



White Salmon Lodging Tax Advisory Committee

A G E N D A

September 29, 2021 – 5:30 PM

Via Zoom Teleconference

Meeting ID: 850 1854 3227 Passcode: 910109

Call in Numbers:

669-900-6833

929-205-6099

301-715-8592

346-248-7799

253-215-8782

312-626-6799

Call to Order/Roll Call

Discussion and Action Items

1. Introductions
- [2.](#) Lodging (Hotel/Motel) Tax Review
- [3.](#) Proposed Lodging Tax Grant Program Guidelines

Adjournment

Members of the public will be allowed to interact with the committee members during the committee meeting to ask questions or make suggestions regarding the topics on the agenda. Please use the chat or raise hand feature in Zoom to indicate that you have a comment or a question. The Chair of the committee may ask members of the public to wait for comments or questions until after the initial discussion takes place between committee members

File Attachments for Item:

2. Lodging (Hotel/Motel) Tax Review

Lodging Tax (Hotel-Motel Tax)

This page provides an overview of the lodging tax, also known as the hotel-motel tax, that cities and counties in Washington State may charge to benefit tourism, including applicable tax rates, use of revenues, lodging tax advisory committees (LTACs), and sample documents.

The information on this page applies only to cities and counties. Certain public facilities districts also have separate lodging tax authority which is not discussed on this page. For more information, see our page on [Public Facilities Districts \(PFDs\)](#).

For further guidance on lodging taxes and other local revenue options, see MRSC's [City Revenue Guide](#) and [County Revenue Guide](#).

Overview

Any city, town, or county has the authority to levy lodging taxes, also known as “hotel/motel taxes,” on all charges for furnishing lodging at hotels, motels, and short-term rentals – including such activities as Airbnb, bed and breakfasts (B&Bs), RV parks, and other housing and lodging accommodations for periods of time less than 30 days.

The tax is collected as a sales tax and paid by the customer at the time of the transaction, and the revenues must be used for eligible tourism promotion activities or tourism-related facilities.

There are two lodging tax options:

- A “**basic**” or “**state-shared**” **lodging tax** up to 2% that is taken as a credit against the 6.5% state sales tax rate, so that the lodging patron does not see any tax increase ([RCW 67.28.180-.1801](#)). The state also sometimes refers to this as the “**transient rental tax**.”
- An “**additional**” or “**special**” **lodging tax** up to 2% *on top* of the other state and local [retail sales taxes](#), resulting in a higher tax bill for the patron ([RCW 67.28.181](#)).

If a jurisdiction imposes both options at the maximum rate, that would bring the total lodging tax rate to 4%. However, a few specific jurisdictions are not authorized to collect certain lodging taxes while others have additional authority, as discussed below.

Lodging taxes are different from (and may be imposed in addition to) tourism promotion area fees. For more information on tourism promotion areas, see our page [Tourism and Local Governments](#).

"Basic" or "State-Shared" Lodging Tax

Any county has the authority to levy the “basic” or “state-shared” lodging tax up to 2% ([RCW 67.28.180](#)), which is taken as a credit against the 6.5% state sales tax ([RCW 67.28.1801](#)). This means that there is no tax increase, and the total tax paid by the patron is equal to the retail sales tax in the jurisdiction in which the lodging is located. The state’s portion of the sales tax rate on lodging effectively drops from 6.5% to 4.5% within those jurisdictions. The state sometimes refers to this as the “transient rental tax.”

Most cities and towns have similar “basic” lodging tax authority. The city’s basic rate is credited against the county’s basic rate ([RCW 67.28.180\(2\)](#)). For instance, if both the city and the county impose the full 2% basic lodging tax, the total rate will be 2% countywide, but the county will not receive revenues from the incorporated area because it must credit those revenues back to the city.

