

Neighborhood Tourist Development Fund

Applicant Workshop





Application Cycles

Funding for Fiscal Year 2020 – 2021

Annual Application Cycle deadline: October 15, 2019

For projects that occur between May 1, 2020 - April 30, 2021

2Q application cycle deadline: **April 15, 2020**

For projects that occur between August 1, 2020 - April 30, 2021

3Q application cycle deadline: **August 15, 2020**

For events that occur between November 1, 2020 - April 30, 2021

4Q application cycle deadline: **October 15, 2020**

For events that occur anytime between February 1, 2021 - April 30, 2021



2019 Workshops

July 8

Monday, July 8 | 5:30-7:30pm

Shoal Creek Regional Police Academy
Room #302 ✓
6885 NE Pleasant Valley Road, KCMO 64119

July 16

Tuesday, July 16 | 10am-12:30pm

KCMO Police Dept. East Patrol Station ✓
2640 Prospect Avenue, KCMO 64127

August 9

Friday, August 9 | 10am-12:30pm

KCMO Police Dept. South Patrol Station ✓
9701 Marion Park Drive, Kansas City, MO 64137

August 24

Saturday, August 24 | 10am-12:30pm

KCMO Police Dept. North Patrol Division Station ✓
Community Room
11000 N.W. Prairie View Road, Kansas City, MO 64153

Sept 7

Saturday, September 7 | 10am-12:30pm

Rockhurst University Community Center ✓
(southwest corner of the Rockhurst University
Campus)
5401 Troost Avenue, KCMO 64110



NTDF Applicant Workshop

The Neighborhood Tourist Development (NTDF) program is administered by the [Office of Culture and Creative Services \(OCCS\)](#).

The [OCCS](#) mission is to serve the residents of Kansas City by bolstering and catalyzing arts, culture and creativity and to invest in the arts as a strategy for economic development and quality of life.





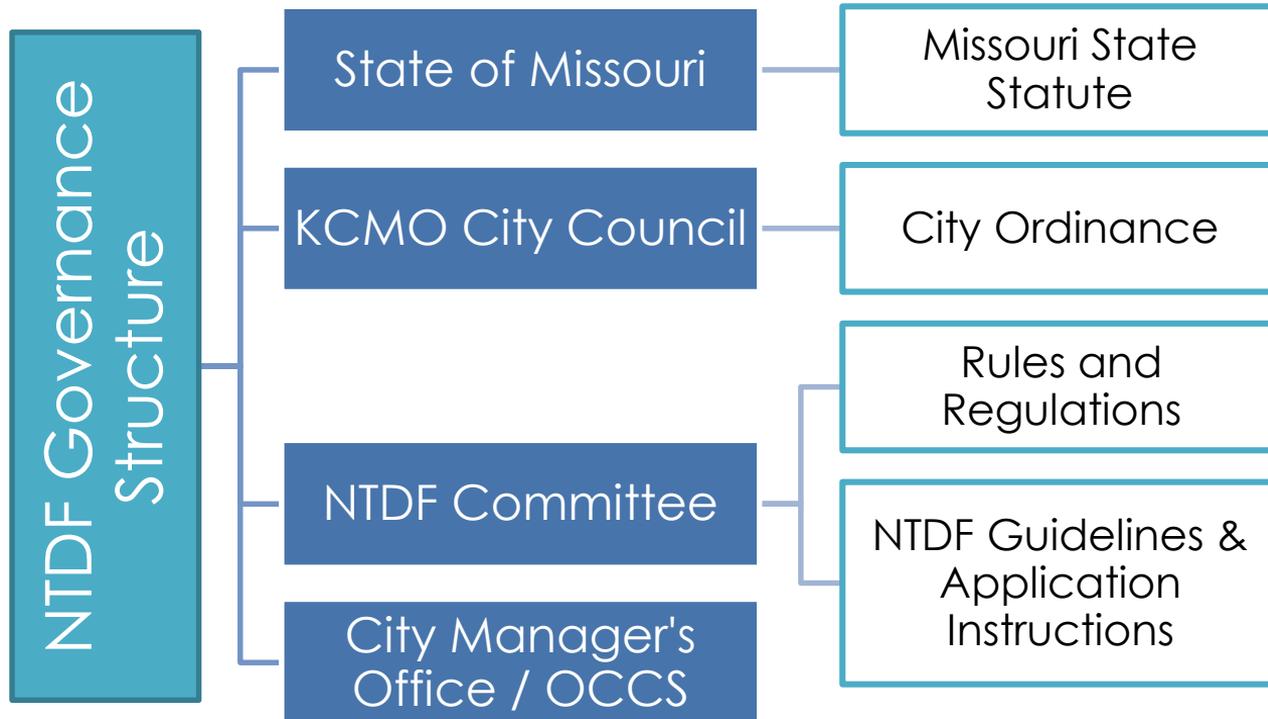
NTDF Purpose

The purpose of the NTDF is to promote Kansas City's neighborhoods through **cultural, social, ethnic, historic, educational** and **recreational** activities, while promoting our City as a premier convention, visitor and tourist center.

~ State of Missouri Statute, Chapter 92



History & Governance



NEW



NTDF Committee

Mayor At-Large

Gina Stingley, Chair

Mark Morales

Kathy Walter-Mack

1st District at-large

vacant

1st District

Tom Gorenc

2nd District at-large

Pam Mason

2nd District

Mike Burkel

3rd District at-large

*Charles Davenport **

3rd District

*Marquita Brockman Taylor **

4th District at-large

Joan Adams

4th District

Oscar Monterroso

5th District at-large

DaRon McGee

5th District

Rianna Deselich

6th District at-large

Stacey Johnson-Cosby

6th District

vacant



Am I Eligible?

To be eligible, organizations must...

- Be a not-for-profit organizations incorporated in the State of Missouri
- Maintain a physical office within the city limits of Kansas City, MO
- Maintain registered agent address within state of Missouri
- Be in good standing with the State of Missouri and City of KCMO



Project Requirement

Activities must...

Provide a clear appeal to persons who live in Kansas City to attend the proposed activity who would not normally visit the neighborhood;

AND

Provide a clear appeal to persons who do not live in Kansas City, but who are visiting in the city or who would travel to Kansas City to participate in or otherwise attend the proposed activity.

~ Code of Ordinances: Section 2-934. - Activity criteria (a) (1)



Example of Project Types

cultural, social, ethnic, historic, educational, recreational

Music events

Festivals

Performances

Art exhibitions

Homes tours

Movies in the Park

Rodeos

Bike race/tour

Tournaments

Parades



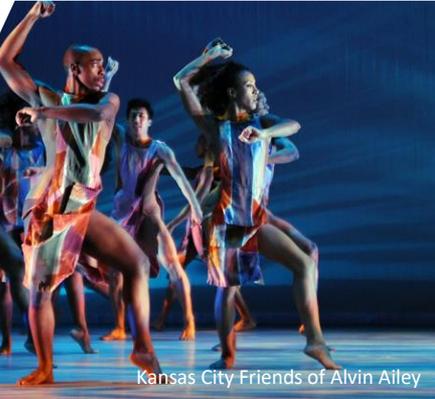
American Jazz Museum – Jazz at the GEM



Mattie Rhodes – Dia de los Muertos



Kansas City Ballet



Kansas City Friends of Alvin Ailey



Ineligible Projects

- Ongoing daily operational activities of neighborhood/organization
- Events for groups that reflect or enhance political parties
- Events for candidates and office holders
- Projects that request funds to be used to supplement operating costs
- Events not open to the public
- Events that do not clearly appeal to local residents, tourists or visitors



Selection Process

Applicant submits **APPLICATION** by the deadline



Staff notifies on **ORGANIZATION ELIGIBILITY**



Applicant **INTERVIEWS** with NTDF Committee



NTDF Committee **VOTES** to recommend awards to City Council



City Council **TAKES ACTION** on committee recommendations



Staff notifies award recipients; **EXECUTE CONTRACT**



Selection Process

NEW

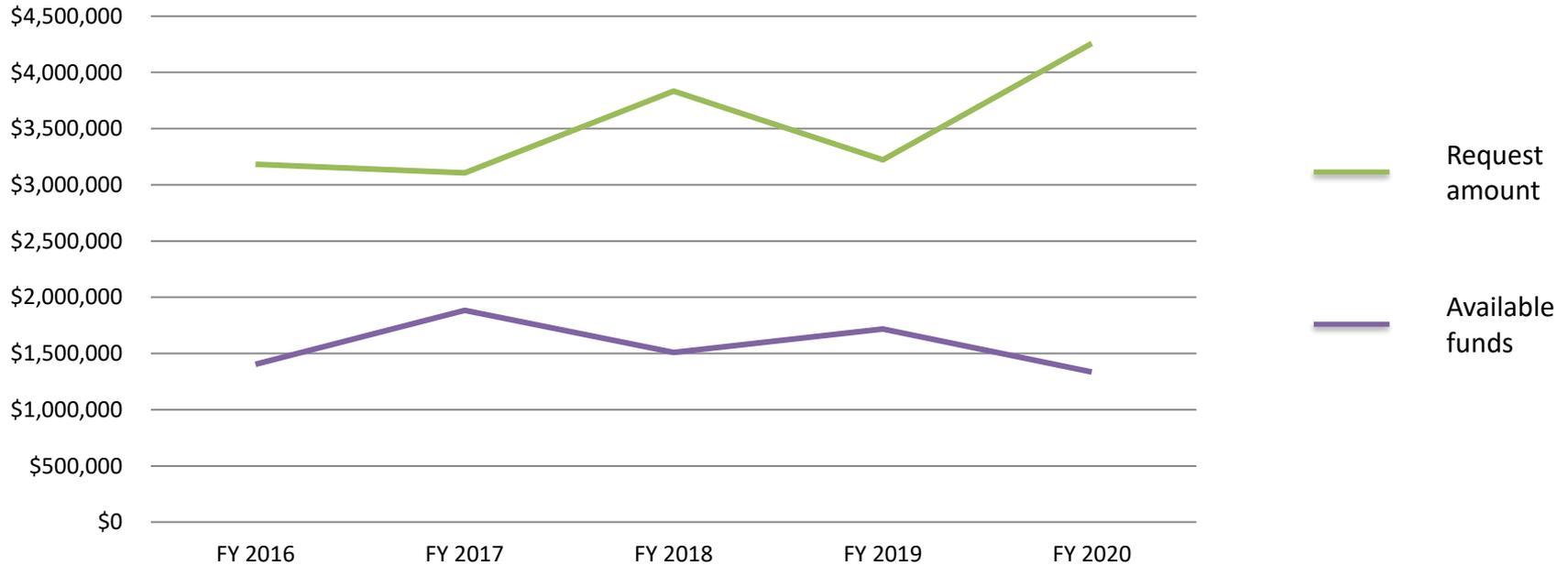
Guiding principles for a new selection process:

- ✓ Provide consistent evaluation of applications based on criteria established by the NTDF Committee
- ✓ Establish a procedure that is quantifiable, explainable and defensible to the public
- ✓ Adheres to fiscal responsibility of recommending awards based on available funds



NTDF Funding History (5 years)

REQUEST AMOUNTS VS AVAILABLE FUNDS





Evaluation Criteria

Economic and Neighborhood Impact (55 Points)

Tourism Appeal

Tourism Promotion

Benefit to Community

Marketing / Outreach Strategy

Activity/Program Merit and Excellence (25 Points)

History of Excellence

Evidence of Support

Measure of Success

Organizational Capacity (20 Points)

Management Capacity

Project Budget Feasibility

Organizational Stability

Total possible score = 100

NTDF Committee determines a cut off score each application cycle. Any organization receiving below the cut off will not be recommended for funding.



Funding Parameters

CEILING

SMALL
Organizations
(up to \$50,000)

MEDIUM
Organizations
(\$50,000 - \$499,999)

LARGE
Organizations
(\$500,000 +)

FLOORS



Formula

FUNDING FORMULA

Request Amount \times Score* \times (Total Funding Allocation \div Total Request Amount)

\$40,000	Request amount
<u> x .90</u>	Final score*
\$36,000	
<u> x .60</u>	% of funds available
\$21,600	Final award

Total allocation	\$300,000
Total request amount	\$500,000
	= .60

***Final score = average score based on Olympic scoring method and will be applied as follows:**

- 95-100 points = 100%
- 90-94 points = 90%
- 85-89 points = 80%
- 80-84 points = 70%
- 75-79 points = 60%
- 70-74 points = 50%



If Awarded, what next?

CONTRACT

Once the award is approved, you will receive a letter of award and instructions for the contract process.

You will work with the City's Procurement Division to provide the documents needed to contract.

FINAL REPORT

Yes, a final report will be required in order to receive reimbursement! Final report is due no later than **90 days** after the last day of the event.

The Final Report Form can be found here: www.kcmo.org/ntdf



Online Application

To access the online application, visit

<http://kcmontdf.org/>

First-time users: You must create an organization profile and confirm by email before submitting an application. You may change the profile at anytime.



Online Application

Online application functions:

1. User profile stored and editable by the applicant
2. Ability to print a submitted application
3. Organization and Project Budget auto-calculator
4. Ability to include supplemental materials – URLs & Files
 - ✓ Videos
 - ✓ Brochures
 - ✓ Website
 - ✓ collateral of previously supported activities with NTDF logo
5. Sponsor vs sponsored organization information **(NEW)**



Online Application Demo



Sign In

Keep me signed in

[Forgot your password?](#)

Sign In

New to NTDF? [Sign up now!](#)

First Time Users:

Click here to create a user profile. You must confirm the account by email before submitting an application.



Online Application Demo

Contact/Project Director Information

This is the person responsible for completion of the activity/program. This person will be the official contact for all correspondence.

First Name	Last Name	Title
Email	Phone (____) ____-____	
Password	Confirm Password	

1. Contact/Project Director

Organization Information

Legal name of organization as stated on Certificate of Incorporation.

Organization Name	Organization FEIN		
Address	Address 2 (optional)		
Kansas City	Select County	MO	Zip Code

