

2019-2020 LODGERS' TAX GRANT APPLICATION

PART I: PROJECT INFORMATION

Organization Name (As Listed on W9):	Lions Club of Gallup, NM
Event Name:	Multiple District Convention
Event Date(s):	May 1, 2020 thru May 2, 2020
Event Organizer & Title within Organization:	Linda Hite, Chairperson
Phone Number of Organizer:	505-862-1962
Email of Organizer:	lionlindadc@gmail.com
Organization Address:	1012 W. Maloney Avenue Gallup, NM 87301
Contact Person (If different than person who prepares application):	Same as Above
Contact Phone and Email for Secondary Person:	Same as Above
Event Location:	3330 E. Aztec Ave., Gallup

PART 2: PROJECT COST AND FUNDING REQUEST

Lodgers Tax Grant Funding Requested: (Must match application page 6)	\$4000.00
Total Anticipated Project/Event Cost: (Must match application page 7)	\$12,700.00
Anticipated Number of Volunteers:	20
Anticipated Attendance (not including volunteers/staff):	130

PART 3: CRITERIA

Were you funded in 2018-2019? Circle one: Yes/No No

How much have you received in previous grants (list year/award amount)?

2011 was the last time Gallup hosted this Convention. The award amount was \$1000.00

How many times has your event occurred? Please list years of previous events.
If new, just indicate "new":

~~This is the 92nd Multiple District Convention. The last one held in Gallup was 2011.~~

1. Define/Describe the overall project/event (what is happening at the event?):
It is the year-end meeting for Lions Clubs in New Mexico and Arizona. We elect new officers for

the upcoming year, have various trainings, report on our different Foundations, discuss our

accomplishments over the last year in our particular area and enjoy the company of other Lions.

2. Please include a specific schedule of events here or attached with your application.
See attached agenda. There may be some variation to this, but this is our basic outline of events.

3. Who is your target audience for your event and advertising (who do you want to attend?)
New Mexico and Arizona Lions Clubs members

4. Describe the regions/cities in which you plan to market your event outside of Gallup?
Albuquerque, Santa Fe, Raton, Las Vegas, Farmington, Aztec, Socorro, Las Cruces, Clovis,

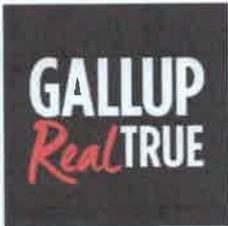
Carlsbad, Roswell, all in New Mexico and Window Rock and Ft. Defiance, Arizona

5. Describe your event assessment/evaluation plans: how are you counting your participants, where they are from, their hotel stays, and how you plan to share that assessment with the City:
Registration forms, rooms at the designated hotels, physical count at the events

EVENT BUDGET

Fill this out or attach your own version of this page, but an event budget is required. Be sure to include such expenses as site rentals, staff, equipment, operations, etc. Advertising should have a line item in this budget as well.

Expense	Estimated Cost
Goodie Bags	500.00
Shirts	3000.00
Pens	125.00
Pins	375.00
Hotel Room and Transportation for Speaker	500.00
Name Tags	100.00
Banquet/Meal Setup	1200.00
DJ	300.00
Food and Drinks	4000.00
Snack Table	200.00
Memorial Balloons and Plaques	200.00
Photographer	150.00
Programs/Signs	1750.00
Mailings	100.00
Prizes	300.00
TOTAL	12700.00
Door Prizes	Donated
Table Decorations	Donated
TOTAL OF EVENT EXPENSES:	



2019-2020 LODGERS' TAX GRANT ADVERTISING AGREEMENT
 Fill out the top portion (not the amount awarded) and organization agreement. A signed copy will be returned to you pending approval of a grant.

The undersigned has been awarded Lodgers' Tax by the City of Gallup to promote the following event in the City of Gallup, New Mexico:

NAME OF EVENT: Multiple District Convention

ENTITY PUTTING ON EVENT: Lions Club of Gallup, New Mexico

Mailing Address: PO Box 144

DATES OF EVENT: May 1, 2020 thru May 2, 2020

AMOUNT AWARDED (to be filled out by City of Gallup): _____

The undersigned understands and agrees that the Lodgers' Tax awarded by the City of Gallup can only be used for advertising, publicizing, promoting and marketing of the above named event and agrees to use GallupRealTrue logos in their materials.

