City of Kansas City, Mo.
Neighborhoods and Housing Services Department
Neighborhood Tourist Development Fund
3200 Wayne Ave.
Kansas City, MO 64109
(816) 513-4505 (phone), (816) 513-4512 (fax)

Eligibility application

This eligibility application must be received and approved by the Neighborhood Tourist Development Fund staff before funding will be issued. Funding applications must be submitted at least 120 days before the date of the proposed event.

Check one

- ❑ New agency (if you have not previously applied to the Neighborhood Tourist Development Fund)
- ❑ Inactive agency (if you have received money from the Neighborhood Tourist Development Fund)

Section A — Organization information

A.1. Project director _____
Name and title of person responsible for completion of the project — this will be the official contact for all correspondence

A.2. Organization name _____
Official name of participating organization as stated on certificate of incorporation

A.3. Street address_____
City, State and ZIP _____
Phone _____ Fax _____ E-mail address_____
Address where the organization is officially located

A.4. County _____
County where the organization is officially located

A.5. FEIN _____
Federal employee identification number

A.6. Bank name _____
Name of bank where Neighborhood Tourist Development Fund money would be deposited

A.7. Bank account number _____
Bank account number for A.6.

A.8. Number of employees _____
Number of paid employees — do not include volunteers

A.9. Event City Council District_____
City Council District where the event will be held

A.10. Organization City Council District _____
City Council District where the organization is located

A.11. Project/Event name _____
Name of the proposed project/event

A.12. Responsible parties _____

_____
List the individuals responsible for the execution and successful completion of the proposed project

A.13. NTDF funding —

	Last year	Two years ago	Three years ago
Dates of activity	_____	_____	_____
Amount	_____	_____	_____
Contract number	_____	_____	_____

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A.14. Other City funding —	Last year	Two years ago	Three years ago
City department	_____	_____	_____
Amount	_____	_____	_____
Contract number	_____	_____	_____
Purpose	_____	_____	_____

Section B — Application requirements and responsibilities (pre- and post-eligibility) For a detailed explanation/description of each item, refer to the eligibility application checklist. The following items actions are required prior to submitting the eligibility application.

Initial each item to indicate that you have fulfilled the requirements as indicated. Original eligibility documents are required as indicated below. Initial each item to indicate that you have attached the required documents with this application.

_____ B.1. Certificate of corporate good standing issued within the past 12 months
_____ B.2. Revenue clearance letter
_____ B.3. Organization's goal/mission statement
_____ B.4. Names, addresses and phone numbers of board members
_____ B.5. Resolution from corporate board authorizing application for funds
_____ B.6. Voided check from bank account into which Neighborhood Tourist Development Fund money would be deposited
_____ B.7. Audited financial statements for the past two years

All applicants must fulfill the requirements listed below to continue with the application process after being deemed eligible. Initial each item to indicate that you understand your organization's responsibility to complete these requirements if you are deemed eligible.

_____ B.8. Financial information detailing sources of all revenue and expenses for the past two years
_____ B.9. Agency is a registered vendor in good standing with the City of Kansas City, Mo.
_____ B.10. Will provide the NTDF program with a $2 million certificate of general liability insurance, which includes the City of Kansas City MO as an additional insured, within 30 days of funding approval
_____ B.11. Agree to incur and request reimbursement for all approved expenses within the contract period
_____ B.12. Provide the Neighborhood Tourist Development Fund staff with a City revenue clearance letter issued no more than 60 days prior to the request for reimbursement of expenses
_____ B.13. Transmit the request for reimbursement on the required form and provide copies front and back of the canceled check with an invoice for every expense — Reimbursement requests are submitted in duplicate
_____ B.14. Submit all final reports no later than 90 days after completion of the project but before the contract expiration date
_____ B.15. Include the Neighborhood Tourist Development Fund logo and credit the Neighborhood Tourist Development Fund in all marketing and advertising, and provide Neighborhood Tourist Development Fund staff with copies

I understand that failure to comply with these terms and those required under any contract for Neighborhood Tourist Development Fund funding will result in forfeiture of funds for this project and may result in ineligibility for future projects.

Applicant's signature _____ Date_____

Neighborhood Tourist Development Fund staff **use** only
Vendor No. _____ ❑ Agency approved to apply for funding ❑ Agency ineligible ❑ Application mailed to agency