2. Organization Information

Executive Director Information

Same as Contact/Project Director

First Name	Last Name
Email	Phone (____) ____-____

3. Executive Director
(alternate contact)



Online Application Demo



 My Applications  Create New Application



Hula-Hoop Festival

Created: 06/20/2018

Delete

Print

Status: In Progress

Event Start Date: 09/07/2018

Requested Amount:
\$5,000.00

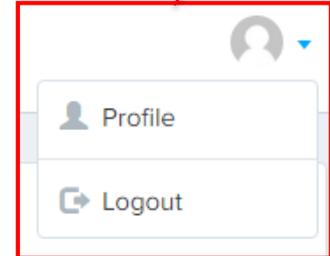
Fiscal Cycle: No Cycle Selected

Event End Date: 09/07/2018

Final Award Amount:
Pending

Organization Name: City of Kansas City

Application Activity





-  Profile
-  Logout



Online Application Demo

Neighborhood Tourist Development Fund Online Application

Important: Applicants are encouraged to apply for the Annual application cycle, as funding for the quarterly cycles may only be available if actual NTFD tax revenue exceeds the projected annual revenue. Applications must be submitted no later than 5 p.m. on the date the application is due. *Late or incomplete applications will not be accepted.* **Fields marked with This field is required. required.**

Application Cycle for which the organization is applying:*

Select Application Cycle ▼

Section I **5**

Section II **19**

Section III **1**

Section IV **1**

Section V **1**

Section VI **1**

Section VII **8**

Organizational Information

Organization Name:*

Office of Culture and Creative Services

Legal name of organization as stated on Certificate of Incorporation.

Organization Common Name:

If different than your organization name.

Address:*

414 East 12th Street

Address 2:

City:

Kansas City

County:*

Jackson ▼

State:

MO

Zip Code:*

64106

City Council District of Organization:*

Select District ▼

Organization FEIN:

44-6000201

This field is editable in your profile.



Online Application Demo

Section I **5**

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Section III **1**

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Section VII **8**

Organization Website:

What is the mission statement of your organization?*

Contact/Project Director Information

First Name:

Megan

This field is editable in your profile.

Last Name:

Crigger

This field is editable in your profile.

Title:

Director of Creative Services

This field is editable in your profile.

Email:

megan.crigger@outlook.com

This field is editable in your profile.

Phone:

(816) 645-8341

This field is editable in your profile.



Online Application Demo

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Section III **1**

Section IV **1**

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Section VII **8**

Executive Director Information

First Name:*

Megan

Last Name:*

Crigger

Email:*

megan.crigger@outlook.com

Phone:*

(816) 513-2659

Employee Information

Have you attended NTDF Training in the past year?

Yes

No

Number of Paid Employees:*

Please include an attachment listing the name, address and phone number of all officers and board members:*

Choose File

Provide the résumés or bios of key staff or consultant directly involved in the production and execution of the event/project:*

Choose File



Online Application Demo

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Sponsored Organization Information

Are you a sponsor/fiscal agent/umbrella organization for this project?*

Yes

No

This field is required.

What is the name of the sponsored organization?*

Sponsored entity contact name:*

Sponsored entity physical Address:*

Sponsored entity physical Address 2:

Sponsored entity City:*

Sponsored entity State:*

Select one of the following that best reflects the sponsored entity:*

Select one ▼

- Select one
- For-profit
- Non-profit
- Individual

Sponsored entity Council District:

Select District ▼

NEW

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Online Application Demo

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Section VII 4

Event/Project Information

Event/Project Title:*

Hula-Hoop Festival

Event/Project Location (i.e.: name of park, building, facility):*

Line Creek Park

Street Address (i.e.: Races and walks use starting line):*

N Line Creek Pkwy

City:*

Kansas City

State:*

MO

Zip Code:*

64154

For events/projects with multiple locations, enter Location Name, Street Address and Zip Code for each location:

Event/Project Start Date:*

09/07/2018

Event/Project End Date:*

09/07/2018

Event/Project Type:*

Annual



Online Application Demo

This field is required.

Event/Project Start Date:*

09/07/2018

Event/Project End Date:*

Event/Project Type:*

Annual

Event/Project Primary Function:*

Social

Event/Project Secondary Function(s):* (Check all that apply)

- Cultural
- Ethnic
- Educational
- N/A
- Social
- Historic
- Recreational

July 2017

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Event/Project Description:*

149 / 3000

The first annual 2018 Hula Hoop Festival will be held in the fall. The Hoop Festival is a positive and healthy way to have a fun in a meaningful way.



Online Application Demo

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City Council District(s) where event/project will be located:* (Check all that apply) [District Map](#)

- District 1
- District 2
- District 3
- District 4
- District 5
- District 6

Will the event/project be open and marketed broadly to the public?

- Yes
- No

Explain how the proposed event/project will be promoted in conjunction with the tourism industry such as international trade, conventions, and/or visitors and tourist center*
(This question is required for all applications.)

We are partnering with Hotel SleepOver for a block of rooms and running advertisements with area restaurants.



