

## APPLICANT INSTRUCTIONS

FOR 2018

### TOURISM PROMOTION, EVENT OR CAPITAL PROJECT PROPOSAL

Application Deadline: 3:00pm, Monday, October 23, 2017  
Proposals received after this date/time will  
not be considered

Applications may be returned electronically to [hays@co.skamania.wa.us](mailto:hays@co.skamania.wa.us)

**A hard copy is required!**

Applicants may return them via postal mail to:

Skamania County Community Events & Recreation  
Attn: Lodging Tax Advisory Committee  
PO BOX 369  
Stevenson, WA 98648

They may be dropped off at the Community Events Office, Monday – Thursday,  
7:30am – 5:30pm. The office is located at:

Rock Creek Hegewald Center  
Room A120  
710 SW Rock Creek Drive  
Stevenson, WA 98648

Applicants are encouraged to attach additional information to their proposal. Any  
additional questions in regards to the application requirements or process may be  
directed to:

Skamania County Community Events & Recreation  
Lodging Tax Advisory Committee  
[hays@co.skamania.wa.us](mailto:hays@co.skamania.wa.us)  
509.427.3980

## APPLICATION FOR LODGING TAX FUNDS

TOURISM PROMOTION, EVENT OR CAPITAL PROJECT PROPOSAL  
SKAMANIA COUNTY

### APPLICANT INFORMATION

Organization Name:

Contact Person:

Mailing Address:

City:

State:

ZIP Code:

Phone:

Email:

Signing Authority for Contract (if diff. than applicant)

Type of Organization:

Public

Private/Non-Profit (501c3)

Private/Non-Profit (501c6)

For Profit

Other (define)

Description of Organization:

### PROPOSAL INFORMATION

Brief Description of Proposals Primary Objective:

What is the anticipated time frame for completing this project?

Have you received Lodging Tax funding or other special funding assistance in the past year (2015) for this project? If yes, please list funding sources and funding amounts here: Be sure to include sponsorships or partner agency contributions.

Source	Funds Received
	\$
	\$
	\$
	\$

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Have you worked with the Chamber of Commerce or other tourism/event related organizations to promote your project?  Yes  No

Describe how you do/will coordinate with the Chamber of Commerce or other tourism/event related organizations on promotion of your project:

Applicants for funding are required to provide attendance estimates as categorized below. Applicants are also required to provide a description of the methods used to determine attendance/participation and how they distinguish between visitor/participation categories.

VISITOR/PARTICIPANT CATEGORY	EST. ATTENDANCE/PARTICIPATION
Visitor/Participant – Staying Overnight in PAID Accomodations	
Visitor/Participant – Staying Overnight in UNPAID Accomodations	
Visitor/Participant – Day Visitor, Traveling 50 + Miles to Attend	
Visitor/Participant – Attending, Not Included in Any of the Above Categories	

Please describe the methods/tools you used to determine estimates and category of visitors/participants:

### PROJECT BUDGET

#### EXPENSE DETAIL

ACTIVITY	COUNTY LODGING FUNDS	OTHER FUNDS	TOTAL
Administration (office/operation expenses)	\$	\$	\$
Personnel (salaries/benefits)	\$	\$	\$
Marketing/Promotion	\$	\$	\$
Travel	\$	\$	\$
Consultants	\$	\$	\$
Other Activities (describe below)	\$	\$	\$
<b>TOTAL PROJECT BUDGET</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Description of Other Activities:

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Can you complete the project with reduced funding?    \_\_\_ Yes    \_\_\_ No

If YES, explain where budget adjustments will be made or how promotion/operations will/may affected:

REVENUE DETAIL Please include admission charges, donations/sponsorships, grant funds, etc.

SOURCE	AMOUNT	PROJECTED OR CONFIRMED?
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL INCOME:</b>	\$	

What percentage of your total project budget does your request for funding represent?

### SUMMARY

Please feel free to provide additional information that will help the Skamania County Lodging Tax Advisory Committee (SLTAC) to evaluate your proposal:

The Joint Legislative Audit & Review Committee details specific reporting guidelines for municipalities and recipients of Lodging Tax. By signing below, applicant certifies that if granted funding by the Skamania County Lodging Tax Advisory Committee and the Board of County Commissioners, they will adhere to the reporting requirements. Reporting requirements include, but may not be limited to providing the following information within 90 days of project conclusion: 1) total project expenses, 2) lodging tax funds expended, 3) number and category of attendees\*, 4) estimated number of attendees who attended from out of state (and/or country), 5) listing of methods used to determine attendance and category of attendee. The Skamania County Lodging Tax Advisory Committee may require additional information from project producers, and will provide the appropriate forms for all levels of reporting.

\* Categories of attendees are as follows: Stays overnight in paid accommodations **OR** Stays overnight in UNPAID accommodations and is traveling 50+ miles one way from their place of residence **OR** Stays for the day only and traveling 50+ miles one way from their place of residence **OR** Attending, but not included in one of the three categories listed above.

SIGNATURE:

DATE:

PRINT NAME:

TITLE: