



FY2025

Pacific County

Lodging Tax Grant

Application Packet

GRANT APPLICATION TIMELINE

Description	Date	Time	Location
Grant Application Released	June 12, 2024	9:00am	https://www.co.pacific.wa.us/
*Grant Review Workshop w/ Applicants	August 7, 2024	1:00pm	Zoom https://zoom.us/j/98555891971 Commissioners' Meeting Room
*Grant Review Workshop w/ Applicants	September 6, 2024	1:00pm	Zoom https://zoom.us/j/98555891971 Commissioners' Meeting Room
Deadline for Grant Application Received	October 4, 2024	2:00pm	Via mail, email or in-person
Grant Application Review & Presentations	October 18, 2024	10:00am	Zoom https://zoom.us/j/98555891971 Commissioners' Meeting Room
Grant Application Review & Presentations	October 25, 2024	10:00am	Zoom https://zoom.us/j/98555891971 Commissioners' Meeting Room
Award Meeting	November 1, 2024	1:00pm	Zoom https://zoom.us/j/98555891971 Commissioners' Meeting Room

Following the award meeting, recommendations will be submitted to the Board of Pacific County Commissioners for their consideration.

If approved by the Commissioners, applicants will enter into a Contract for Services and must:

1. Fulfill the terms of the contract.
2. Abide by all Washington State requirements.
3. Promote/acknowledge the Pacific County Lodging Tax Grant during the event/activity.

***Attendance to one of the Grant Review Workshops w/Applicants is strongly recommended. This opportunity allows organizations to ask questions and seek guidance regarding the application process.**



Pacific County Lodging Tax Grant Application Definitions

The grant application is required to 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 Chapter [67.28.080](#) RCW 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.

**Acquisitions for capital expenditures are typically not funded through the grant application process*

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 ([RCW 67.28.1816](#)) 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.

General Applicant means funding for applicants/organizations that meet the qualifications for Lodging Tax Tourism Development Funds (see [RCW 67.28.1816](#)).

Special Project means 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](#)).



Pacific County Lodging Tax Grant Application

Please read carefully and include all information. Keep your answers clear, concise and to the point.

- **Late or Incomplete applications will not be accepted.**
- To be considered for funding, a complete application must be submitted.
- Blank answers will deem application as incomplete. Please provide complete answers to each question.
- It is the applicant's responsibility to confirm delivery.
- If more than one application is submitted by the organization, only pages 1-5 of each additional application are needed and the supplemental information is not required.

Applications must be received by, not post marked by, **October 4, 2024 at 2:00PM** to:

- Department of General Administration, 1216 W Robert Bush Drive/P O Box 6, South Bend, WA 98586; or
- electronically to: myoung@co.pacific.wa.us

ORGANIZATION INFORMATION

Organization Name	
Type of Funding Request (mark one):	
<input type="checkbox"/> General Applicant (1 per organization)	<input type="checkbox"/> Special Project (see definitions page for details)
Type of Organization	Years involved with tourism promotion within Pacific County
<input type="checkbox"/> 501(C)3 <input type="checkbox"/> 501(C)6 <input type="checkbox"/> Other _____	

APPLICANT CONTACT INFORMATION

Name	Phone Number
Mailing Address	
Agency Tax ID	UBI Number
Email Address	Organization's Website

Total Amount Requested: \$ _____

Narrative:

Please provide the following:

<input type="checkbox"/> Detailed Description of all proposed project/activity(s) – to include requested grant amount & total cost of each proposed project/activity(s)	<input type="checkbox"/> Detailed report of other funding for all proposed project/activity(s)
<input type="checkbox"/> Purpose and mission of each project/activity(s)	<input type="checkbox"/> Explain how does the project/activity(s) drive tourism in Pacific County
<input type="checkbox"/> What are your organizations tourism goals for this year	<input type="checkbox"/> How has your organization increased tourism in Pacific County

If more room is required, please attach separate page.

ATTACHMENT A – BUDGET

ORGANIZATION: _____

OPERATIONS:

	Total Amount Requested*	Justification	Documentation	Total Annual Expense**
Salary/Benefits				
Facility Costs				
Other (List)				
Total Operations Budget Requested*				

MARKETING:

	Total Amount Requested*	Justification	Documentation	Total Annual Expense**
Salary/Benefits				
Supplies				
Travel and/or Training				
Professional Services (List Each Service)				
Advertisements/Promotions				
Other (List)				
Total Marketing Budget Requested*				

EVENT(S):

	Total Amount Requested*	Justification	Documentation	Total Annual Expense**
Salary/Benefits				
Supplies				
Travel and/or Training				
Professional Services (List Each Service)				
Other (List)				
Total Event(s) Budget Request*				

*These totals must equal the total amount requested. Additional sheets may be attached if needed

**Total annual expense is for line items only



Pacific County Lodging Tax Grant Application

Board of County Commissioners

This page is to be submitted with the grant application showing estimated numbers, and applicant is required to submit this form reflecting actual numbers with final claim voucher. (Per RCW 67.28.1816 Section [\(2c\)](#).)

WASHINGTON STATE REQUIRED INFORMATION FOR LODGING TAX

Activity Name and Date Range: _____

	Number Estimated	Number Actuals
<u>Overall Attendees*</u> Method to Calculate Results: _____		
<u>Attendees Traveled 50+ Miles*</u> Method to Calculating Results: _____		
<u>Attendees Traveled Out of State/Country*</u> Method to Calculating Results: _____		
<u>Attendees Paid Overnight Lodging*</u> Method to Calculating Results: _____		
<u>Attendees Not Paid Overnight Lodging*</u> Method to Calculating Results: _____		
<u>Paid Overnight Lodging*</u> Method to Calculating Results: _____		

***Washington State required information for lodging tax definitions and methods to calculate can be provided upon request**

Total Cost of Funded Activities: \$ _____



Pacific County Lodging Tax **Grant Application**

DECLARATION

I understand the Washington State limitations as shown in RCW 67.28.180 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



Required Supplemental Information

The following supplemental information is required to be submitted with your application.

This checklist is provided to ensure completion and accuracy of your grant application.

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FINANCIAL DOCUMENTATION

- 2024 Complete Board Approved Organizational Annual Budget
- 2023 Actual Expenditures (Profit & Loss Report is Acceptable)

☐

LIST OF CURRENT BOARD OF DIRECTORS

- Include [a] Names, [b] Phone Number, and [c] Email Address

☐

NONPROFIT DETERMINATION FORM

- Internal Revenue Service verification of 501(c) status
- *Organization name must match 501(c) Internal Revenue Service Nonprofit Determination Form

☐

PRIOR FUNDING

- If you received funding in 2024, provide an overview of how the funds were spent, measurable outcomes and how it enhanced tourism in Pacific County.

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WASHINGTON STATE REQUIRED INFORMATION FOR LODGING TAX

- Estimated numbers are required at time of application. Actual numbers are required at the end of the fiscal year with final claim voucher. (This is page 4 of the application).

I understand that if any of the required documentation mentioned above is missing and/or incomplete my organization's application will be rejected.

Signature

Date