

**2018 LODGING TAX SERVICES AGREEMENT
BETWEEN KITTITAS COUNTY AND RTOWN COMMUNITY**

This Contract, effective January 1, 2018 is made and entered into by and between KITTITAS COUNTY ("County"), a subdivision of the State of Washington, and RTOWN COMMUNITY ("Contractor") for 2018 Arts in Roslyn.

WHEREAS, the purpose of this Agreement is to provide for activities and expenditures designed to increase tourism,

NOW THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated and made a part hereof, the County and the Contractor mutually agree as follows:

Section 1. Scope of Work.

- a. Contractor shall provide the services and staff described in its **Application for Lodging Tax Funds** submitted to the Lodging Tax Advisory Committee, attached hereto as **Exhibit "A"** which is attached hereto and incorporated herein by this reference.
- b. Except as otherwise specifically provided in this Agreement, Contractor shall furnish the following as required to perform the services, described in Paragraph (a) above, in accordance with this Agreement: Personnel, labor and supervision; technical, professional and other services. All such services, property and other items furnished or required to be furnished, together with all other obligations performed, or required to be performed, by Contractor under this Agreement are collectively referred to herein as "Services."
- c. Contractor shall commence, perform and complete such Services in accordance with **Exhibit "B"** which is attached hereto and incorporated herein by this reference.

Section 2. Payment.

- a. As full compensation for satisfactory performance of the Contractor's Services, the County agrees to pay Contractor the sum of two thousand, nine hundred dollars (\$2,900.00). (\$1,010.00 Kittitas County LT funding & \$1,890.00 Roslyn LT funding)
- b. Additional payment terms: The County will make payment to the Contractor only on a reimbursement basis, as receipts/invoices for any items including marketing and/or advertising are submitted to the County, not to exceed the sum of two thousand, nine hundred dollars (\$2,900.00). (\$1,010.00 Kittitas County LT funding & \$1,890.00 Roslyn LT funding)
- c. Services/Expenses that are reimbursed must be dated during the current year and final date to submit reimbursements requests is January 15, after this date funds lapse.
- d. Requests for reimbursements must be submitted to:
Kittitas County Auditor

Attn: Auditor's Accounting
205 West 5th Ave – Suite 105
Ellensburg, WA 98926

auditorsaccounting@co.kittitas.wa.us

- e. Reporting requirements of your events will be required on prescribed forms from the County Auditor.
- f. Contractor is eligible to claim reimbursement for the following items and amounts only:
 - Poster/Cards
 - Website/management
 - Marketing
- g. Contractor is not eligible to claim reimbursement for any items not listed in Section 2 (f) and is further expressly denied funding for the following items as requested in the application as defined in Section 1(a): N/A
- h. Contractors requesting reimbursement for event-specific expenses shall submit all claims as no more than two reimbursement requests with supporting documentation.
- i. ** Contractors must complete the Lodging Tax Reimbursement online training course provided by the County Auditor's office prior to filing reimbursement claim. Requests for reimbursement will not be accepted by the County Auditor prior to the training being completed. The training may be found online at the Kittitas County Auditor's website at the following address: <http://www.co.kittitas.wa.us/auditor/default.aspx>

**new

Section 3. Performance by Contractor.

- a. Contractor shall not (by contract, operation of law or otherwise) delegate or subcontract performance of any Services to any other person or entity without the prior written consent of the County. Any such delegation or subcontracting without the County's prior written consent shall be voidable at the County's option.
- b. Contractor shall at all times be an independent contractor and not an agent or representative of the County with regard to performing the Services. Contractor shall not represent that it is, or hold itself out as, an agent or representative of the County. In no event shall Contractor be authorized to enter into any Agreement or undertaking for or on behalf of the County. It is understood that the Contractor and the Contractor's staff and employees are not employees of the County and are not, therefore, entitled to any benefits provided employees of the County.
- c. Contractor shall comply with all applicable laws, ordinances, rules, regulations, orders, licenses, permits, and other requirements, now or hereafter in effect, of any governmental authority (including, but not limited to, such requirements as may be imposed upon the County and applicable to Services). Contractor shall furnish such documents as may be required to effect or evidence such compliance. All laws, ordinances, rules, and orders required to be incorporated into agreements of this character are incorporated into this Agreement by this reference. Contractor agrees to obtain all required licenses and permits,