The undersigned further understands and agrees that the Lodgers' Tax funds awarded will not be advanced by the City of Gallup, but that upon presentment of PAID RECEIPTS with proof of payment and appropriate artwork/proofs/copy by undersigned to the City of Gallup, the City of Gallup will reimburse undersigned for the advertising, publicizing, promoting and/or marketing expenses incurred.

CONTACT PERSON FOR EVENT: Linda Hite

PHONE NUMBER: 505-862-1962 EMAIL: lionlindadc@gmail.com

THIS AGREEMENT entered into the last dated signature set out below.

ORGANIZATION: Lions Club of Gallup, New Mexico

SIGNATURE: *Linda Hite* Date: January 3, 2020

PRINTED NAME: Linda Hite

CITY OF GALLUP:

By: _____ Date: _____
 110 West Aztec, Gallup, NM 87301 (505) 863-1227

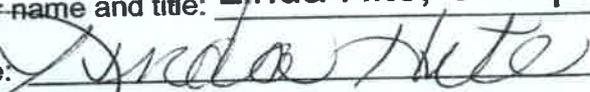
PART 4: FINANCIAL DISCLOSURE CHECKLIST As per the attached City Ordinance, all applicants for Lodgers' Tax funds must submit the following information:

- Completed Advertising Plan and Event Budgets for Event/Special Activity/Project
- 2019 Updated IRS Form W-9 Request for Taxpayer Identification Number and Certification

PART 6: ASSURANCES AND CERTIFICATIONS

I/We certify that I/we am/are authorized to act on behalf of the organization making this application and that the statements herein are complete and accurate to the best of my knowledge. If funded, we will keep a clear and accurate accounting of how the funds were used. We will evaluate the use of funds as required and approved by the City of Gallup, and will deliver an evaluation report to the City no more than (60) days after the event or project completion.

Print your name and title: Linda Hite, Chairperson

Signature: 

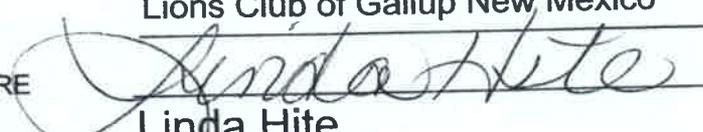
Date: January 3, 2020

Part 7: LODGERS' TAX PROPOSAL LETTER OF TRANSMITTAL

The undersigned certifies that they have read and understand the above general conditions and that they accept these condition and submit the attached proposal in full compliance with these conditions and the applicable proposal specifications. In submitting this proposal, the offeror represents that the offeror has familiarized themselves with the nature and extent of the request for proposals dealing with Federal, State, and Local requirements which are a part of these request for proposals. The offeror will comply with all applicable federal and state laws, local ordinances, and the rules and regulations of all authorities having jurisdiction over the services being proposed.

Evaluations and financial statements are a requirement of the proposal and must be submitted in a timely manner, but no later than sixty (60) days after the event or project is completed. Failure to submit appropriate reimbursement materials and accurate evaluation statements may jeopardize future awards.

NAME OF FIRM ON W9 Lions Club of Gallup New Mexico

AUTHORIZED SIGNATURE 

NAME PRINTED OR TYPED Linda Hite

TITLE/POSITION Chairperson

DATE: January 3, 2020

ADDRESS: 1012 Maloney Ave CITY, STATE, ZIP CODE: Gallup, NM 87301

TELEPHONE #: 505-862-1962 FAX #: 505-722-6040 E-MAIL: lionlindadc@gmail.com

THURSDAY

Registration – Fairfield Inn and Suites, 4:00 pm to 8:00 pm
Dinner on your own at various establishments – coupons in Goodie Bags

FRIDAY

Registration 10:00 am – 4:00 pm – Fairfield Inn and Suite
Tethered Balloon Rides - \$ and location TBD
Window Rock Museum and Zoo – 9-12 and 1-4, Window Rock
Walking Tour Downtown – 9 am and 1 pm
Rex Museum/Train Station/Code Talker Room – Self Tour
Downtown Traders – Self Tour
Lunch on Your Own - coupons in Goodie Bags
1:15 – 2:00 NM Lions Eye Bank
2:10 – 2:55 – NM Lions KidSight
3:05 – 3:50 – NM Lions Eye Foundation Meeting
4:00 – 4:45 Diabetes Awareness