Online Application Demo

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How will the event/project be promoted?* (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Newspaper | <input checked="" type="checkbox"/> Web-based Advertisements |
| <input type="checkbox"/> Mailers | <input type="checkbox"/> Radio Ad |
| <input checked="" type="checkbox"/> Social Media | <input type="checkbox"/> Email |
| <input type="checkbox"/> Magazine | <input type="checkbox"/> Flyers |
| <input type="checkbox"/> Web Blogs | <input type="checkbox"/> Television |
| <input type="checkbox"/> Brochures | <input type="text" value="Other"/> |

Target geographic region(s) for marketing and promotion of the event/project:* (Check all that apply)

- | | | | |
|---|--|-----------------------------------|--|
| <input checked="" type="checkbox"/> City Wide | <input checked="" type="checkbox"/> Regional | <input type="checkbox"/> National | <input type="checkbox"/> International |
|---|--|-----------------------------------|--|

Outline of timeline that includes planning and execution of the event/project.*

JUNE: Meet with neighborhood association for volunteers
JULY: Develop marketing plan; purchase web-based advertisements and create event on Facebook
AUGUST: Call for hoola hoopers and hire hoola hoop judge for tournament; Secure city permits
SEPTEMBER: Purchase hula hoops and hire caterer



Online Application Demo

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In what registered neighborhood(s) is the event/project to occur?*

Brentwood Hills Neighborhood

(Enter Street Address and click to find Neighborhood and Homes Associations here:: <http://maps.kcmo.org/apps/parcelviewer/>).

Has the registered neighborhood(s) been informed of the event/project?*

Yes No

Neighborhoods must be notified in order to be eligible.

Please provide a copy of the letter/correspondence sent to the neighborhood(s)

Choose File

If marked YES, you will be asked to attach a letter

Has the registered neighborhood group(s) provided a written letter of support for the event/project?

Yes No (optional)

Will the neighborhood organization(s) have a role in organizing or hosting the event?*

Yes No

If marked YES, you will be asked to describe their role



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Describe how the event/project will promote the registered neighborhood(s).*

83 / 3000

In-person presentation and invitation; article submitted in neighborhood newsletter

Describe how the event/project will appeal to persons living in Kansas City, Missouri.*

Describe how the event/project will appeal to persons who do not live in Kansas City, Missouri but who are visiting in the city or who would travel to Kansas City to participate in or attend the event/project.*



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What is the estimated attendance to your event?*

400

What is the estimated attendance of persons, who do not live in Kansas City, Missouri, you are expecting for this event?*

25

Do not inflate! Must be same as reported for permits.

Describe the method for collecting data on audience demographics, including persons who do not live in Kansas City, Missouri.*

Volunteers will visit with participants to ask questions with a portable laptop to get feedback and demographic information.

How do you measure success of your event/project? Describe program evaluation methods and tools used to measure event/project effectiveness?*

Total attendance Total non-local attendance Survey results with 90% or higher of satisfaction with the event

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Organization Funding History

Did your organization receive any city funding for the same event/project within a given fiscal year, not including NTDF funding?

Next Year (Projected)

Yes

No

\$ 10,000.00

City Manager's Office

Current Year

Yes

No

Last Year

Yes

No

Was this organization funded previously under a different name?

Yes

No

If you mark YES, you will be prompted to add the dollar amount and the name of the city department.

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Organization Budget History

	Current Year [*] (Projected)	Last Year(Projected or Actual)	2 Years Ago(Actual)
Revenue	\$ 150,000.00	\$ 125,000.00	\$ 0.00
Expenses	\$ 150,000.00	\$ 100,000.00	\$ 0.00
Total Surplus/Deficit	\$ 0.00	\$ 25,000.00	\$ 0.00

Audited financial statements for the past two years, 990 or E-Postcard with the organizations budget:

Choose File

Additional File: (optional)

Choose File

May be used for 2nd year of financial statements – optional but available.

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Form **990** **Return of Organization Exempt From Income Tax** OMB No. 1545-0047
 Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations) **2018**
 ▶ Do not enter social security numbers on this form as it may be made public.
 ▶ Go to www.irs.gov/Form990 for instructions and the latest information. **Open to Public Inspection**

Department of the Treasury
Internal Revenue Service

A For the 2018 calendar year, or tax year beginning 2018, and ending 20, 20

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization
 Doing business as
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite
 City or town, state or province, country, and ZIP or foreign postal code

D Employer identification number

E Telephone number

F Name and address of principal officer:
 H(a) Is this a group return for subsidiaries? Yes No
 H(b) Are all subsidiaries included? Yes No
 If "No," attach a list. (See instructions)
 H(c) Group exemption number ▶

I Tax-exempt status: 501(c)(3) 501(c) () ▶ (insert no.) 4947(a)(1) or 527

J Website: ▶

K Form of organization: Corporation Trust Association Other ▶ **L** Year of formation: **M** State of legal domicile:

Part I Summary

1 Briefly describe the organization's mission or most significant activities:

2 Check this box if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a) **3**

4 Number of independent voting members of the governing body (Part VI, line 1b) **4**

5 Total number of individuals employed in calendar year 2018 (Part V, line 2a) **5**

6 Total number of volunteers (estimate if necessary) **6**

7a Total unrelated business revenue from Part VIII, column (C), line 12 **7a**

b Net unrelated business taxable income from Form 990-T, line 38 **7b**

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)		
9 Program service revenue (Part VIII, line 2g)		
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)		
13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		
14 Benefits paid to or for members (Part IX, column (A), line 4)		
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)		
16a Professional fundraising fees (Part IX, column (A), line 11e)		
b Total fundraising expenses (Part IX, column (D), line 25) ▶		
17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)		
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)		
19 Revenue less expenses. Subtract line 18 from line 12		

	Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)		
21 Total liabilities (Part X, line 26)		
22 Net assets or fund balances. Subtract line 21 from line 20		

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here Signature of officer _____ Date _____
 Type or print name and title _____

Paid Preparer Use Only Print/Type preparer's name _____ Preparer's signature _____ Date _____ Check if self-employed PTIN _____
 Firm's name ▶ _____ Firm's EIN ▶ _____
 Firm's address ▶ _____ Phone no. _____

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

For Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 11282Y Form **990** (2018)



IRS Forms

Information copy. Do not send to IRS.

Form **990-N** **Electronic Notice (e-Postcard)**
 Department of the Treasury Internal Revenue Service
 for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ

OMB No. 1545-2085
2011
 Open to Public Inspection

A For the 2011 calendar year, or tax year beginning 1/1/2011, and ending 12/31/2011.

B Check if applicable:
 Terminated, Out of Business
 Gross receipts are normally \$50,000 or less

C Name of organization: MID-OHIO ATHLETIC CONFERENCE
WRESTLING COACHES SCHOLARSHIP FUND
 d/b/a: _____

D Employer Identification Number 26-0358391

E Website: http://moacwrcoachesscholarship.org/

F Name of Principal Officer: Larry Smith
332 East Main Street
Cardington, OH, US, 43315-1120

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

This Form 990-N (e-Postcard) was accepted by the IRS on 4/16/2012.



Online Application Demo

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Project Revenue/Income

NTDF Requested Amount:*	\$ 5,000.00
Earned Income	
Tickets/Admission	\$ 500.00
Merchandise	\$ 1,000.00
Other Earned Income	\$ 0.00
Total Earned Income	\$ 1,500.00

Unearned Income

Private Support (Corporate, Individual, Foundation)	\$ 0.00
Public Support(Government)	\$ 0.00
Applicant Cash	\$ 5,000.00
Other Unearned Income	\$ 0.00
Total Unearned Income	\$ 5,000.00

Total Cash Income	\$ 11,500.00
Total In-Kind Support	\$ 500.00
Total Income	\$ 12,000.00



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Event/Project Expenses

Category	NTDF	Other	Total	Description/NTDF Justification
Administrative Employee/Staff Salaries		<input type="text" value="\$ 2,000.00"/>	<input type="text" value="\$ 2,000.00"/>	
Administrative Contract Employee/Staff Salaries		<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	
Entertainment/Talent* (include fee, travel, lodging and/or transportation expenses)	<input type="text" value="\$ 1,000.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 1,000.00"/>	<input type="text" value="5 Professional hula hoopers"/>
Facility Rental	<input type="text" value="\$ 250.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 250.00"/>	<input type="text" value="Park shelter"/>
Equipment Rental	<input type="text" value="\$ 1,000.00"/>	<input type="text" value="\$ 1,000.00"/>	<input type="text" value="\$ 2,000.00"/>	<input type="text" value="A/V + Sound equipment"/>
Postage	<input type="text" value="\$ 0.01"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.01"/>	<input type="text" value=""/>

Description must be entered.



Online Application Demo

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Printing	\$ 0.00	\$ 0.00	\$ 0.00	
Permits	\$ 0.00	\$ 500.00	\$ 500.00	77 / 200 sound, food, street/festival street closure, fire inspection and shelter use.
Security	\$ 0.00	\$ 1,500.00	\$ 1,500.00	2 off-duty City of KCMO police hired
Advertising	\$ 1,000.00	\$ 0.00	\$ 1,000.00	web-based ads with area restaurants and social media ad boosts
Office Supplies	\$ 0.00	\$ 0.00	\$ 0.00	
Costume Rentals	\$ 0.00	\$ 0.00	\$ 0.00	
Catering	\$ 1,000.00	\$ 0.00	\$ 1,000.00	cookies and lemonade and water



Online Application Demo

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Publicity

\$ 500.00

\$ 0.00

\$ 500.00

CPA***

\$ 0.00

\$ 0.00

\$ 0.00

Other (1)

\$ 0.00

\$ 0.00

Other (2)

\$ 0.00

\$ 0.00

Other (3)

\$ 0.00

\$ 0.00

Total Expenses

\$ 5,000.00

\$ 6,500.00

\$ 11,500.00

with entertainers may be developed to include their fee and any expenses for lodging and/or transportation. Travel expenses for staff or members associated with the project are not eligible for reimbursement. Equipment may be reimbursable with prior approval. Capital expenditures, purchase, repair or renovation of equipment or real property, are not eligible for NTDF reimbursement. Contracts with entertainers may be developed to include their fee and any expenses for lodging and/or transportation. Travel expenses for staff or members associated with the project are not eligible for reimbursement.

NTDF should equal 0!
(NTDF expenses = request amount)

These fields will automatically calculate based on data provided in revenue and expenses.