- and further agrees to keep them in full force and effect during the term of this Agreement.
- d. The County and the Contractor agree that in fulfilling the terms and conditions of this Agreement neither shall discriminate on the basis of race, creed, color, national origin, age, sex, marital status, or the presence of a physical, sensory, or mental handicap.
 - e. The Services shall at all times be subject to inspection by and approval of the County, but the County's making (or failure or delay in making) such inspection or approval shall not relieve Contractor of its responsibility to perform the Services in accord with this Agreement, notwithstanding the County's knowledge of defective or non-complying performance, or the substantiality or ease of discovering the same. Contractor shall provide the County with sufficient, safe, and proper facilities and equipment for such inspection and free access to such facilities.
 - f. This contract is subject to review by any Federal or State auditor. Contractor shall promptly furnish the County or its designee, or such Federal or State auditor with such information related to the Services as may be requested by the applicable governmental entity. Contractor shall preserve and maintain all financial records and records relating to performance of Services under this Agreement for six (6) years after contract termination. For such duration after the County makes final payment of compensation due hereunder, Contractor shall provide the County access to (and the County shall have the right to examine, audit and copy, with or without notice) all of Contractor's books, documents, papers and records related to the Services or this Agreement.
 - g. Contractor understands and acknowledges that Contractor is solely responsible for its own reporting and accounting of all state, federal, social security, and local taxes, of every nature, arising from Contractor's performance of this Agreement. All compensation received by the Contractor will be reported to the Internal Revenue Service at the end of the calendar year in accord with the applicable IRS regulations.

Section 4. Release, Indemnity, and Hold Harmless.

The County assumes no liability for the Contractor's actions under this Agreement. Contractor releases and shall defend, indemnify, and hold harmless the County, its officers and employees, agents, representatives, attorneys and/or volunteers, from and against all claims, costs, liabilities, damages, and expenses, (including, but not limited to, reasonable attorney fees) which arise or may arise or be alleged to arise out of or by reason of this Agreement including:

- Any fault, negligence, strict liability or product liability of Contractor in connection with the Services for this Agreement;
- Any lien asserted upon any property of the County in connection with the Services for this Agreement;
- Any failure of Contractor, or of the Services, to comply with any applicable law, ordinance, rule, regulation, order, license, permit and other requirement, now or hereafter in effect, of any governmental authority; or
- Any breach of or default under this Agreement by Contractor.

Section 5. Compliance with Public Records Law.

- a. In compliance with Washington's public records law, the County will retain copies of any documents associated with this Agreement, which may be required by law unless legally exempt from such retention, for any applicable legally required retention period.
- b. In the event a public records request is made to the County for documents created in relation to this Agreement, should legal uncertainty arise regarding the disclosability of any documents under federal or state public records laws, the County shall provide notice to Contractor pursuant to Washington's public records act, chapter 42.56 RCW, to allow Contractor to seek a court injunction.
- c. The County specifically shall not be liable to Contractor for the County's release under public records laws of any documents not protected by trademark, copyright or other law.

Section 6. Industrial Insurance Waiver.

With respect to performance of this Agreement and as to any claims against the County, its Additional Insureds, officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to Contractor's employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. **This waiver is mutually negotiated by the parties to this Agreement.**

Section 7. Insurance and Endorsements.

- a. The County may require through a request in writing that the Contractor provide the County with a certificate, binder, or policy of liability insurance, acceptable to the County in an amount specified by the County.
- b. Such liability insurance shall be such as will protect Contractor, its employees, agents and representatives, from all claims, losses, harm, costs, liabilities, damages and expenses arising out of personal injury (including death) or property damage that may result from performance of the Services or this Agreement, whether such performance is by Contractor or any of its employees, agents or representatives.
- c. Should the County require such liability insurance, the Contractor agrees to provide proof of insurance prior to commencing performance of this Agreement.
- d. Copies of the County's written request and the insurance documents provided by Contractor shall be attached to this Agreement and by this reference will be made part hereof.
- e. Where insurance is requested by the County, all liability insurance policies shall be endorsed to include the County as an Additional Insured and shall stipulate that the insurance afforded by the policies shall be primary insurance, and that any insurance, self-insured retention, deductibles, or risk retention trusts maintained or participated in by the Parties shall be excess and not contributory to any other insurance maintained by the County.

Contractor shall furnish the County a certificate of insurance with Endorsement as evidence that the required policies are in full force and effect.

Section 8. Termination.

