

**AGENDA INFORMATION FORM  
FOR THE  
TONOPAH TOWN BOARD MEETING**

**AGENDA ITEM:**

(Action requested, please explain. Specify if this is an action item or for presentation only)

**PETITIONER:** (Name, Address, Phone Number, E-mail)

**BACKGROUND OF ACTION ITEM REQUESTED:**

(Complete description of requested action)

**FISCAL IMPACT:**

(Funding requested, if applicable)

**Please note: Due to posting requirements, all agenda items must be turned in by 12:00 noon five working days (Wednesday) prior to the day of the scheduled meeting or by 12:00 noon six working days (Tuesday of the prior week ) if a holiday falls prior to the meeting.**

NOTE: (The days in parentheses are for regular scheduled Town Board meetings which fall on the second and fourth Wednesday of each month)

**In order to facilitate the review and consideration of an agenda item presented to the Tonopah Town Board/Tonopah Library District Board of Trustees, please include all documents or any relevant material or information with your request.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Request taken by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IF SUBMITTING A HANDWRITTEN FORM PLEASE WRITE LEGIBLY.**

**SUBMIT COMPLETED FORM AND ANY APPLICABLE BACKUP TO:**

[townoftonopah@frontiernet.net](mailto:townoftonopah@frontiernet.net)

**OR DROP OFF AT THE TOWN OFFICE**

**IF YOU HAVE ANY QUESTIONS CONTACT THE TOWN OFFICE AT:**

**775-482-6336**

**FOR OFFICE STAFF USE ONLY:**

DATE OF

MEETING: \_\_\_\_\_

**APPLICATION FOR REQUEST OF STATE 5/8THS ROOM TAX GRANT FOR TONOPAH**

Organization Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

\_\_\_\_\_

Project Director: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Project Title: \_\_\_\_\_

Is this a new event? \_\_\_\_\_

If not a new event, please state the number of years in progress. \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project Ending Date: \_\_\_\_\_

Location of Project and Targeted Market: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Funds Requested: \$ \_\_\_\_\_

Cost of Total Project: \$ \_\_\_\_\_

Summarize the Objectives of this Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please define the goals of this project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please project the expected number of visitors this project will bring to the area: \_\_\_\_\_

Please provide advertising plans and amount of expenditures:

Signs: \_\_\_\_\_ \$ \_\_\_\_\_

Brochures: \_\_\_\_\_ \$ \_\_\_\_\_

Media Advertising Schedule

Newspapers: \_\_\_\_\_ \$ \_\_\_\_\_

Newspapers: \_\_\_\_\_ \$ \_\_\_\_\_

Magazine: \_\_\_\_\_ \$ \_\_\_\_\_

Magazine: \_\_\_\_\_ \$ \_\_\_\_\_

Radio: \_\_\_\_\_ \$ \_\_\_\_\_

Radio: \_\_\_\_\_ \$ \_\_\_\_\_

Television: \_\_\_\_\_ \$ \_\_\_\_\_

Television: \_\_\_\_\_ \$ \_\_\_\_\_

Misc: \_\_\_\_\_ \$ \_\_\_\_\_

Misc: \_\_\_\_\_ \$ \_\_\_\_\_

Total Advertising Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Date

**PROJECT COMPLETION REPORT**

**Report for completion of State 5/8ths room tax grant funds for Tonopah must be submitted within 60 days of completion of the project or before the end of the fiscal year for which the grant funds were awarded, whichever comes earlier.**

**Please submit this report with copies of receipts totaling the amount expended on this grant and any reimbursements, if applicable.**

**Please provide proofs for all expenditures, i.e. pictures, copies of poster/flyers, etc.**

**Sort all backup and/or include a list of attachments with detailed explanations.**

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Title: \_\_\_\_\_

Amount of Funds Granted: \$ \_\_\_\_\_

Amount of Funds Expended: \$ \_\_\_\_\_

Estimated Project Visitors: \_\_\_\_\_

Estimated visitors who spent one or more nights in Tonopah as a result of this project: \_\_\_\_\_

Comments on Project Results (For example: Were goals reached? Where did visitors come from?):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Date