

HOT Application Process

1. **Application Submission Deadline:** Applications are considered on a quarterly basis. Applications must be submitted by the first day of the quarter, and a decision by the City will be rendered by the last day of that quarter. Submission deadlines are as follows:

1st Quarter – January 1st, 4 p.m.

2nd Quarter – April 1st, 4 p.m.

3rd Quarter – July 1st, 4 p.m.

4th Quarter – October 1st, 4 p.m.

Pages 5-13 of the application packet (along with any required or requested supporting documentation) must be fully completed and returned as directed on application by the referenced deadlines. ***Late submissions will not be accepted.***

2. **Notification by the City to Applicants:** The City will send notification letters to Applicants informing them of the decision of the City by the last day of the quarter in which application was made. Such correspondence may also include requirements of other materials due and deadlines for submission of same. Such correspondence may also require Applicant to duly execute “City of Lakeway Funding Agreement.” The decision of the City, both as to grant/deny funding and as to amount of funding, will be the final decision.
3. **Deadlines for Subsequent Documentation:**
 - a. Fund expenditure outline, and request letter – deadline not later than 60 days prior to receipt of funds. Applicant shall submit a fund expenditure outline describing exactly how funds will be used, along with a request letter formally requesting funds at least sixty (60) days before the funds are to be received. Such fund expenditure outline and request letter shall be mailed or delivered as directed on form.
 - b. Post-Funding Analysis and proofs of payment – deadline not later than 60 days after event. These materials must be submitted not later than sixty (60) days following the event, and should be returned as directed on form.

The Post-Funding Analysis should mirror the budget presented in Applicant’s original application and outline, and proofs of payment must be receipts that reflect actual monies expended. If Applicant did not spend the total amount of funding received, then that amount must be returned or repaid to the City of Lakeway.