

PACIFIC COUNTY LODGING TAX ADVISORY COMMITTEE

Grant Funding Rules of Procedure

WE, THE MEMBERS of the Lodging Tax Advisory Committee, Pacific County, State of Washington, do hereby adopt, publish, and declare the following rules of procedure for Grant Funding:

1. Funding Availability:

The Board of Pacific County Commissioners shall set the annual budget for Tourism Development Fund 106.

2. Application process:

- a. In the month of June each year, the Lodging Tax Grant Applications will be released to the public. Applications received after the deadline will be ineligible for funding.

3. Grant Process:

- a. The Lodging Tax Advisory Committee shall hold a workshop following the application deadline to review all applications received.
- b. Standard Funding Criteria:
 - i. Standard funding may be distributed subject to the scope of work provided demonstrates constant service of work and compliance.
 - ii. Organizations may be considered for standard funding if after three consecutive years of funding is received and a letter of interest is sent into the Lodging Tax Advisory Committee Clerk. If the amounts awarded are different, an average will be awarded.
 - iii. If an organization does not apply for standard funds for two consecutive years they will be removed from standard funding.
 - iv. Decrease in standard funding allocations is allowed if the budgeted amount for tourism development declines.
- c. General Applicants/Special Projects/Additional Funding Criteria:
 - i. This is competitive for the remaining funds budgeted after standard funding is allocated.
- d. The Lodging Tax Advisory Committee shall hold a public meeting.
 - i. Per the Open Public Meetings Act, the public meeting shall be posted on the County's webpage regarding date and time of such meeting.
 - ii. Organizations that apply through the General Applicants/Special Projects/Additional Funding application may make a five-minute presentation on the activity/project the funds will be used to increase tourism.
 - iii. Organizations receiving standard funding may be requested to attend if the Lodging Tax Advisory Committee have questions regarding their application.
 - iv. During the public meeting, the Lodging Tax Advisory Committee will allocate funds to organizations which will be recommended to the Board of County Commissioners for final approval.

4. Submission of Recommendations by Lodging Tax Advisory Committee:
 - a. The Committee shall submit funding recommendations to the Board of Pacific County Commissioners.
5. Amendments
 - a. Amendments may be allowed one time per contract (after a review of compliance and intent), subject to approval from the Board of County Commissioners.
 - b. Amendments seeking an extension may be considered up to a maximum of six months from the original contract deadline (after a review of compliance and intent), subject to approval from the Board of County Commissioners.
6. Claim Vouchers
 - a. The final claims voucher is to be submitted to the Clerk by the organization, and will need to be received by, not posted marked by, the date outlined in the contract or amendment.