

**FY2019  
Pacific County  
Lodging Tax Grant  
Application Packet  
New Applicants/ Special  
Projects/ Additional  
Funding**



**SUBMISSION DEADLINE:  
Friday, October 5, 2018  
4:00pm**

**Applications must be hand-delivered or mailed to:**

**Pacific County General Administration/LTAC  
1216 W. Robert Bush Drive, Suite G  
P.O. Box 6**

**South Bend, WA 98586-0006**

**E-mail address: [abennett@co.pacific.wa.us](mailto:abennett@co.pacific.wa.us)**

**Or hand-delivered to:**

**South County Administration Facility  
Community Development Office  
7013 Sandridge Road  
Long Beach, WA 98631**



# Pacific County Lodging Tax Application

New Applicants/Special Projects/Additional Funding  
Board of County Commissioners

Pacific County has established funding for New Applicants/Special Projects/Additional Funding applicants. Entities that have not been funded for a minimum of three (3) years or new entities are encouraged to apply by means of the New Applicants/Special Projects/Additional Funding application. The amount available each year will vary. The additional funding/special project requires an application separate from your baseline funding.

The Pacific County Lodging Tax Committee will be giving priority to the following projects:

1. RV Promotion
2. Off-Season Activities/Projects
3. Natural Resources and/or Tourism
4. Mid-Week Tourism
5. Lodging, Dining and Activities

Collaborations are encouraged. The Lodging Tax Advisory Committee is encouraging organizations to collaborate on projects/activities promoting tourism in Pacific County.

Application packets are available on the Pacific County webpage, picked up at the General Administration Office located at 1216 West Robert Bush Drive in South Bend, WA, or the Department of Community Development located at 7013 Sandridge Road in Long Beach, WA, or by emailing the Lodging Tax Advisory Committee Clerk, Amanda Bennett, at [abennett@co.pacific.wa.us](mailto:abennett@co.pacific.wa.us).

Should you have any questions or concerns, please call the General Administration Office at (360) 875-9334.

Thank you.



# Pacific County Lodging Tax Application

Board of County Commissioners

**To be considered for funding, the grant application must meet the following criteria as established by State law (RCW 67.28.1815) and County policy:**

- ... 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. Municipalities may, under chapter [39.34](#) RCW, agree to the utilization of revenue from taxes imposed under this chapter for the purposes of funding a multijurisdictional tourism-related facility.

**The definitions within RCW 67.28.080 and County policy apply to the use and administration of these funds.**

**Acquisition** includes, but is not limited to, siting, acquisition, design, construction, refurbishing, expansion, repair, and improvement, including paying or securing the payment of all or any portion of general obligation bonds, leases, revenue bonds, or other obligations issued or incurred for such purpose or purposes under this chapter.

**Municipality** means any county, city or town of the state of Washington.

**Operation** includes, but is not limited to, operation, management, and marketing.

**Person** means the federal government or any agency thereof, the state or any agency, subdivision, taxing district or Municipal Corporation thereof other than county, city or town, any private corporation, partnership, association, or individual.

**Tourism** means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

**Tourism promotion** means 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.

**Tourism-related facility** means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

**The Lodging Tax Committee will hold a Public Meeting, October 25, 2018 beginning at 2:00pm at the Pacific County Administration Facility, 7013 Sandridge Road, Long Beach, Washington 98631. This meeting will be for awarding Lodging Tax Grant Funding.**

**Funding for each organization will require Board of County Commissioner final approval.**

Successful applicants will enter into a Contract for Services with Pacific County and will be required to fulfill the terms of the contract. They will be required to abide by all Washington State Requirements. Applicants will also be required to promote the Tourism Development Fund during their event/activity that tourism grant money is used.



# Pacific County Lodging Tax Application

Board of County Commissioners

## ***New Applicants/Special Projects/Additional Funding***

For Budget Year

2019

Initial Application Deadline

October 5, 2018, 4:00pm

Please read carefully and include all information. Keep your answers clear, concise and to the point of the question.

- All applicants must complete an application.
- Funding priority may be given, but not limited to: off-season, midweek and collaborations that will generate long-term tourism growth.
- If funding is available following the initial application deadline, applications can be submitted throughout the calendar year for consideration by the LTAC Committee.
- Applications will be awarded based on responses to questions below.
- Blank answers will deem application as incomplete. Please provide full answers to each question.
- Late or Incomplete Applications will automatically receive a **5% deduction**. Late or Incomplete Applications will **ONLY** be received up to five (5) business days after the deadline.

Please fill in the application form, print, sign and submit to Amanda Bennett in the General Administration Office located at the Courthouse Annex, 1216 W Robert Bush Drive, South Bend, WA by the application deadline listed at the top of this application. Applications may be picked up/dropped off at the South County Administration Facility (Community Development) 7013 Sandridge Road, Long Beach or Courthouse Annex during their business hours or General Administration 1216 W Robert Bush Drive, South Bend. If mailing applications, please send to: Pacific County General Administration, PO Box 6 South Bend, WA 98586. Mailed applications must be received by the deadline.