6:30 pm – 7:00 FLAPPER HAPPY HOUR – Prizes for the best Dressed
7:00 – 9:00 BBQ Dinner, Dance and Photographer - Clubhouse, served by
Gallup Lions Club
9:00 – 11:00 pm Hospitality Rooms at Fairfield Inn and Suites

SATURDAY

7:30 – 9:00 PDG Breakfast – Clubhouse – Served by Gallup Lions Club
9:00 – 11:00 – Registration Fairfield Inn and Suites
9:00 – 12:00 – Downtown Traders, Walking Tour Downtown, Rex
Museum/Train Station/Code Talker Room – Self Tour
9:00 – 9:45 - Service Project – Food Pantry Donations from each club
9:45 - 11:15 - 1st Plenary MD 40 - Clubhouse
11:15 - 12:00 – Special Speaker Hershey Miyamura
12:00 - 1:15 - Melvin Jones Fellow Luncheon with MJF Presentations –
Clubhouse
1:30 – 3:30 – 2nd Plenary MD 40 – Clubhouse
1:30 – Call to Order/Roll Call

1:40 – Opening Comments – DG Ed, DG Melissa
1:45 – LCI Update ID Michael Banks
2:00 – Memorial – Gemma Ferguson to sing, Ecological Balloons for
Lions who have passed
2:50 – New Business –
Nomination MD40 Convention City 2022, District 40S
Nomination for MD40 Council Chair
Election for Multiple Council Chair
Council Chair Elect – Quick Speech
Proposed MD40 Constitution and By-Laws changes
Voting on said changes
3:30 – 4:00 – CC Annie Miller – Awards
4:00 – 4:30 – Mandella Center Presentation
4:30 – 5:00 – Closing Comments – CC Annie Miller

6:30pm – 7:00 Cash Bar Social Hour – Photographer at Clubhouse
7:00 – 9:00 – District Governor's Banquet, International Director Michael
Banks - Clubhouse
9:00 – 11:00pm – Hospitality Rooms – Fairfield Inn and Suites

SUNDAY

Breakfast at Fairfield Inn and Suites
11:00 am Checkout
Safe travels home



Lions Club of Gallup, New Mexico
P.O. Box 144
Gallup, NM 87305



City Lodger's Request for Funds

This year the Lions Club of Gallup, New Mexico is celebrating its' 75th year of serving our community. We are also the Host Club for the 92nd Multiple District Convention. The last time this was held in Gallup was 2011. We are asking the City Lodger's Committee to support us as we bring over 130 Lions to our City May 1st and 2nd to help us celebrate these anniversaries.

Our theme this year is "Get your LIONS Kicks on Route 66" with our host hotels being the El Rancho and the Fairfield Inn and Suites. We will be offering tethered balloon rides, a trip to Window Rock to the Zoo and Museum, a downtown walking tour and self-guided tours of the Rex Museum, the Code Talkers Room, the Train Station and the Downtown Traders.

Most of our attendees will arrive Thursday evening, April 30th and will leave after breakfast on Sunday, May 3rd. In our Registration Packet we will be including discount coupons for several of the local restaurants to encourage our guests to have a little taste of Gallup's excellent meal choices when they aren't involved in the Convention activities.

LIONS stands for **Liberty, Intelligence, Our Nation's Safety** and in honor of that Mr. Hershey Miyamura will be speaking to us on Saturday morning regarding his experience in the Korean War. Anyone who has not heard him speak is in for a treat.

We are attaching our schedule of events, our plan for the requested monies from City Lodger's and our Event Budget. If the Committee has any additional questions, please contact me, Lion Linda Hite, 505-862-1962.

We thank you for all the support you have given us in the years past and hope we can count on you for support in this endeavor also.

Sincerely,

A handwritten signature in blue ink that reads "Linda Hite". The signature is written in a cursive style with a large, looping initial 'L'.

Lion Linda Hite