

**2018
Asotin County
Lodging Tax Grant
Application Packet**



SUBMISSION DEADLINE:
Friday, September 1, 2017
4:00 p.m.

Applications must be hand-delivered, mailed or e-mailed

to:

Asotin County Lodging Tax Committee

Attn.: Commissioner Chris Seubert

095 2nd Street, P.O. Box 250

Asotin, WA 99402

E-mail address: cseubert@co.asotin.wa.us

2018 ASOTIN COUNTY LODGING TAX GRANT APPLICATION

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.

Tourist means a person who travels from a place of residence to a different town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture.

2018 ASOTIN COUNTY LODGING TAX APPLICATION INFORMATION & INSTRUCTIONS

SUBMITTING APPLICATIONS

Applications for Lodging Tax funding must be hand-delivered, mailed or e-mailed to Asotin County Lodging Tax Committee Attn: Commissioner Chris Seubert, Courthouse Annex, 095 2nd Street, P O Box 250, Asotin, Washington 99402, e-mail to: cseubert@co.asotin.wa.us.

Applications must be submitted by 4:00 p.m. on Friday, September 1, 2017.

DOCUMENTS REQUIRED TO BE INCLUDED WITH APPLICATION

- Verification of 501(c) status
- 2014 Approved Applicant Agency Budget
- 2014 Expenditure Report (January through June)

CONDITIONS OF APPLICATION

Applications will be screened for the following:

- Applications received after the deadline will not be accepted
- Applications must be completed in their entirety and all applicable attachments must be included
- All financial information must be complete and must balance
- Applications must be signed by a person authorized to contractually bind the entity
- **E-mailed applications must be followed by a signed paper original application, which must be received on or before Friday, September 1, 2017 at 4:00pm**

Any application that does not include the required documents or does not meet the above conditions will be ineligible for funding.

AWARD CONSIDERATIONS

A public meeting will be held at 12:00 (Noon) on **Thursday, September 14, 2017**, at the Courthouse Annex, 095 2nd Street, Asotin for Award Considerations. Applicants are strongly encouraged to attend and make a brief presentation of their request and to answer any questions the Committee may have.

Successful applicants will enter into a Contract for Services with Asotin County and will be required to fulfill the terms of the contract.

5. List on the following page the proposed quantity of specific tourism promotional activities described in #3 above and the corresponding funding request for each activity.

<u>COLUMN A</u> ACTIVITY	<u>COLUMN B</u> NUMBER PROJECTED	<u>COLUMN C</u> FUNDING REQUESTED
In Person Contacts Physical location and days/hours and when/where contacts are to take place:		\$
<hr/>		
E-mail or Phone Contacts E-mail address and Phone #; anticipated schedule when phone contacts will be made:		\$
<hr/>		
Brochures Produced/Printed		\$
Brochures Distributed/Mailed Distribution method:		\$
<hr/>		
Radio Ads Radio Stations/Markets:		\$
<hr/>		
TV Ads TV Stations/Markets:		\$
<hr/>		
Print Ads Newspaper(s)/Periodical(s)/Tourism Print Media:		\$
<hr/>		
Website Page Views:		\$
Home Page Views:		\$

Total Column C
(Amount must equal total requested in #1 on previous page)

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