The County may, by written notice thereof to Contractor, terminate this Agreement as to all or any portion of the Services not yet performed, whether or not Contractor is in breach or default. Upon receiving such notice of termination, Contractor shall, except as otherwise directed by the County, immediately stop performing the Services to the extent specified in the notice. In the event the County terminates the Contractor's Services, the Contractor is obligated and hereby agrees to refund to the County all monies paid for Services not yet rendered by the Contractor, if any, as of the date of the notice of termination.

Section 9. Miscellaneous.

- a. Contractor shall not (by contract, operation of law or otherwise) assign this Agreement or any right or interest in this Agreement without the County's prior written consent.
- b. This Agreement embodies the entire Agreement between the County and Contractor, and supersedes any and all prior oral or written communications, proposals, conditions, promises, representations, or understandings regarding the Services. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in a written amendment to the Agreement signed by both parties.
- c. Notice for any purpose under this Agreement, except service of process, shall be given by the Contractor to the Kittitas County Commissioners and the Kittitas County Auditor, 205 W. 5th Ave. Ste. 108, Ellensburg, WA 98926. For all purposes under this Agreement, any notice by the County to the Contractor shall be given to the Contractor's address provided on the signature page. Notice may be given by delivery or by depositing in the U.S. Mail, first class, postage prepaid, certified mail, return receipt requested.
- d. The section and paragraph headings of this Agreement are for reference convenience only and are not intended to restrict, affect or be of any weight in interpreting or construing the provisions of such sections or paragraphs.
- e. This Agreement may be executed in one or more counterparts and by facsimile, each of which will be deemed an original, but all of which together will constitute one and the same instrument.
- f. Contractor warrants to the County that the individual signing on Contractor's behalf has the requisite power and authority to enter into and to perform Contractor's obligations under this Agreement. Contractor further warrants to the County that Contractor has made no misrepresentation or misleading statement in connection with this Agreement, and is not in violation of any applicable law, ordinance, or regulation the consequence of which will or may materially affect Contractor's ability to perform its obligations under this Agreement.
- g. If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect the other terms, conditions or

applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

- h. The exclusive venue for any action brought to enforce this Agreement or any of its terms shall be in Kittitas County, State of Washington.

KITTITAS COUNTY

BOARD OF COUNTY COMMISSIONERS

Chair

Vice Chair

Commissioner

ATTEST: _____
_____, Clerk of the Board

APPROVED AS TO FORM:

Deputy Prosecuting Attorney

CONTRACTOR

[Print Name]

[Address]

[Telephone]

CLTAC: Application for Lodging Tax Grant Funding

Grant Application Workshop - 2017 *

Did you attend the Grant Application Workshop - 2017 hosted by the Kittitas County Chamber of Commerce?

- ☐ Yes
☒ No

Submittal Instructions & General Information *

- ☒ Yes,
I have read and understand Submittal Instructions and General Information for the 2017 Lodging Tax Grant Funding Process

You are strongly encouraged to compose your responses to the questions of this form with a desktop text editor and save your work, then copy and paste the information into the form. You may also save a draft by selecting the button at the bottom of this page. When you do this you will be logged out and must log back in to continue. In order to save a draft you will need to provide an email address and a password. After completing the save draft, you will be redirected to landing page containing a link to log back into the form. We suggest you save this link as a bookmark. The link will also be sent to you in an email.

Organization Information



Name of Organization * RTown Community

Organization Address * Street Address

PO Box 197

Address Line 2

City

Roslyn

Postal / Zip Code

98941

State / Province / Region

WA

Country

USA

Website under constuction

Federal Tax ID # * 27-2048655

UBI # * 603-040-766

Organization is a: * ☐ Government Entity

☒ 501(c)3

☐ 501(c)4

☐ 501(c)6

☐ Other

(Note: you must submit 501(c)3, 501(c)4, or 501(c)6 approval documentation.)

[Click here to view sample documents \(redacted\).](#)

Upload Proof of Organization Status * IRS 501C3 doc001.pdf

1.53MB

Acceptable file formats include: JPG, PDF or TIFF.

Contact Information



First Name * Janine

Last Name * Brodine

Phone Number* 509-649-2223

Email* jsbrodine@gmail.com

Project or Event Information

Project/Event Name* 2018 Arts in Roslyn

Event Dates

Please provide any specific dates, or range of dates, on which your event or project will be held. You may add as many dates or date ranges as necessary.

Start Dates* End Dates

8/3/2018 8/31/2018

Project/Event Location* Down Roslyn venues

New or Ongoing Project/Event?* ☒ Ongoing Project/Event (More than four years in existence)
☐ New Project/Event (Four or fewer years in existence)

Amount of Funding Requested* \$ 2900.00
If you selected "Ongoing Project/Event" above this amount may not exceed 10% of the total expense budget of this project.