The basic lodging tax has a few exceptions:

- No city located within King County may impose the basic lodging tax (see [RCW 67.28.180\(2\)\(c\)\(ii\)](#)), except for Bellevue which has legislation allowing it to collect a rate up to 2% until its related debt is retired (subsection (2)(c)(iii)).
- No city that is located within a county that is exempt under [RCW 67.28.180\(2\)\(b\)](#) may impose the basic lodging tax so long as the county remains exempt. Currently, Yakima County is the only county exempt under that subsection, so no city within Yakima County may impose this tax. However, there is also an exception that grandfathers in the City of Yakima and allows it to collect a basic lodging tax up to 2% until its related debt is retired (subsection (2)(c)(iii)).
- For Bellevue/King County and City of Yakima/Yakima County, the statutory exemptions allow the jurisdictions to “double-dip,” meaning that the city lodging tax is not taken as a credit against the county rate. Instead, the city and county rates are added together, resulting in a credit of up to 4% against the state sales tax rate within Bellevue and the City of Yakima. This means the state only receives a 2.5% sales tax on lodging in those two cities.

"Additional" or "Special" Lodging Tax

In addition to the “basic” 2% lodging tax, any county may impose an “additional” or “special” lodging tax up to 2% in increments no smaller than 0.1% ([RCW 67.28.181](#)). Unlike the basic lodging tax, the additional lodging tax is *not* a credit against the state sales tax and results in a tax increase for the lodging patron.

If the basic and additional lodging tax are each levied at a rate of 2%, the combined lodging tax rate would be 4% and the total tax paid by the patron would equal the retail sales tax in the jurisdiction plus the additional/special lodging tax of 2%.

Most cities and towns also have similar authority, and just like the basic lodging tax the city’s additional lodging tax must be taken as a credit against the county’s additional rate ([RCW 67.28.181\(3\)](#)). For instance, if both the city and the county impose the full 2% additional lodging tax, the total additional rate will be 2% countywide, but the county

not receive revenues from the incorporated area because it must credit those revenues back to the city.

The additional lodging tax also has a few exceptions:

- Counties and cities that imposed a combined lodging tax greater than 4% before July 27, 1997 were grandfathered in under RCW 67.28.181(2)(a). This includes Grays Harbor and Pierce counties (and the cities within them), plus the cities of Airway Heights, Bellevue, Chelan, Leavenworth, Long Beach, Winthrop, and Yakima.
- Any city located within a county that had the authority to levy a countywide 4% lodging tax before January 1, 1997 may not impose the additional 2% (RCW 67.28.181(2)(b)). This applies to all cities in Cowlitz and Snohomish counties.
- Cities that imposed a combined lodging tax rate of 6% before January 1, 1998 are grandfathered in under RCW 67.28.181(2)(d). This occurred due to a unique set of circumstances and only applies to the cities of Wenatchee and East Wenatchee.

Use of Revenues

City and county lodging tax revenues – including both the “basic” and “additional” lodging taxes – must generally be used for tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities (RCW 67.28.1815-.1816), including:

- Tourism marketing;
- Marketing and operations of special events and festivals designed to attract tourists;
- Operations *and* capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district, including repayment of general obligation bonds (RCW 67.28.150) or revenue bonds (RCW 67.28.160) for eligible capital projects; or
- Operations of tourism-related facilities owned or operated by nonprofit organizations (but *not* capital expenditures).

(King County has separate provisions and requirements for how to spend the revenues.)

Definitions of “tourism,” “tourism promotion,” and “tourism-related facility” are provided in RCW 67.28.080. Cities and counties may use the funds either directly, or indirectly through a convention and visitor’s bureau or destination marketing organization. The funds may be awarded to nonprofits, tourism organizations, and to the city or county for eligible expenses.

Practice Tip: The guiding principle is that these facilities should be used by tourists. So for example, a municipal golf course would likely be a permitted lodging tax expenditure in Chelan, while it probably would not be if it were in a residential neighborhood in Spokane. Each situation is unique and requires careful assessment.

After conferring with the State Auditor’s Office, we have also concluded that lodging tax revenues may be used to pay for staff support of the lodging tax advisory committee (LTAC, described in further detail below), provided that proper application and reporting requirements are followed. Our conclusion comes from RCW 67.28.1815, which states that the revenues must be used “solely for the purpose of paying all or any part of the cost of tourism promotion...” It is our opinion that the primary function of an LTAC is to promote and market tourism.

