



Effingham County Board  
101 N. 4<sup>th</sup> Street, Suite 301, Effingham, IL  
217.342.4990

### **Resolution No:**

## **A RESOLUTION DECLARING THE FOLLOWING PROCESS AND DOCUMENTS SHALL BE USED FOR ALL HOTEL/MOTEL FUNDING REQUESTS AND ALLOCATIONS IN EFFINGHAM COUNTY, ILLINOIS**

### **Purpose:**

This document outlines the criteria for the approval or denial of requests for hotel/motel funds presented to the Effingham County Board. All criteria are based on relevant provisions of the Illinois Counties Code governing hotel/motel tax revenues (55 ILCS 5/5-1030), as well as best practices for public fund stewardship.

### **Statutory Authority:**

The Illinois Counties Code (55 ILCS 5/5-1030) authorizes counties and municipalities to levy a tax on hotel/motel stays, with funds to be used for promoting tourism; conventions; expositions; theatrical, sports and cultural activities that benefit the community. Approved uses must align with Illinois Counties Code requirements.

### **Approval Criteria:**

A request for hotel/motel funds shall be approved by the Effingham County Board only if ALL of the following criteria are met:

#### **1. Eligible Purpose:**

- The request must be for activities, events, or projects that directly promote tourism; conventions; expositions; theatrical, sports and cultural activities within the county or otherwise to attract non-resident overnight visitors to Effingham County.
- Examples include marketing campaigns, tourism-related infrastructure, event promotion, or other support for festivals and attractions open to the public.

#### **2. Statutory Compliance:**

- The proposed use must comply with all restrictions and requirements set forth in 55 ILCS 5/5-1030.

- Funds shall NOT be used for general governmental operations, salaries of public officials, or purposes not expressly allowed by statute.

**3. Detailed Application:**

- The applicant must submit a completed application including a detailed description of the project/event, timeline, projected use of funds, and some examples of the promotion of the local hotels/motels or short-term rentals available for use by attendees. (See Appendix A)

**4. Demonstrated Tourism Impact:**

- The request must provide clear evidence of how the funded activity will increase overnight stays, visitor spending, or otherwise measurably boost tourism within Effingham County.

**5. Accountability and Reporting:**

- Applicants must agree to provide post-event or post-project reports documenting the use of funds and the actual impact on tourism. These reports should be submitted in a timely manner, but no less than 60 days after the event is concluded. (See Appendix B)

**6. Non-duplication:**

- Requested funds can be used in conjunction with other government funding sources; however, the request should not be a duplicate request for the same event in the same year.
- Prior year awards do not guarantee future funds being granted.

**7. Board Discretion:**

- The Effingham County Board retains the discretion to deny any request that, in its judgment, does not meet the spirit or intent of the statute, or does not serve the best interests of Effingham County tourism.
- If the event is held entirely within a municipality, the requestor must show an approval or denial letter from that municipality of a request for similar funding for the event/project.
- The awarding of funds is based on availability and will be denied if the board determines there is a negative risk to the fund account.

**Denial Criteria:**

A request shall be denied if any of the following apply:

- The proposed use does not comply with 55 ILCS 5/5-1030 or other applicable laws.

- The activity is not primarily tourism-related or will not attract visitors from outside the community.
- The application is incomplete, lacks necessary documentation, or fails to provide a detailed budget/outcomes plan.
- The applicant fails to demonstrate the expected positive impact on local tourism.
- Funds are intended for ongoing operational costs, debt service, or other ineligible expenses.
- Requestor has failed in past years to provide requested documents from other events.

**Appeals:**

Applicants may request reconsideration or provide additional documentation, but the Board's decision is final unless new information is presented that addresses the criteria above.

**Effective Date:**

This policy is effective upon adoption by the Effingham County Board and may be revised as needed to comply with changes in state statute or local priorities.

**NOW THEREFORE, IT IS HEREBY RESOLVED BY THE COUNTY BOARD OF EFFINGHAM COUNTY, ILLINOIS THAT:** The attached documents and appendices will be used when accepting, reviewing, and awarding all hotel/motel funding requests. That any individual or entity wishing to receive Effingham County Hotel/Motel funding shall be required to complete and follow the documents in this resolution to include all appendices attached.

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Joshua Douthit, Chairman  
Effingham County Board

**ATTEST:**

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Michelle Kollmann  
Effingham County Clerk