Tourism Seasons* From the list below, what season will your project enhance tourism? Select any which apply.

☐ Year-round (January - December)
☐ Off Season (November - February)
☐ Shoulder Season (October or March - May)
☒ High Season (June - September)

Application Questions: Part 1

Please answer each question completely, in the order listed. Please include any supporting data within the response narrative.

1| Project/Event Description

Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. **You must include an itemized list of exactly how any grant funds awarded will be utilized.**

Response 1:
Project/Event
Description *

The project is called 2018 Arts in Roslyn. One of RTown Community's goals has been to brand the town of Roslyn as a thriving arts community – a place that displays many forms of art throughout the summer. We want to have tourists from both the west and east sides of the state see (and buy) art that is displayed in local businesses. When we began the Roslyn Art walks in 2008, only one business had art displayed on its walls. In 2017 five businesses displayed art throughout the year and, during the August Art in Roslyn event, 22 businesses had art on their walls.

This will be the fifth year of the Roslyn Art Fest. The project has two components: An opening Art Fest weekend and art exhibits in Roslyn businesses throughout the month of August. The kick-off weekend is August 3-4 when we will open the juried art show in Basecamp Books and Bites. Along with the juried art show (which in 2017 drew 30 artists from eight states as well as throughout Washington) TRY-IT art stations for families, a Saturday street dance and Artists at Work (artists who will creating art in outside areas). Volunteer buskers will be scheduled over the course of the art weekend. About twelve artisans will have booths in town for the weekend. Over 20 businesses will display art for sale which will be up for the month of August. The weekend will culminate with art displayed at the Roslyn Farmers Market on Sunday.

2500 character limit

List of Intended Use of Funds*

\$700 - Poster/Cards

\$1200 - website/managment

\$1000- Marketing

2| Projections of Increased Tourism

Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:

1. Away from their place of residence or business and staying overnight in paid accommodations;
2. To a place fifty miles or more away from their place of residence or business for the day or staying overnight;
3. or from another country or state outside of their place of residence or business.

You must provide the evidence utilized in determining your projections.

Response 2.1:
Projection *

1. Away from their place of residence or business and staying overnight in paid accommodations;

250 at least - please see notes in next section

2500 character limit

Response 2.1:
Evidence *

Effectively determining overnight stays is extremely difficult in Roslyn since we have very few overnight options in town - a few vacation rentals, one bed and breakfast and a four-bedroom inn. Even if we did link stays with these venues, the top number would be about 20 stays.

In our 2017 grant application, RTown requested \$1,000 in funds to purchase or lease tools that would allow us to calculate tourist visits, especially those who stayed overnight. Commissioner Jewell declined that budget item because the county intended to purchase or develop a tool to measure visitors related to tourism. He said that would be available to RTown for the Art Festival. I contacted the Commissioner a few months later and re-expressed our need and he said RTown could be included in the beta-testing. Unfortunately, that never became available.

Thus, we had no way to gather that information. It is frustrating to be offered support that never materialized which leaves in a position where we have no support for our answer to this question.

Thus, we had no way to gather that information. It is frustrating to be offered support that never materialized which leaves in a position where we have no information to give for this question.

Based on observations of previous art festival attendance, we anticipate at least 200 attendees

2500 character limit

Response 2.2:
Projection *

2.To a place fifty miles or more away from their place of residence or business for the day or staying overnight;

At least 350 people.

2500 character limit

Response 2.2:
Evidence *

Over the month of August 3,200 people visited Roslyn and looked at art in one or more businesses. We arrived at that number by counting samples of people stopping by the Roslyn Art Fest booth at the Roslyn Farmers Market on four Sundays. We also conducted 100 intermittent interviews with adults who purchased mugs or posters. Of those interviews 80 people had a primary residence over 50 miles from Roslyn. We can thus estimate that 1,760 of the 2,200 visitors we counted live over 50 miles away.

Another point of evidence is that in August, 85% of the Suncadia Lodge visitors were from the west side, especially Seattle and Tacoma. Suncadia heavily markets the Roslyn Art Fest by including Art Fest cards in visitors 'welcome' packages, displaying the cards prominently on a rack in the lobby and including full-color, full page copies of the poster in their June and July brochures which goes out to 18,000 people.

During the 2016 Juried Show 60 pieces of art were on display for one month. The show featured 30 artists, 14 of whom lived more than 50 miles away and who came to Roslyn to deliver art, and pick it up. We had 85 people attend the Saturday opening event and 40 of them came from over 50 miles away.