Cities and counties may also use lodging tax revenues to repay general obligation bonds ([RCW 67.28.150](#)) or revenue bonds ([RCW 67.28.160](#)) issued for affordable workforce housing within a half-mile of a transit station. For more information, see our page on [Affordable Housing Funding Sources](#).

Application and Award Process

All prospective lodging tax recipients must apply to the city/county for funding. The entities that may apply for lodging tax funding are:

- Convention and visitors' bureaus;
- Destination marketing organizations;
- Nonprofits, including main street organizations, lodging associations, or chambers of commerce; and
- Municipalities (defined as any city, town, or county).

Any city or county with a population of 5,000 or more that imposes any lodging tax must also establish a lodging tax advisory committee (LTAC), described in the next section, to review the applications and make funding recommendations.

Jurisdictions with a population of less than 5,000 are not required to establish an LTAC, although they may do so if desired. If the jurisdiction does not have an LTAC, prospective applicants must apply directly to the legislative body (city council or county commission) for consideration and funding.

All applications must include estimates of how funding the activity will result in increases to the number of people staying overnight, traveling 50 miles or more, or coming from another state or country. To ensure that the applicants are compliant with this statutory requirement, this information should be included in the lodging tax application form that will be filed with the city/county or the LTAC.

There is no requirement that priority for funding be given to applicants expected to generate the largest number of tourists, and lodging tax revenue may still be awarded to recipients who provide services that indirectly increase tourism such as destination marketing organizations.

The law is silent on the frequency of the awards. Some jurisdictions choose to make the award process a part of their annual budget cycle while others may incorporate a mid-year awards procedure to account for unexpected increases or decreases in lodging tax revenues.

Practice Tips:

- The State Auditor's Office interprets the law to mean that all users of lodging tax funds, including municipalities, are considered applicants and must follow the relevant application procedures. So, if cities or counties are seeking to use the funds directly, the city/county should submit applications for their own projects to the legislative body or LTAC for consideration.
- To avoid any concerns regarding [gifting of public funds](#), the city or county awarding the funds should enter into a contract with the recipient organization(s). The contract should spell out the tourism-related services to be provided in exchange for the funding, as well as the required reports that must be filed by the recipient that quantifies the services in terms of the number of tourists generated as a result of the funding.

Lodging Tax Advisory Committees (LTACs)

Any city or county with a population of 5,000 or more that imposes any lodging tax is required to establish a lodging tax advisory committee (LTAC) to review the applications and make funding recommendations to the legislative body.

Practice Tip: Jurisdictions with a population of less than 5,000 are not required to establish an LTAC, although they may do so voluntarily. If a jurisdiction voluntarily establishes an LTAC, it is not required to follow these rules and may adopt its own processes and requirements.

For jurisdictions of at least 5,000 population, the LTAC must be appointed by the legislative body (city council or county commission) and must contain at least five members, including at least two representatives of businesses that are required to collect the lodging tax, at least two people who are involved in activities that are authorized to be funded by the lodging tax, and one elected official from the jurisdiction who serves as chair (RCW 67.28.1817).

The number of committee members from organizations representing hotels/motels collecting the tax and the number from organizations involved in activities that can be funded must be equal. Organizations representing hotels and motels and organizations involved in activities that can be funded by this tax may recommend people for membership.

The statute also provides that a person who is eligible under the first category (lodging businesses) is not eligible for appointment under the second category (funding organizations), and vice versa.

The legislative body must review the committee's membership annually and makes changes as appropriate. A city's committee may include a non-voting elected county official and vice versa.

The LTAC receives all applications for lodging tax revenue and recommends a list of candidates and funding levels to city or county legislative body for final determination. The statute says that the legislative body "may choose only *recipients* from the list of candidates and recommended amounts provided by the local lodging tax advisory committee" (RCW 67.28.1816(2)(b)(ii), emphasis added).

Practice Tip: The legislative body is not required to fund the full list of recommended recipients and may choose to make awards to only some or even none of the recommended recipients, but the legislative body *may not award funds to any recipient that was not recommended by LTAC*.

