

APPLICATION INSTRUCTIONS: **Project Proposal**

1. APPLICANT INFORMATION:

Name: Provide the name of the individual or entity that is filing the application and will receive the tax credits. The tax credit certificate will be issued to the individual or entity entered as the applicant.

Type of Entity:

- If the applicant is a business entity, complete the appropriate information on the left. Check the appropriate box indicating the type of entity. Supply the name of an authorized company official and the address. Enter the entity's Taxpayer Identification Number. Supply the appropriate NAICS code (see Definitions in Guidelines). Enter the authorized company official's email address, if available. List the property owner.
- If the applicant is an individual, complete the appropriate information on the right. Check the appropriate box indicating if the individual is the property owner. Enter the individual's contact information. Supply the individual's Social Security Number and spouse's Social Security Number, if applicable. Enter the applicant's email address, if available. If the individual requesting tax credits is not the property owner, please list the owner.
- **Special Note:** For entities with flow-through tax treatment (e.g., partnerships, S-corporations, etc.), on a separate sheet include the name, address, and social security number or taxpayer ID number for all persons or entities with an ownership interest. Provide the percentage ownership interest for each taxpayer as of the time of the application. If the tax credits are to be certified other than pro rata according to the proportion of ownership interest, attach an executed agreement among the partners, members, or owners documenting the alternate distribution method.

2. PROJECT CONTACT:

Applicant/Owner/Other: Check the appropriate box and specify the name and contact information of the contact person. The Project Contact may be the applicant or a third-party contact. All correspondence from DED will be sent to the Project Contact.

3. SPORTING EVENT INFORMATION:

Note: If more than one Sporting Event is being applied for, please include a separate spreadsheet listing each separate Sporting Event. The spreadsheet should list all information in this section for each Sporting Event.

Type of Event: Please list the sport that will be played at the Sporting Event.

Address: Enter the address of the project site, including city/town, state, zip code, and county.

Event Date: Please list the date that the sporting event will be held. If no exact date for the event has been given, please give the narrowest possible range of dates.

4. ECONOMIC IMPACT:

Note: Indicate by checking the appropriate box and entering the entities Name, based upon the type of Sporting Event Site Selection Organization, whether or not your Sporting Event Proposal falls into the category of Presumed Economic Impact or Proven Economic Impact.

Note: Applicants with a Presumed Economic Impact may proceed to Question #11. Applicants requiring a Proven Economic Impact must respond to Questions 5-10.

Note: For questions 5-10, please provide the best estimate possible. Attach any supporting documentation that assists in verifying or indicating the methodology used for calculating the estimate. Relevant documents may include historical figures from previous events site studies or surveys or other documents available.

5. EXPECTED MISSOURI VENUE PREPARATION ACTIVITIES:

Note: Not all venue preparation activities are Eligible Costs. We are asking for this information in order to better gauge the economic impact of the Sporting Event upon the state. If you need additional space, please feel free to add additional pages. With all categories listed, we are looking for money that will be spent in Missouri. Please provide a brief description of the activity to be performed in the appropriate space provided.

Dates of Venue Preparation: List the date range for the preparation activities.

6. EXPECTED EVENT COSTS:

Note: Not all event costs are Eligible Costs. We are asking for this information in order to better gauge the economic impact of the Sporting Event upon the state. If you need additional space, please feel free to add additional pages. With all categories listed, we are looking for money that will be spent in Missouri. Please provide a brief description of the activity to be performed in the appropriate space provided.

7. EXPECTED EVENT TICKET AND ATTENDANCE INFORMATION:

Expected Attendance: The total number of spectators (including spectators paying less than Face Value for their tickets) expected at the event.

Estimated Local Attendees: The total number of spectators expected to come from within a ninety miles radius of the Sporting Event.

Estimated Out-of-State Attendees: The total number of spectators expected to come from out of state.

Estimated Average Ticket Sales Price: The average Face Value of all tickets to be sold at the Sporting Event.

Estimated Tickets Sold at Face Value: The total number of tickets sold for Face Value, as defined in the definitions section of the Guidelines.

8. USE OF PROPERTY:

Anticipated Number of Jobs Created: Enter the number of jobs expected to be created as a result of the Tax Credits. This number should include new construction, full-time permanent, and part-time permanent jobs.

New Construction Jobs: Construction-related jobs created as a result of the Tax Credits.

Full-Time Permanent Jobs: Full-time permanent jobs created as a result of the Tax Credits. This should not include full-time equivalent jobs made up of several part-time jobs.

Part-Time Permanent Jobs: Part-time permanent jobs created as a result of the Tax Credits.

9. EXPECTED VISITOR EVENT SPENDING:

Note: We are asking for this information in order to better gauge the economic impact of the Sporting Event upon the state. If you need additional space, please feel free to add additional pages. With all categories listed, we are looking for money that will be spent at the Event Location and during the period immediately before, during, and after the Sporting Event. Please provide a brief description of the activity to be performed in the appropriate space provided.

10. EXPECTED VISITOR SPENDING (Outside the Sporting Event):

Note: This question is optional and should only be provided if there is an availability of Supporting Documentation. We are asking for this information in order to better gauge the economic impact of the Sporting Event upon the state. If you need additional space, please feel free to add additional pages. With all categories listed, we are looking for money that will be spent outside the Location of the Sporting Event. Please provide a brief description of the activity to be performed in the appropriate space provided.

11. TOTAL NUMBER OF REQUESTED TAX CREDITS:

Eligible Costs: List the estimated dollar value for all expected eligible costs.

Estimated Tickets Sold at Face Value: List the estimated number of Sporting Event tickets that will be sold at Face Value.