## **General Information**

### **ORGANIZATION INFORMATION**

<b>Organization Name</b>		
<b>Type of Organization (Circle One)</b>		<b>Years Involved with Tourism Promotion within Pacific County</b>
501 (C) 3	501 (C) 6	Other _____

**Organization's Mission Statement of Purpose:**

### **APPLICANT CONTACT INFORMATION**

<b>Name</b>	<b>Phone Number</b>
<b>Full Mailing Address</b>	
<b>Agency Tax ID</b>	<b>UBI Number</b>
<b>Email Address</b>	<b>Organization's Website</b>

**REQUIRED INFORMATION**

- Financial Documentation:** All applicants must attach their 2018 Approved Applicant Agency Budget and 2018 Expenditure Report (January through June).
- List of Current Board of Directors:** A list of the current Board of Directors or other governing body of the agency must include the name, phone number, and email addresses.
- Type of Organization:** All organizations must provide verification of 501(C) status, non-profit/profit determination or government agency verification.
- Prior Funding:** If you received funding in 2018, provide a synopsis of the activity or projects held that the funding was used for, measurable outcomes and how it enhanced tourism within Pacific County.

**PROJECT INFORMATION**

<b>Project Name(s)</b>	
<b>Amount Requested from Pacific County</b>	<b>Date of Project(s)</b>

**Project Description:**

Please provide a detailed description of the proposed project/activity. Include information on the area the project will serve, its expected impact and responsible party(s). Describe how the project/activity will enhance tourism and/or result in 'heads in beds'. If more room is required, please attach separately.

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1. Describe your targeted audience, expected results and measurable outcomes of the activity.

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2. How does the project provide short/long-term economic benefit to the lodging tax fund?

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3. What other funding is being used to support this activity or project?

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4. Is there a plan to continue this activity and/or project beyond this year that special funding is being awarded? Describe the plan and commitment from other sources for continued funding if applicable.

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**Applicants must provide estimates of how funding will result in increases in the number of people traveling for business or pleasure on a trip as required by RCW 67.28.1816;**

- Away from their place of residence or business and staying overnight in paid accommodations:

*Estimated Number* \_\_\_\_\_

- To a place fifty (50) miles or more one way from their place of residence or business for the day or staying overnight:

*Estimated Number* \_\_\_\_\_

- From another country or state outside of their place of residence or their business:

*Estimated Number* \_\_\_\_\_



# Tourism Development

## Attachment A: Scope of Work

<u>Activity/Project</u>	<u>Projected Number</u>	<u>Funding Request</u>
<b>Operations of Tourism-Related Facility</b> ○ Detail of Operation(s):		
<b>In Person Contacts</b> ○ Physical Location, Days/Hours and When/ Where Contacts Take Place:		
<b>Email or Phone Contacts</b> ○ Email, Phone Number and Anticipated Schedule for Contacts:		
<b>Brochures Produced/Printed</b>		
<b>Brochures Distributed</b> ○ Distribution Method:		
<b>Radio/TV Advertisements</b> ○ Radio Stations/Markets: ○ TV Stations/Markets:		
<b>Social Media</b> ○ Site(s): ○ Reach: ○ Platform: ○ Engagement:		
<b>Print and/or Digital Advertisements</b> ○ Newspaper(s)/Periodical(s) ○ Tourism Print Media:		
<b>Website</b> ○ Unique Visitors: ○ Home Page Views:		



**WASHINGTON STATE REQUIRED INFORMATION FOR LODGING TAX**

<b>Activity/Project Name and Date:</b> _____ _____	<b>NUMBER ESTIMATED</b>	<b>NUMBER ACTUALS</b>
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**Overall Attendees**

Method to Calculating Results: _____ _____		
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**Attendees Traveled 50+ Miles**

Method to Calculating Results: _____ _____		
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**Attendees Traveled Out of State/Country**

Method to Calculating Results: _____ _____		
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**Attendees Paid Overnight Lodging**

Method to Calculating Results: _____ _____		
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**Attendees Not Paid Overnight Lodging**

Method to Calculating Results: _____ _____		
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**Stayed Overnight PAID Lodging**

Method to Calculating Results: _____ _____		
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**Stayed Overnight UNPAID Lodging**

Method to Calculating Results: _____ _____		
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**Total Cost of Funded Activities \$ \_\_\_\_\_**

**I swear under penalty of perjury under the laws of the State of Washington that the foregoing information is true and correct to the best of my knowledge.**

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Place of Execution \_\_\_\_\_, Washington  
 City



# Pacific County Lodging Tax Application

Board of County Commissioners

## DECLARATION

I understand the Washington State limitations placed on use of Hotel/Motel Tax funds, and certify that the requested funds will be used only for purposes described in this application and established by state law and county policy. I have the authority of the organization/entity represented in this application to submit this request for funding on its behalf. I understand the use of funds is subject to audit by the State of Washington.

I declare that the foregoing is true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place of Signing