However, an informal opinion from the Attorney General's Office in 2016 states that the legislative body may award *amounts* different from the LTAC's recommended amounts, but only after satisfying the procedural requirements of RCW 67.28.1817(2). This requires the municipality to submit its proposed change(s) to the LTAC for review and comment at least 45 days before final action is taken.

Any proposal to impose a new lodging tax, raise the rate of an existing tax, repeal an exemption from the lodging tax, or change the use of the tax proceeds, must be submitted to the lodging tax advisory committee for review and comment at least 45 days before final action will be taken on the proposal by the legislative body (RCW 67.28.1817(2)).

Reporting Requirements

All cities and counties *receiving* lodging tax revenues must file an annual report with the Joint Legislative Audit & Review Committee (JLARC) by May 15 for the prior calendar year ([RCW 67.28.1816](#)). If a jurisdiction received lodging tax revenues but did not have any distributions or expenses during the calendar year, the JLARC report must still be completed and filed by the deadline indicating no activity.

JLARC has established an [online reporting system](#) – see the reporting instructions, data field descriptions, and FAQs at the top of the JLARC page. The reporting requirements include:

- All lodging tax revenues received;
- All lodging tax revenues distributed and/or expended;
- All recipients of lodging tax monies, including the city itself, that may have directly used lodging tax funds for qualifying facilities, tourist events, or tourism administration; and
- For all recipients, the actual number of people traveling for business or pleasure on an overnight trip in paid accommodations, traveling 50 or more miles away from their business or place of residence for the day or overnight, or traveling from another country or state.

Practice Tip: The deadline to submit the annual lodging tax data to JLARC is May 15 for the year ending December 31 of the prior fiscal period. However, the JLARC online filing system can record and store lodging tax activity throughout the calendar year, so as part of your contract with recipients, we recommend that you require the recipient to file the actual number of attendees, overnight stays, and/or other associated tourism data as soon as the event or activity has been completed to ensure the city's full compliance with JLARC.

Maximum Combined Sales & Lodging Tax Rate

For cities and counties, the maximum combined sales and lodging tax rate upon sales of lodging may not exceed 12% ([RCW 67.28.181\(1\)](#)), except for Seattle which has a maximum combined rate of 15.2%. The statutes included within the 12% cap are:

- [Chapter 36.100 RCW](#) (public facilities districts),
- [Chapter 82.08 RCW](#) (state sales tax)
- [Chapter 82.14 RCW](#) (local sales taxes)
- [Chapter 67.28 RCW](#) (lodging taxes), and
- Chapter 67.40 RCW (convention and trade center tax – repealed in 2010).

However, affordable housing sales taxes (see [RCW 67.28.181\(4\)](#)) and the first 0.4% of the Sound Transit high-capacity transit sales tax (adopted prior to December 1, 2000 – see [RCW 82.14.410\(2\)\(c\)](#)) are not included within the 12% cap.

Most counties and cities are not that close to the 12% cap, and the cap does not affect the ability of any jurisdiction to impose the maximum “basic” lodging tax allowed by law since it is taken as a credit against the state sales tax does not increase the sales tax rate. However, the 12% cap may limit the “additional” lodging tax rate that some

jurisdictions may impose.

[RCW 82.14.410](#) provides that any local sales and use tax increase adopted after December 1, 2000 must exempt lodging sales if the increase would cause the total combined lodging/sales tax rate to exceed the greater of the 12% cap or the actual combined lodging/sales tax rate in effect on December 1, 2000.

Examples of Lodging Tax Documents

Below are selected examples of lodging tax ordinances, code provisions, application forms, and contracts.

Code Provisions/Ordinances

- [Clallam County Code Ch. 5.13](#) – Additional Special Excise Tax on Lodging
- [Ferndale Municipal Code Ch. 2.31](#) – Lodging Tax Advisory Committee
- [Kirkland Municipal Code Ch. 5.19](#) – Lodging Excise Tax, with tourism development committee performing LTAC functions
- [Ocean Shores Resolution No. 787](#) (2019) – Establishing plan for use of lodging tax funds, LTAC membership, funding process, and city council goals and priorities for use of lodging taxes.
- [Quincy Municipal Code Ch. 2.36](#) (Lodging Tax Advisory Committee) and [Ch. 3.24](#) (Hotel/Motel Tax)
- [San Juan County Code Ch. 3.16](#) – Lodging Tax
- [SeaTac Ordinance No. 98-1049](#) (1998) – Authorizes issuance of \$5 million in limited tax general obligation (LTGO) bonds for specified tourism-related capital projects, repaid from lodging tax revenues and, if lodging taxes are insufficient, general property taxes
- [Spokane Valley Municipal Code Ch. 3.20](#) – Transient Occupancy Tax

