



**CITY OF LAS VEGAS, NEW MEXICO
REQUEST FOR INFRASTRUCTURE ASSISTANCE**

Requests must be received by the Community Development Department no later than

For questions email: cgriego@lasvegas.nm.gov or (505) 454-1401 ext 1604

PART I: PROJECT INFORMATION

A request for marketing assistance application must be completed and submitted for each individual event or project. Please note if you have previously received financial or monetary assistance from Lodgers tax for your event you may not receive additional funding for the same event. A infrastructure work group is tasked with evaluating well organized events with strong design and construction plans.

Organization

Name: _____

Project Name: _____

Project Location: _____

Project Start Date: _____ Project End Date: _____

Is this a new project? Yes No

If this is a repeat project, what phase of the project was completed in the past three (3) years? _____

What means do/did you utilize to calculate completion of the project? (design, planning, construction, etc)

PART II: PREVIOUS FUNDING REQUESTS

Has your organization previously received Lodgers Tax Infrastructure Funding? Yes No

What amount of funding did you receive? Dates/Amounts (past 3 years)? _____

PART III: PROJECT DETAIL

Define/describe the overall event: (300 words or less - Attach additional sheets if necessary)

PART IV: EVALUATION INFORMATION

The following information is utilized by the Infrastructure Work Group to evaluate your proposal and help determine the recommendation for infrastructure assistance which is paid for under Lodger Tax. Please provide specific information relevant to each question/statement. Attach additional sheets if necessary.

1. Lodgers Tax Impact Information (10 Point Value)

- 1.1. How does your project create the need for an overnight stay thus creating lodgers tax revenue?

- 1.2. How will your project attract visitors to stay overnight in Las Vegas? (A room night is a paid night of lodging in an establishment that pays Lodger Tax.)

SECTION A TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

2. Size and Demographics of Audience Served (10 point value)

- 2.1. How many individuals are anticipated to visit the project upon completion? How did you calculate this number?

- 2.2. What percentage of attendees will be non-City residents? How many will come from within San Miguel County? Mora County? Santa Fe County? Intra-State? Out of State?

- 2.3. What are the anticipated ages of the participants? Please provide estimates of what your audience will be composed of, demographics, psychographics.

SECTION B TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

3. Quality of Life (10 Point Value)

- 3.1. Do you provide a project that is otherwise absent in the City of Las Vegas?
- 3.2. Has this project or something similar been requested by tourists and/or residents? Who made the request and how was the request made?
- 3.3. Does this project occur during a season when Las Vegas holds major events (Spring, Winter)

SECTION C TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

4. Financial Information (10 Point Value)

- 4.1. What is the total budget for this project? (Include plan & design costs; please exclude any assistance you may receive.)
- 4.2. Where are matching funds, sponsorships, and other sources of funding being obtained? Include ALL sources and amounts and specific uses of funds.

SECTION D TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

5. Project/Design/Construction Plan (10 Point Value)

- 5.1. Provide specific details on where and how you plan to create the project.
- 5.2. If provided with infrastructure assistance, what is your intent to supplement what is provided?
- 5.3. What percentage of the project will reach an audience outside a 65 mile radius of Las Vegas?

SECTION E TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

6. Documentation (10 Point Value)

- 6.1. Have Lodger Tax rules been followed and all requested documents provided?
- 6.2. Will anyone within your organization, a spouse of anyone within your organization, a child, parent, brother or sister of anyone within your organization receive monetary compensation from any aspect of this project? Who? For what purpose?

SECTION F TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

7. Other (10 Point Value)

- 7.1. Please provide any other financial impact to the City of Las Vegas this project will create. Be specific and indicate how it was calculated.

SECTION G TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

PART V: ASSURANCES AND CERTIFICATIONS

I CERTIFY THAT I AM AUTHORIZED TO ACT ON BEHALF OF THE ORGANIZATION MAKING THIS APPLICATION AND THAT THE STATEMENTS HEREIN ARE COMPLETE AND ACCURATE TO THE VEST OF MY KNOWLEDGE. IF FUNDED, WE WILL KEEP A CLEAR AND ACCURATE ACCOUNTING OF HOW FUNDS WERE UTILIZED. REQUESTS WILL FOLLOW CITY POLICY. WE UNDERSTAND THAT SHOULD WE BE PROVIDED WITH INFRASTRUCTURE ASSISTANCE AND THE PROJECT IS CANCELLED, WE WILL BE OBLIGATED TO PAY FOR THE COST OF ANY AND ALL COSTS ASSOCIATED WITH THE PROJECT. WE UNDERSTAND THAT THE CITY MAY EVALUATE THE USE OF FUNDS AS REQUIRED AND APPROVED BY THE CITY OF LAS VEGAS AND WE WILL DELIVER A REPORT ON EACH PROJECT WITHIN THIRTY (30) DAYS TO THE CITY.

PRINTED NAME: _____
TITLE: _____
SIGNATURE: _____
DATE: _____

CITY USE ONLY

RECEIVED BY: _____ DATE: _____