

**2009
Pacific County
Lodging Tax Grant
Application Packet**



**SUBMISSION DEADLINE:
Friday, September 12, 2008
4:00pm**

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

Pacific County General Administration
Attention: Marie Guernsey
1216 W. Robert Bush Drive, Suite G
P.O. Box 6
South Bend, WA 98586-0006
E-mail address: mguernsey@co.pacific.wa.us

2009 PACIFIC COUNTY LODGING TAX APPLICATION INFORMATION & INSTRUCTIONS

SUBMITTING APPLICATIONS

Applications for Lodging Tax funding must be hand-delivered, mailed or e-mailed to Pacific County General Administration, Courthouse Annex, 1216 W. Robert Bush Drive, P O Box 6, South Bend, Washington 98586, e-mail to mguernsey@co.pacific.wa.us.

Applications must be submitted by 4:00pm on Friday, September 12, 2008.

CONDITIONS OF APPLICATION

Applications will be screened for the following:

- Applications received after the deadline will not be accepted
- Verification of 501(c) status must be submitted with the application, unless verification has been submitted previously
- Applications must be completed in their entirety and all applicable attachments must be included; incomplete applications will not be considered
- 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 19, 2008 at 4:00pm

Any application not meeting the above conditions will be returned with an explanation of why it will not be considered for funding.

2009 PACIFIC 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:

- payment of all or any part of the cost of tourism promotion

The definitions within RCW 67.28.080 and County policy apply to the use and administration of these funds unless the context clearly requires otherwise. The most applicable of those definitions are:

- **Tourism Promotion** - activities 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 agencies; and funding marketing of special events and festivals designed to attract tourists.
- **Tourism** - means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

Organization Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax No: _____

Website: _____

Federal Tax ID: _____ UBI: _____

Is this a 501(c) entity? Yes / No If yes, subcategory? _____
(Verification of 501(c) must be attached, if not previously submitted)

Please list Tourism-related Focus and Accomplishments: _____

Contact Person Information

Name: _____ Title: _____

Telephone: _____ Fax: _____

E-mail address: _____

Board of Directors

President: _____ Secretary: _____

Other Board Members and Titles:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Funding Request

TOTAL AMOUNT REQUESTED: _____

- If it is not possible to fund your tourism promotional project below a minimal level, please specify minimum acceptable amount of funds needed and why:

- If your project is funded, how do you plan to monitor and report your activities to the County; and how do you plan to measure the impact on tourism in unincorporated Pacific County?

PROPOSED LODGING TAX PROJECT(S) BUDGET

Please list the 2009 income and expenditures anticipated in your lodging tax project(s) budget.

Income/Expenses

Income:

Please list all anticipated funding sources, amount and indicate whether or not the funding has been confirmed. If funding sources are unknown for fy09, please estimate.

Anticipated fy09 <u>FUNDING</u>	<u>FUNDING SOURCE</u>	<u>AMOUNT</u>	<u>CONFIRMED?</u>	<u>DATE AVAILABLE</u>
_____	_____	\$	_____	_____
_____	_____	\$	_____	_____
_____	_____	\$	_____	_____
_____	_____	\$	_____	_____
_____	_____	\$	_____	_____
_____	_____	\$	_____	_____
_____	_____	\$	_____	_____
_____	_____	\$	_____	_____
_____	_____	\$	_____	_____

Expenses:

LTAC Funds Other Funds Total Funds

1. Promotion of Specific Event/Festival (total): \$ _____ \$ _____ \$ _____

2. Promotion of the Area using Lodging Tax funds for the year of 2009:

In-Person Contacts \$ _____ Number of Contacts Predicted _____

Phone Contacts \$ _____ Number of Contacts Predicted _____

Brochures \$ _____ Estimated Number Mailed/Distributed _____

ADS:

Radio/TV \$ _____ Estimated Number to be Placed _____

Print Media \$ _____ Estimated Number to be Placed _____

Web \$ _____ Estimated Number to be Placed _____

WEB SITE:

Home Page Views \$ _____ Number of Home Page Views Predicted _____

Page Views \$ _____ Number of Page Views Predicted _____

Other (List) \$ _____ Number Predicted _____

(if additional space is needed, please use a separate sheet)

TOTAL EXPENSES \$ _____

Attachments to be included with Application:

(If not on file with Pacific County)

A. Non-Profit Applicants

- Copy of state certificate of non-profit incorporation and/or federal copy of 501 c (3)
- IRS Tax ID number
- Copy of articles of incorporation
- Copy of most recent approved and proposed budgets of the overall organization

B. Public Agency Applicants

- Copy of meeting minutes approving the project(s), authorizing submittal of application and committing the use of matching funds, if any; or a letter (or resolution) indicating official approval of project and application

