**Pend Oreille County**

**Hotel/Motel Tax Fund**

**APPLICATION FORM**

Pend Oreille County receives funds from the lodging tax imposed upon users of hotels, motels, resorts, and some campgrounds located within the unincorporated areas of the County. These funds can be expended for a narrow range of projects and activities established by Washington State law.

Application proposals for use of a portion of these funds will be considered on an on-going basis by Pend Oreille County through application to the Hotel/Motel Tax Advisory Committee (HMTAC). To be considered for funding, proposals must meet one of the following criteria as established in State law (RCW 67.28.1815) and prohibits use of tax receipts for any other purposes. State law requires these funds be:

***“…used solely for the purpose of paying all or any part of the cost of tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities…”***

Tourism promotion is defined in RCW 67.28.080 as “…activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.” Further, acquisition plans and operation plans require county ownership to qualify.

In addition, HMTAC policy requires that proposals comply with the following criteria:

1. Broad tourism promotion efforts will be given higher priority over the financing of individual festivals, concerts or shows.
2. The County’s hotel/motel tax grant should ‘leverage’ other funds. Unless the requesting agency is sponsoring an event that depends entirely on volunteer efforts, hotel/motel grants should consequently not exceed 25% of the function’s total cash budget for promotion.
3. Hotel/motel grants should be directed to those events which generate maximum economic benefit. Large events requiring overnight hotel/camping stays should therefore be favored over smaller and/or single day events.
4. Grants should be focused toward sporting, cultural, and leisure events.

All applications are reviewed by the HMTAC, which will then make recommendations to the County Commissioners as to which applications should receive funding. The final funding decision is up to the County Commissioners. The HMTAC places an emphasis on the following when evaluating each application:

* How many room night rentals will the project generate?
* How reliable is the information provided?
* Does the project promote Pend Oreille County outside its borders?
* What is the anticipated overall dollar expenditure within the County as a result of the event?

The Committee encourages all events and organizations to work towards self-sufficiency. All recipients will be required to note on any advertising materials that “Tourism Support Provided by Pend Oreille County Hotel/Motel Tax Funds.”

Please complete the following application. Please use separate applications for each individual project and/or event. Applications must be submitted to the Pend Oreille County Hotel/Motel Tax Advisory Committee, PO Box 5025, Newport WA 99156, or delivered to Commissioners’ Office at County Courthouse, 625 W. 4th Street, Newport. Any questions concerning the application process may be directed to Clerk of the Board, Crystal Zieske, at 509-447-4119.

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project to Be Funded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Date/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has the requesting organization received Hotel/Motel Tax funding in the past? \_\_\_\_\_ YES \_\_\_\_\_ NO

If Yes, for which years and which projects?

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About the Requesting Organization:

Number of full-time staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of part-time staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of volunteers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year organization incorporated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list the names and titles of your Board members:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Project Description: Please provide a brief description of the event/project, including event schedule.

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Total Project Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Request as a percent of total project cost: \_\_\_\_\_\_\_\_\_\_\_\_\_%

Project Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revenue:

Sources Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Expenditures:

Description Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Projected Tourism Benefits:

Expected number of participants/spectators: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected number of out-of-town participants/spectators: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Those who have traveled MORE than fifty miles)

Expected number of room nights generated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain how your organization will collect and verify the above information (i.e. surveys, registration, hotels, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Explain how this project meets the above guidelines and criteria for Hotel/Motel Tax funding.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Provide a detailed outline of the Marketing Plan for the event to be funded by Hotel/Motel funds. Please include the different types of media by name and location of service.***

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You may use additional sheets of paper if necessary to complete the application. You may also attach any additional information about your organization or project you think is relevant to this application.

**I understand the Washington State limitations placed on use of Hotel/Motel Tax funds and certify the requested funds will be used only for purposes described in this application or as approved by the County Commissioners. I understand use of funds is subject to audit by the State of Washington. I further understand that printed and hard-copy verification of advertising publication is required for release of funds and there will be no advance payments. All funds granted are to be used and invoices submitted for payment by December 5, and there will be no carry-over.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name Title Date**

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*For Committee Use Only:*

*Date Received by Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date of Committee Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date Approved/Declined by Commissioners: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*