

PACIFIC COUNTY LODGING TAX ADVISORY COMMITTEE

Mission Statement

The Pacific County Lodging Tax Advisory Committee recognizes and seeks to invest in a diverse range of tourism related facilities, agencies and events that make Pacific County a year-round destination and increase tourism related revenues. We are committed to Destination Marketing and opportunities for visitors to experience the natural beauty, culture and heritage of this unique region.

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.
- b. The application deadline for submission is firm. Applications received after the deadline will be ineligible for funding. Incomplete applications will not be considered.

3. Grant Process:

- a. The Lodging Tax Advisory Committee shall hold a workshop following the application deadline to review all applications received.
- b. Applicant Funding Criteria:
 - i. Funding may be distributed subject to the scope of work provided that the activity demonstrates constant service of work as described in your narrative and in compliance with RCW 67.28.1816.
- c. Types of Funding:
 - i. General Applicant – Funding for applicants/organizations that meet the qualifications for Lodging Tax Tourism Development Funds (see RCW 67.28.1816).
 - ii. Special Project – One-time funding for projects such as: events, advertisement, promotion, or potentially a one-time expense that is not a continuous yearly request for applicants/organizations. Should the one-time funding request become a reoccurring request it would then need to be incorporated into the General Application. These funds must meet the qualifications for Lodging Tax Tourism Development Funds (see RCW 67.28.1816).
- 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 shall make a five-minute presentation on the how the funds will be used to increase tourism.
- iii. During the public meeting, the Lodging Tax Advisory Committee will recommend funds to organizations.

4. Submission of Recommendations by Lodging Tax Advisory Committee:

- a. The Committee shall submit funding recommendations to the Board of Pacific County Commissioners for fund approval.

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 post marked by, the date outlined in the contract or amendment.