RFPs, Applications, and Guidelines

- [Airway Heights Lodging Tax Advisory Committee](#) – Includes city's tourism policy goals and strategic plan, LTAC grant application and instructions, and application for reimbursement of approved funding
- [Kittitas County, Cle Elum, Ellensburg, and Roslyn Request for Proposals: Lodging Tax Fund](#) – Consolidated online application form for county and cities. Provides lots of details about the application and scoring process; users must log in to access form
 - [Lodging Tax Request For Proposals](#) (2017) – Older paper copy of RFP; includes application form, rating form; and applicant and internal submittal checklists
 - [Consolidated Lodging Tax Interlocal Agreement](#) (amended 2018) – Creates consolidated lodging tax application process with countywide lodging tax advisory committee (LTAC) work group consisting of members of each participating LTAC. Includes amendments.
- [Lacey Application for City Lodging Tax Funds](#) (2019)
- [Ocean Shores Lodging Tax Funds Application](#) (2019)
- [Pacific County Lodging Tax Grant Application Packet](#) (2019)
- [Pierce County Lodging Tax Program](#) – Includes application process and forms, list of awards, and “resources” including the county's tourism funding strategic plan and LTAC scoring matrices. Applicants must schedule a o

on-one application workshop with the county economic development department.

- **San Juan County Lodging Tax Advisory Committee** – Includes most recent LTAC master plan, RFPs, and application forms
- **Wenatchee Application for Lodging Tax Funds** (2016)

Contracts with Lodging Tax Recipients

- **Ocean Shores Tourism Promotion Agreement** (2019) – Contract template for lodging tax recipients; includes reporting requirements and example of final report on number of visitors and paid room nights
- **Olympia Professional Services Agreement for Tourism Promotion (Lodging Tax) Services** (2014) – Agreement to use lodging tax revenues for marketing and promotion of the Hands On Children’s Museum and the 2014 Sand in the City event, not to exceed \$60,000.
- **Union Gap Old Town Days Agreement** (2011) – Simple and short contract
- **Wenatchee Municipal Services Agreement Re: Lodging Tax Funded Activities** (2014) – Agreement to use lodging tax revenues to support operations of nonprofit Wenatchee Valley Museum and Cultural Center Association by growing visitation, enhancing events and marketing, and supporting a visitor services staff member/volunteer coordinator

Last Modified: May 06, 2021

Follow us:

© 2021 Municipal Research and Services Center of Washington (MRSC). All rights reserved. [Privacy & Terms](#).

File Attachments for Item:

3. Proposed Lodging Tax Grant Program Guidelines



City of White Salmon Office of City Hall

Lodging Tax Grant Program PROGRAM GUIDELINES

Goal

To invest in facilities, events and activities that increase overnight and day-visitors to the City of White Salmon and result in increased tourism-related revenues.

Background

RCW 67.28.180 allows municipalities to impose up to a 4% lodging tax on stays of less than 30 days at hotels, motels, bed & breakfasts, campgrounds and RV Parks. This also includes short-term rentals. The City of White Salmon has implemented the first 2% portion of the authorized 4% lodging tax.

State Requirements

Authorized uses for lodging taxes are:

- Tourism marketing including operation of a destination marketing organization (DMO)
- Marketing and operation of special events and festival designed to attract tourists
- Operations and capital expenditures of tourism-related facilities owned or operated by a municipality or by a public facilities district
- Operations of tourism-related facilities owned or operated by non-profit organizations

Program requirements include:

- Organizations eligible to receive funds are municipalities, destination marketing organizations, or non-profit organizations (which include main street organizations, lodging associations and chamber of commerce).
- All applicants, including municipalities, must follow the same applicant process.

