 30, 2023.

| Planning and Impact | Marketing and Promotion | Budget |

Step 3: Marketing and Promotion

Will the event be open and marketed broadly to the public?
(required)

○ Yes   ○ No

Explain how the propose

Provide an overview of your m
(including spaces) total.

Social Media

Name

Add Another Social Me

How will the event be promoted?

☐ Cross Promotion with Partner Organizations
☐ Email
☐ Flyers/Brochures
☐ Magazine
☐ Mailers
☐ Newspaper
☐ Radio Ad
☐ Social Media
☐ Television
☐ Web-Based Advertisements
☐ Web Blogs
　Other promotion method(s):

Target geographic region(s) for marketing and promotion of the event (required)

☐ Citywide
☐ International
☐ National
☐ Regional

← Save and Previous   Save and Exit   Save and Continue →

Step 4: Budget

Revenue

Complete the section below if this event was previously held.

1 Current Event Budget

2 Prior Event Actuals

Item	Revenue Source	NTDF	Other	Item Total	Prior NTDF	Prior Other	Prior Item Total	Actions
1.		$	$	$0.00	$	$	$0.00	Delete
2.		$	$	$0.00	$	$	$0.00	Delete
3.		$	$	$0.00	$	$	$0.00	Delete
4.		$	$	$0.00	$	$	$0.00	Delete
5.		$	$	$0.00	$	$	$0.00	Delete
Add More Items	**Total Revenue:**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	

The Budget detail must be completed. Section 1 is the projected/forecast budget for the event. Section 2 needs to also be completed if this event was held in the past. And are the actual financials for the prior version of the event. This Revenue area needs to include <u>all</u> revenue items including what is requested from NTFD and was received from NTDF in the prior version of the event. And any other contributions, donations, ticket sales, etc.

The Expenditures portion has the same requirements stated for the Revenues section. See previous slide/page.

Neighborhood Tourist Development Fund Application

application due dates are shown here

| General | Planning and Impact | Marketing and Promotion | Budget | Assurances and Submit |

Step 5: Assurances and Submit

Assurances

Please review the below assurances carefully. By submission of an application for funding, the undersigned organization agrees to comply with all requirements as outlined in the program guidelines.

Check each item to indicate that you understand your organization's responsibility to complete these requirements if you are awarded funding.

☐ Agency is a registered vendor in good standing with the City of Kansas City, Missouri (required)

☐ Agency will provide a certificate of insurance in accordance with the City's required limits of liability and includes the City as an additional insured within 30 days of approval (required)

☐ If NTDF award is greater than $5,000, Agency agrees to provide the e-verify affidavit and copy of the MOU (required)

☐ If the Organization has paid employees, the Organization agrees to provide an E-Verify MOU. (required)

☐ Agency confirms it is registered and is in good standing with the MO Secretary of State (required)

☐ Organization will provide all required documents within 45 days of approval. (required)

☐ Agency acknowledges that the City will not reimburse for expenses before or after the contract has expired (required)

☐ Agency will cooperate with City Staff regarding the monitoring and evaluation of the contracted event/activity by providing it "full access" to the project site/event, at no cost to identified City Staff, for the purpose of contract compliance (required)

☐ Agency will incur and request reimbursement for all approved expenses and submit a final report no later than 90 days after completion of the event (required)

☐ Agency will include the NTDF logo and credit NTDF in all marketing and advertising, and will provide NTDF staff copies/links to the same (required)

All information presented in this application and supporting documentation is true and accurate. I understand that failure to comply with these terms and those required under any contract for NTDF funding will result in forfeiture of funds for this project and may result in ineligibility for future projects.

Signed:

Signator /s/ (required)

Title (required)

← Save and Previous   Submit

The final tab for the Event Application includes the assurances, the same as the Organization Profile. These are required for all applications. Please read them thoroughly.

The /s/ indicates that you accept your typed Signature as your legal signature.

The last step is pressing the "Submit" button at the bottom of the page.

NTDF

Application submitted.

Dashboard

Register and Apply for the [Current cycle name] Application Cycle

Registration and Application closes [Current cycle closing date/time]

Your **Profile** has been Submitted.

You can now start creating Events for funding.

Event	Message	Action
Current event would be listed here	In Process	✏️
Current event would be listed here	In Process	✏️
Current event would be listed here	Submitted	View

+ Create an Event

Previous Cycles
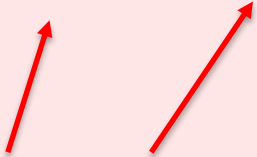
After Submitting or Saving and Exiting an event application, you will be returned to the Dashboard.

There will a confirmation at the top left of the page.

You could continue to create Event Applications by clicking the "Create an Event" button.

You can also take actions on current events. For events that are "In Process" click the ✏️ icon to edit and finish the application. For events that are "Submitted" you can click "view".

Access the NTDF Portal

From KCMO.gov:

Step A

Step B

Step C

NTDF Application

2023-24 3rd Quarter Application Cycle open June 15 - July 28

The FY2023-2024 3rd Quarter Cycle – for events taking place between November 1, 2023, and April 30, 2024 – will **open on J** **15, 2023**, at 8:00 AM and **close on July 28, 2023**, at 11:59 PM. provides six full weeks for applications to be submitted.

NTDF - Register and /or Apply

For all Application Cycles:

- If you have not registered for prior application cycles, you will ne register through the NTDF Portal to gain access.
- Applicants who have registered on the NTDF Portal in previous usual and do not need to register again.
- Please review the following training documents prior to logging starting an application.
  These will provide an overview of the program. And a good initi

Training: NTDF Purpose, Eligibility and Requirements

Training: NTDF Portal - Registration through Application

The City's and NYDF's sites are constantly updating.
So, colors, placement and content will be changing.
But this basic navigation process should remain true. And the link to the NTDF Portal (Step C) is only up during application cycles. So, save it as a favorite in your web browser.

Contact Information

We hope you have found this review of the NTDF Portal and the application process helpful and it will provide you a jumpstart when you apply for NTDF funding. If you have questions or need additional help, please contact us.

Main Email: NTDF@kcmo.org
Phone: 816-513-3214
CC:
   Steven.DeWilde@kcmo.org