	NTDF	Other	Total
Project Revenues Over (Under) Expenses	\$ 0.00	\$ 0.00	\$ 0.00

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Online Application Demo

Eligible Expenses

- ✓ Postage
- ✓ Entertainment
- ✓ Printing
- ✓ Permits
- ✓ Security
- ✓ Equipment rental
- ✓ Facility rental
- ✓ Advertising
- ✓ Office supplies
- ✓ Long distance calls
- ✓ Costume rental
- ✓ Catering
- ✓ Insurance
- ✓ Promotional material
- ✓ Exhibit rentals
- ✓ Minor equipment w/ prior approval
- ✓ Publicity
- ✓ Certified public accountant

Ineligible Expenses

- ✗ Utility installation/service
- ✗ Equipment purchases
- ✗ Cash awards
- ✗ Rental of office space
- ✗ Expenses for services/goods without an "arm's length relationship" btwn contractor and vendor
- ✗ Gasoline purchases
- ✗ Salaries/stipends
- ✗ Travel expenses for organization members
- ✗ Consultants/planners (directors, technicians)
- ✗ Permits, licenses or expenses for alcoholic beverages



Online Application Demo

Section I

Section II

Section III

Section IV

Section V

Section VI

Section VII

Supplemental Materials

Attachments

Please use descriptive naming for document uploads.

Attachment #1:

Choose File

Hula Hoop Festival.jpg

Attachment #2:

Choose File

Attachment #3:

Choose File

Attachment #4:

Choose File

Attachment #5:

Choose File

Websites

Website #1:

www.hoola

Website #2:

www.hoolahoopinkansascity.org

Website #3:

Website #4:

Website #5:

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Online Application Demo

Section I 9

Section II 5

Section III 1

Section IV 1

Section V 1

Section VI 1

Section VII 4

Assurances (Requirements and Responsibilities)

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

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.
- * Provide a Certificate of Insurance that show proof of meeting the city's required limits of liability and which includes the City of Kansas City, MO as an additional insured, within 30 days of funding approval.
- * If NTDF award is greater than \$5,000, Agency agrees it will provide the E-verify affidavit and a copy of the MOU.
- * Agency confirms it is registered and is in good standing with the MO Secretary of State.
- * Agency acknowledges that the City will not reimburse for expenses after the contract has expired.
- * Agree to cooperate with City Staff regarding the monitoring and evaluation of the contracted event/activity by providing "full access" to the project site/event, at no cost to City Staff, for the purposes of contract compliance.
- * Agency agrees to incur and request reimbursement for all approved expenses and submit a final reports no later than 90 days after completion of the project.
- * 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.

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 Neighborhood Tourist Development Fund funding will result in forfeiture of funds for this project and may result in ineligibility for future projects.



Online Application Demo

Section I 9

Section II 5

Section III 

Section IV 

Section V 1

Section VI 

Section VII 4

Signee's Title:*

Director of Hula Fun

Signee's Signature:*

Megan Crigger

Application Review and Submission

Click the Submit Application button to verify that all required fields have been completed.

Print

Submit Application

Prev



City Contacts

Question? Email: NTDF@kcmo.org

Megan Crigger, Director of Creative Services

Megan.Crigger@kcmo.org

Phone: 816-513-2659

Consuelo Cruz, Arts Marketing Coordinator

Consuelo.Cruz@kcmo.org

Phone: 816-513-3475





Additional Resources

NTDF Website: kcmo.gov/ntdf

Council District

<http://gis.kcmogis.kc.lan/apps/parcelviewer>

City of Kansas City, MO Neighborhoods

<http://gis.kcmogis.kc.lan/apps/parcelviewer>

Contact: 816-513-3200

Search for a Neighborhood Group

<http://kcmo.gov/neighborhoods/search-for-neighborhood-group/>



Don't forget...

IMPORTANT REMINDERS....

- Your organization name **MUST** match the name registered with the Secretary of State
- The organizations physical office in KCMO and registered agent in Missouri
- The organizations address on the application **CANNOT** be a PO BOX
- **2 YRS TAX RECEIPTS** (i.e., 990, 990-EZ, etc.) are **REQUIRED** with the application in order to be deemed eligible. **IF** the organization is less than two year old, the NTDF Committee will accept a board-approved Annual Profit/Loss Statement from the most recently completed year. Submitted applications are final unless you're asking to withdraw it from consideration.
- You must **NOTIFY** staff of any project changes such as **dates/locations/scope** of project. NTDF Committee may review if dates change beyond 45 days outside the proposed date, or the location changes neighborhoods, you must notify the City for approval.
- *And always, call staff if you have questions!!*



Closing Remarks

Your opinion matters!
Don't forget to complete the Participant
Survey

Thank you!