City Grant Guidelines

- Organizations may submit more than one application each year but there must be a separate application form for each project/activity.
- Matching funds are not required but are encouraged as a sign of community support and organization commitment.
- Grants must be for a minimum of \$5,000.
- Special events/festivals, capital projects or facilities requesting operating funds must be located inside the City limits.
- Special events/festivals:
 - Must be sponsored by a non-profit or the City
 - Grants funds can be used for operational expenses, including marketing and promotion with the exception of salaries and/or benefits for event organizers

- or other key staff, insurance and travel. Funds may be used for security staff, traffic control, etc.;
- Funds are available beginning in February of each year and must be spent within the calendar year.
- For existing special events – in operation for more than three years – proposals must be for expansion or enhancement for the event and those expansions and/or enhancements must be clearly defined and measurable.
- All advertising must acknowledge the City of White Salmon as sponsor.

Criteria for Grant Awards

Priority will be given to lodging tax grant proposals that:

- Demonstrate potential to result in overnight stays by tourists in lodging facilities within the City of White Salmon or to attract day visitors from outside Klickitat County.
- Provide, maintain, operate or enhance City-owned tourist related facilities or infrastructure.
- Promote the City of White Salmon and/or events, activities and places in the city to potential tourists from outside the region.
- Have a demonstrated potential to result in economic benefit to White Salmon. Successful proposals will show specific strategies to draw visitors.
- Provide funds from sources other than lodging tax funding.
- Are sponsored by an organization that has a successful track record with similar projects or events.

Applicants will be invited to give a five (5) minute presentation on their proposal to the Lodging Tax Advisory Committee, who makes grant funding recommendations to the City Council.

Reporting

All lodging tax fund recipients must submit a report to the City describing the results of the project program or event. For events/festivals, report must be submitted within 90-days after the event. For all other project or facilities, the report is submitted annual, due by January 31st of the year following the funding year. Per state requirements, the report must include the following information:

- The number of people attending the event or visiting the facility;
- The number of people attending the event or visiting the facility who stayed overnight in paid accommodations;
- For day visitors, the number of people attending the event or visiting the facility who came fifty (50) miles or more, one-way, from their residence or business; or
- The number of people attending the event or visiting the facility who came from another country or state outside of their place of residence or business;
- An explanation of how attendance figures were calculated.

Contracting Requirements

Organizations receiving lodging tax funds, with the exception of the City itself, are required to enter into an agreement with the City of White Salmon.

- Funding is provided on a reimbursable basis and copies of receipts must be included with the reimbursement request. Expenses that are not in accordance with the approved scope of work and agreement will not be eligible for reimbursement.
- Reimbursements will be made within approximately 30-days of submittal of request and receipts.
- Costs incurred prior to the grants being approved by the City Council and the execution of the agreement are not eligible for reimbursement.
- The applicant must have liability insurance, in an amount commensurate with the risk exposure of the project, and which names the City of White Salmon as an additional insured.
- Funds awarded for year-round operations of a program or facility will be dispersed quarterly.

Timeline

| | |
|------------------|---|
| August | Lodging tax grant applications are available |
| September | Lodging tax grant applications are due |
| October-November | Lodging Tax Advisory Committee review of applications |
| December | City Council approval of grants |
| February | Funding is available |

Definitions

“Capital Improvements” can include wayfinding and other signage, restrooms, and transportation options.

The “Destination Marketing Organization (DMO)” for White Salmon is _____.

“Municipality” means any county, city or town in the state of Washington.

“Special event/festival operations” can include any expenses associated with the operation of the event or festival with the exception of staffing expenses (salaries, benefits, travel, etc.) or insurance.

“Tourist” is defined by RCW 67.28 as people who travel more than 50 miles, one way, from their place of residence or business for the day or who stay overnight in paid accommodations.

“Tourism” means economic activity resulting from people visiting the community and includes sales of overnight lodging, meals, tours, gifts or souvenirs.

“Tourism Marketing/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 operation of special events and festival designed to attract tourists.

“Tourism-Related Facility” is real or tangible personal property with a usable life of three or more years that is 1) owned by a public entity or non-profit organization including a non-profit business organization, DMO, main street organization, lodging association or chamber of commerce; and 2) is used to support tourism or performing arts or to accommodate tourist activities.



City of Washougal Hotel/Motel Tax Application

Finance Department
1701 C Street
Washougal, WA 98671
(360) 835-8501 • Fax (360) 835-8808
www.cityofwashougal.us

For City Use Only:

Submit Applications to the Finance Department

About the Organization:

Organization Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Contact Person: _____ Title: _____

Project name: _____ Project Date(s): _____

Please list the Names and Titles of your Board Members (if applicable):

Has this organization received Hotel/Motel tax funding in the past? YES NO

If yes, for which years and project? _____

Are you a non-profit organization exempt from taxation under IRS 501(c)(3) code? YES NO

Request for Funding:

Description of Activity, event schedule, and amounts requested:

please attach additional paper if more space is required

Total Project cost _____ Total Amount Requested _____

Projected Tourism Benefits:

- Expected number of participants/ Spectators: _____
- Expected number of out-of-town participants/spectators (traveling more than 50 miles or staying overnight): _____
- 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 guidelines and criteria for hotel/ motel tax funding.

Describe the advertising method by name and location of service.

Please provide an operational budget for event giving the expected revenues, and expenditures.

*** 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 City Council. I understand use of the funds is subject to audit by the State of Washington and/or the City of Washougal. 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 recipients will be required to note on any advertising material the "tourism support provided by the City of Washougal hotel/motel tax funds" or the event WILL NOT be funded. All funds granted are to be used by the end of the City's fiscal year, which ends December 31, and there will be no carry over. I agree to perform the required evaluation after the event to determine actual room stays generated by this event as required by state law (RCW 67.28) prior to reimbursement of costs.

Name _____ Title _____ Date _____

CITY OF WASHOUGAL USE ONLY

Date Received by Administration: _____

Date Received by Action: _____

Date Approved/Declined by Lodging Tax Committee: _____ Amount Approved: _____

The City of Washougal receives funds from the lodging tax imposed upon users of hotels and motels located within the City. 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 the City of Washougal through application to the Washougal Lodging Tax Committee. 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. Allowable uses include:

- Tourism marketing
- The marketing and operations of special events and festivals designed to attract tourists
- Supporting the operations of capital expenditures of tourism related facilities owned or operated by a municipality or a public facilities district.
- Supporting the operations of tourism related facilities owned or operated by nonprofit 501 (c)

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.

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

1. Application requests for hotel/motel tax must be received at least two weeks prior to the event in order to qualify for funding.
2. Broad tourism promotion efforts will be given higher priority over the financing of individual festivals, concerts, or shows.
3. Hotel/motel funding requests should be directed to those events which generate maximum economic benefit. Large events requiring overnight hotel and camping stays should therefore be favored over smaller and/or single day events.
4. Hotel/motel funding requests should be focused toward sporting, cultural, and leisure events.

All applications will be reviewed by the City Lodging Tax Committee for approval as long as it is within the City's budget. The final funding decision is up to the City. The City Lodging Tax Committee 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 the City of Washougal outside its borders?
- What is the anticipated overall dollar expenditure within the City as a result of the event?
- Please include an event budget as part of the application for funding.

The City Lodging Tax Committee encourages all events and organizations to work towards self-sufficiency. All recipients will be required to note on any advertising material that "Tourism support provided by City of Washougal hotel/motel tax funds" or the event WILL NOT be funded.

If approved, funding shall be provided on a reimbursement basis. Exceptions to this may be available and is at the discretion of the Lodging Tax Committee and City.

Please use separate applications for each individual project/event.

Applications must be submitted to the City of Washougal, Attn: Finance, 1701 C Street, Washougal, WA 98671.

General Information and Requirements for Qualification

The City of Washougal receives funds from the lodging tax imposed upon users of hotels and motels located within the City. 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 the City of Washougal through application to the Washougal Lodging Tax Committee. 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. Allowable uses include:

- Tourism marketing
- The marketing and operations of special events and festivals designed to attract tourists
- Supporting the operations of capital expenditures of tourism related facilities owned or operated by a municipality or a public facilities district.
- Supporting the operations of tourism related facilities owned or operated by nonprofit 501 (c)

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.

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

1. Application requests for hotel/motel tax must be received at least two weeks prior to the event in order to qualify for funding.
2. Broad tourism promotion efforts will be given higher priority over the financing of individual festivals, concerts, or shows.
3. Hotel/motel funding requests should be directed to those events which generate maximum economic benefit. Large events requiring overnight hotel and camping stays should therefore be favored over smaller and/or single day events.
4. Hotel/motel funding requests should be focused toward sporting, cultural, and leisure events.

All applications will be reviewed by the City Lodging Tax Committee for approval as long as it is within the City's budget. The final funding decision is up to the City. The City Lodging Tax Committee 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 the City of Washougal outside its borders?
- What is the anticipated overall dollar expenditure within the City as a result of the event?
- Please include an event budget as part of the application for funding.

The City Lodging Tax Committee encourages all events and organizations to work towards self-sufficiency. All recipients will be required to note on any advertising material that "Tourism support provided by City of Washougal hotel/motel tax funds" or the event WILL NOT be funded.

If approved, funding shall be provided on a reimbursement basis. Exceptions to this may be available and is at the discretion of the Lodging Tax Committee and City.

Please use separate applications for each individual project/event.

Applications must be submitted to the City of Washougal, Attn: Finance, 1701 C Street, Washougal, WA 98671.

Lodging Tax Fund Application

2019 Project Budget

| | |
|--|--|
| Applicant: | |
| Project Name: | |
| Instructions: Please total the lines in this spreadsheet both across and down. Submit this completed budget form with your Lodging Tax Grant Application. If your application is for a special event, please fill in the expense, revenue and in-kind (if applicable) portions of this form. If your application is not for a special event, please fill in the expense portion and then provide your organizational budget (or link to the budget) as requested in the application form. | |

EXPENSE BUDGET (please total lines across and down)

| | Lodging Tax Funded | Applicant Funded | External Partner Funded | Total Cost |
|--------------------------|---------------------|------------------|-------------------------|------------|
| STAFF COSTS | | | | |
| Salaries/wages | <i>Not eligible</i> | | | \$ - |
| Benefits | <i>Not eligible</i> | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Staff Costs | \$ - | \$ - | \$ - | \$ - |

MATERIALS, SUPPLIES & EQUIPMENT COSTS (itemize below)

| | | | | |
|------------------------|------|------|------|------|
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total MSE Costs | \$ - | \$ - | \$ - | \$ - |

SERVICES (itemize below)

| | | | | |
|-----------------------------|------|------|------|------|
| Temporary Help | | | | \$ - |
| Consultants | | | | \$ - |
| Advertising | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Services Costs | \$ - | \$ - | \$ - | \$ - |

CONSTRUCTION / MAINTENANCE COSTS (applicable only to city projects)

| | | | | |
|--|------|------|------|------|
| Construction/ maintenance materials | | | | \$ - |
| Construction/ maintenance labor | | | | \$ - |
| Permits/fees/taxes | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Construction/ Maintenance Costs | \$ - | \$ - | \$ - | \$ - |

| | | | | |
|----------------------|------|------|------|------|
| Expense Total | \$ - | \$ - | \$ - | \$ - |
|----------------------|------|------|------|------|

| | | | |
|---|---------|---------|---------|
| Percentage of Total Expense Budget | #DIV/0! | #DIV/0! | #DIV/0! |
|---|---------|---------|---------|

| REVENUE BUDGET | |
|-----------------------------|--------|
| TYPE OF REVENUE | AMOUNT |
| Admission Fees/Ticket Sales | |
| Sales Revenue | |
| Grants | |
| Sponsorships | |
| Miscellaneous Income | |
| Lodging Tax Grant | |
| TOTAL | \$ - |

| In-Kind Contributions | |
|-----------------------|-------|
| TYPE OF CONTRIBUTION | VALUE |
| | |
| | |
| | |
| | |
| | |
| | |
| TOTAL | \$ - |