Number of Tickets Multiplied by \$5: Multiply the number of Estimated Tickets Sold at Face Value by \$5.

Maximum Tax Credits: Enter the lesser of Eligible Costs or the Number of Tickets Multiplied by \$5.

12. PARTICIPATING IN THE E-VERIFY PROGRAM?

Please indicate yes or no. Participation in the E-Verify Program is a prerequisite of receiving ASTCP tax credits.

13. ADDITIONAL DOCUMENTS REQUIRED:

A copy of the draft Support Contract for the Sporting Event (if available): Please submit a draft of the event award notification, Joinder Undertaking, Joinder Agreement, or contract to be used by the Applicant and Site Selection Organization.

Back-up documentation: See the individual Supporting Documentation listings under the individual sections above.

A copy of the Memorandum of Understanding for the E-Verify Program: The Memorandum of Understanding must be properly executed by the Applicant.

A copy of the Sources and Uses for the Sporting Event: The Applicant must show the available funds that will be used to conduct the Sporting Event, along with all projected expenses associated with the Sporting Event.

Executed financing agreements: The agreements can take the form of letters of credit, bank statements, or other documents showing that the project will have sufficient funding to take place.

14. OTHER INCENTIVES USED:

Are there other State of Missouri tax credits being applied toward this project? Select the appropriate box. If "Yes," please indicate which programs are applicable. If no other programs are being applied to the project, check "No."

15. ASTCP – APPLICANT CERTIFICATION:

Must be signed and notarized.

**MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
AMATEUR SPORTING TAX CREDIT PROGRAM**

**PROJECT PROPOSAL
STATUTORY CRITERIA FOR THE RESERVATION OF CREDITS**

To be approved, a Project Proposal must meet the statutory requirements, including those listed below.

- There must be Cap Space available. The DED is limited to issuing only \$3 Million Dollars in Tax Credits in a given State Fiscal Year. Should the DED have reached the cap for a given year, any remaining applications will be placed on administrative hold until the earlier of:
 - A date upon which the Support Contract is awarded to another city, at which point the Application will be Denied;
 - A date upon which there is Cap Space available due to other Denials in the Fiscal Year covered by the Application, at which point Cap Space will be Reserved for the Applicant; or
 - Until a date 90 days following the end of the Sporting Event, at which point the project will be Denied.

- A project will be Denied, even if it had been previously Approved, when it becomes apparent that the Sporting Event will not be held as indicated in the Project Proposal. Denied projects shall have their reserved Cap Space allotted to other Sporting Events.

- The Applicant and Site Selection Organizations must be valid and fit within the appropriate definitions provided under these guidelines.

- No site for a Sporting Event may have been chosen prior to December 1, 2012.

- No Support Contract will be certified unless the Site Selection Organization has chosen to use a location in Missouri during a Competitive Bidding Process in which at least one competitive bid came from out of state.

- No Project Proposal will result in a Reservation of Tax Credits after August, 28, 2019.

**MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
AMATEUR SPORTING TAX CREDIT PROGRAM**

**PROJECT PROPOSAL
ECONOMIC IMPACT CRITERIA FOR THE RESERVATION OF
CREDITS**

In addition to the statutory requirements of the program, a Project Proposal shall be evaluated based upon all of the following economic factors, as determined by the DED:

Presumed Economic Impact

The DED will presume that the Economic Criteria for Approval has been satisfied when the Sporting Event includes one of the following Site Selection Organizations: The National Collegiate Athletic Association (NCAA); an NCAA member Conference, university, or institution; the National Association of Intercollegiate Athletics (NAIA); the United States Olympic Committee (USOC); a national governing body (NGB) or international federation of a sport recognized by the USOC; the United States Golf Association (USGA); the United States Tennis Association (USTA); or the Amateur Softball Association of America (ASA).

Proven Economic Impact

The DED will require applicants with all other Site Selection Organizations to prove and economic impact to the State. A benefit/cost ratio will be determined using a REMI model licensed to DED to indicate the return to the State, which is defined as the net fiscal impact to the State's General Revenues in the year of the Sporting Event as compared to the costs of all tax credits provided to the Sporting Event from the State. That benefit/cost must meet or exceed a 1:1 ratio in order for the event to satisfy the Economic Criteria for Approval. The Sporting Event benefit data including location, duration, preparation costs, event costs, ticket sales, attendance, event sales and other visitor spending must be provided by the applicant along with related supporting documentation.

SUPPORT CONTRACT SUBMISSION

The Support Contract Submission Form must be provided to the DED along with other documents listed on the Support Contract Submission Checklist included in this booklet. Follow the instructions on the next few pages to complete your Support Contract Submission for the Amateur Sporting Tax Credit Program.

The DED will notify you of the date the Support Contract Submission has been received by the DED; at that time the DED may request additional information needed. Should the DED determine that your Support Contract meets the statutory requirements, your Sporting Event will receive a Project Approval.

Please note that if multiple Sporting Events are tied to a single Support Contract, additional information should be supplied to provide information regarding each separate event.

Send all your application materials to:

Missouri Department of Economic Development
Amateur Sporting Tax Credit Program
301 West High Street, Room 770
P.O. Box 118
Jefferson City, MO 65102

**MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
AMATEUR SPORTING TAX CREDIT PROGRAM**

SUPPORT CONTRACT SUBMISSION CHECKLIST

- The Support Contract Submission Form
- A copy of the Support Contract

Submit project proposal materials to:

Missouri Department of Economic Development
Amateur Sporting Tax Credit Program
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P.O. Box 118
Jefferson City, MO 65102