



# John O. Roane County Judge

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April 7, 2025

To: All Cooke County Hotel Occupancy Tax Grant Participants:

Thank you for your interest and participation in the application procedures for the 2026 Cooke County Hotel Occupancy Tax grant process. Attached you will find the necessary documents to initiate your request.

The first set of documents (first attachment, four pages) entitled “Hotel Occupancy Tax Use Guidelines under Texas State Law” provides you with a brief synopsis of instructions and deadlines. Please read this information thoroughly before you complete the application.

The second attachment consisting of six pages is the actual application for your request. Please be as thorough as possible and complete the entire Application. If some of the questions do not apply to your entity, indicate with an NA (Not Applicable). The application and documentation are due back by **May 7<sup>th</sup>, 2025 at 5:00pm**. Once the application has been received in the County Judge’s Office, it will be considered as complete.

The last attachment is the Post Event/Project Form, which you will need to complete ONLY if you are successful in receiving Hotel Occupancy Tax funds from Cooke County. There are a total of four pages. If funding is awarded to your entity, all the information will be required within 60 days after your event/project/program and must be submitted to the County Judge’s Office. Failure to comply with the 60-day reporting deadline could affect future grant awards. In addition, receipts are required for all expenditures of the Hotel Occupancy Tax funds and must be submitted with the Post Event/Project Form. If receipts do not accompany the Post Event/Project Form, your entity may be required to reimburse the County for these expenditures.

**Approval Date:** Applications are reviewed and will be presented for Commissioners Court consideration during the June budget hearing on **Tuesday June 24, 2024 starting at 2:30pm**.

In addition to the presentation of the application to Commissioners Court, I will be sitting down with all applicants on **May 19, 2024 from 10:30-4:00pm**, to go over your request in detail. Please see the attached schedule for your time slot. I will be requesting that the Auditor join me in these meetings to provide additional information as needed. At the conclusion of these meetings, I plan to have a preliminary working budget that will be used by Commissioners Court at the late June Hearings

If you have any questions regarding the application process, please feel free to call the County Judge’s Office at 940.668.5435.

Thank you,

John O. Roane  
County Judge