Marketing & Promotion

Promo outlets for NTDF-supported events

- KCMO Office of Culture & Creative Services Facebook Page
 - <https://www.facebook.com/EnvisionACKC/>
- Calendar listing on the City's website
 - <http://kcmo.gov/citymanagersoffice/>
- NTDF web page
 - <https://kcmo.gov/citymanagersoffice/ntdf>
 - <https://www.visitkc.com//visitors/events/visit-kc-event-submission-guidelines>
- Channel 2 Weekly Report Culture & Creative Services segment
 - <https://www.youtube.com/user/KCMOCCO/videos>
- Kiosks along streetcar route
 - <https://citypost.us/kc>
- City Hall Lobby Directory

FREE additional outlets

- * ArtsKCGo.com arts and culture online guide
 - <https://www.artskcgo.com/>
- * KC Studio Magazine online arts calendar
 - <http://kcstudio.org/events/>
- * VisitKC online event calendar
 - <https://www.visitkc.com//visitors/events/visit-kc-event-submission-guidelines>
(inclusion not guaranteed, priority given to VisitKC members)



Kiosks

 5:07 PM KC NOW	<p>City in Motion Dance Theater 30th Anniversary Concert</p> <p>Touch to Discover</p> <p>OFFICE OF CULTURE</p>	<p>Hot off the Press: Spring/Summer KCMORE magazine is here!</p> <p>Touch to Discover</p> <p>KC GOV</p>	<p>DRE. M.L.B. REP. KC.</p> <p>Touch to Discover</p> <p>KC ROYALS</p>
 KC PARKS	<p>Engelbert Humperdinck Friday, May 13th, 8:00PM Heinzberg Hall</p> <p>Touch to Discover</p> <p>KAUFFMAN CENTER</p>	<p>OMEGA represents innovation blended with art and beauty @Mazzareso.</p> <p>Touch to Discover</p> <p>THIS IS KC</p>	<p>Kids creative play time fused with science, tech, engineering, art and math.</p> <p>Touch to Discover</p> <p>KC PUBLIC LIBRARY</p>
 BI-CYCLE	<p>SUITES AT ARROWHEAD. There's still limited availability.</p> <p>Touch to Discover</p>	<p>Harry's Country Club. Top 20 bars in America by Esquire.</p> <p>Touch to Discover</p>	<p>169 Things to Do in Kansas City That are Better Than Netflix: - Blue Room</p> <p>Touch to Discover</p>
 KC NIGHTLIFE			

OFFICE OF CULTURE
kcmo.gov

City in Motion Dance Theater 30th Anniversary Concert

Touch for more

BETA TESTING

search less. discover more.

Touch for Street Search

OFFICE OF CULTURE

Address: 30 West Pershing Road, Missouri - 64108

City in Motion Dance Theater presents its 30th Anniversary Concert on April 29, 30 & May 1, 2016 at the H & R Block City Stage Theater at Union Station. The concert features choreography by two of City in Motion Dance Theater's original founders, an original, collaborative piece with composer and arranger Jamie Searle, new works by company dancers, and more. Visit www.cityinmotion.org for ticket information and show times.

This event is supported by the Office of Culture and Creative Services through the Neighborhood Tourist Development Fund.

MAP / TRANSIT
STREETCAR
VOICE SEARCH
LANGUAGE HELP
DISABILITY HELP

Broadcast Poster

Name, URL and
Logo 300x300

Headline,
55 characters max

Picture:
1030x720
jpg or png

Video:
YouTube link or
mp4 <20 megs

The broadcast poster for Bourbon Raw features a dark blue header with the Bourbon Raw logo and website URL. The main headline reads "Louisville's Premiere Kentucky Kitchen & Raw Bar". Below the headline is a yellow button that says "Touch for more". The central image shows a bar scene with a man and a woman, and a plate of food with a drink. At the bottom, there are icons for Temperature, UV Sun, and Air Quality.

Landing Page

Picture:
820x410
jpg or png

Video:
YouTube link or
mp4 <20 megs

Text
Address
Phone
Target Weblink

The landing page for CityPost features a dark blue background. At the top, it says "Welcome to citypost" with a Wi-Fi icon. Below this is a large image of a bar scene with a man and a woman. Underneath the image is a video player with the name "Sergio Ribenboim" and his website. Below the video is a map showing the location of Bourbon Raw. At the bottom, there is a smartphone displaying a map with the "KCTRACKER" logo. The page also features a sidebar with various icons and a footer with icons for Local Map, Transit, Voice Search, Language, and Access Help.



Kiosks and City Hall Directory





Directory (cont.) & Timing

Image Dimension/Font Requirements:

- Large Ad - 550px X 200px
- Small Ad - 550px X 135px
- Minimum Font Size: 15 pt

Content Requirements:

- Event Title
- Date/Time
- Location
- Website



Dragon Boat

----- FESTIVAL

SATURDAY, JUNE 9 | 8 A.M. - 4 P.M.

Brush Creek, Country Club Plaza

----- DRAGONBOATKC.ORG -----

Timing: 3 to 4 weeks prior to event

Please send images/video (not to exceed 5 minutes in length) with 60-word event description (kiosk) 3 to 4 weeks prior to each event.