In 2017, we know that over 650 adults attended the Saturday night Street Dance. From brief interviews we know that at least 30 of those people live over 50 miles from Roslyn.

2500 character limit

Response 2.3:
Projection *

3. or from another country or state outside of their place of residence or business.

about 727

2500 character limit

Response 2.3:
Evidence *

The 2016 and 2017 Roslyn Farmers Market drew an average of 3,200 adult visitors each Sunday. During the month of August, the Art Fest and the Market collaborate don 'pin-your location' maps for the country, state and world. (The Market provided a free Art Fest booth for July and August.)

Pins showed us that approximately 525 visitors came from states other than Washington and 62 people came from other countries.

The Suncadia Lodge reported that, during the month of July, 12 % of their guests came from states other than Washington and 3% were international.

While Suncadia supports the Roslyn Arts in many ways they are unable to release more specific data about their guests.

This totals to over 727 adult tourists.
2500 character limit

Application Questions: Part 2



3| Measuring Results

What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:

- A. Is your project/event year-round or is it seasonal or date-specific? Go to definitions of terms.
- B. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?
- C. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?

Response 3:

Measuring Results *

What tools will you use to measure your event's impact on tourism? Please be specific and provide examples.

We would like to use a Kittitas County-supplied tourism-measuring device once it becomes available.

As back-up, we will do the following:

- An information/application form (on paper or on-line) for each business owner including questions about number of new clients and money earned during the month of August.
- On-line survey to each of the 22 local businesses at the end of the weekend event to assess sales.
- A "pin your location" state map to be used at the RTown booth i the Farmers Marke

2500 character limit

Response 3 A:

Measuring Results *

A. Is your project/event year-round or is it seasonal or date-specific?

☐ Year Round

☐ Seasonal

☒ Date Specific

Your selection here should be supported by the dates you provided above, in the Project or Event Information section.

Response 3 B:
Measuring Results *

B. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?

Our most effective and efficient marketing strategy is to take advantage of the thousands of tourists who already visit Roslyn and nearby Suncadia Resort. Roslyn business will have posters and cards available for those tourists to take beginning in February.

As we did during 2017, we will distribute informational flyers, cards and posters through King, Pierce, Snohomish, Island and Whatcom counties as well as in eastern Washington counties outside of Kittitas, focusing on bookstores, coffee shops and art stores.

RTown Community had an arts-focused booth during seven of the 14 Roslyn Farmers Markets and will do so again during the summer of 2017. For a donation, people may have old or new posters (not purchased with Lodging Tax money). We will give posters to people who demonstrate they are from 50 miles away with the intent of hanging them in public places

A key partner for the past two years has been the Suncadia Resort which featured the Art Festival in their June and July event guides, placed cards in their many guest rooms, and emailed a copy of the poster to over 1,800 clients. Over 1,000 cards were distributed to guests in the Lodge over the summer.

We will put timely advertisements in the Northern Kittitas County Tribune's Visitor's Guide and the Daily Record as well as in special publications, notably Visitors/Summer Guides from the NKC Tribune. We will work with a collaboration of west-side newspapers.

We will use Facebook and other social media sites more effectively.
2500 character limit

Response 3 C:
Measuring Results *

C. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?

We have long co-marketed other arts activities in Kittitas County, including High Country Artists and Gallery One. We will continue to promote one another.

We will also include links on our website to the Chamber of commerce website which includes a range of information about county-wide activities.
2500 character limit

Application Questions: Part 3



4| Collaboration

If your organization collaborates or has created partnerships with other organizations, groups, or other events, how is this accomplished?

Collaboration *

RTown Community has a strong relationship with Gallery One in Ellensburg, as well as the High Country Artists in Cle Elum; we work together to advertise one another's events. Since we are a very small organization, it is difficult to encourage county-wide tourism, but we do our best. RTown Community has also worked closely with Roslyn businesses for over ten years. Businesses have provided display space for artists and distributed informational materials about art events to their clients.

The arts organizers have also collaborated with other non-profits in the Upper County including the Roslyn Farmers Market, High Country Artists and the Roslyn Downtown Association. Suncadia Resort published full-page color ads twice during the summer. We have an on-going partnership with the Roslyn Farmers Market which provided donated space for a 10' x 10' booth. The Market attracts an average of 3,350 adult tourists for each of 14 Sundays it is open in the summer. In collaboration with the Downtown Business Owners and the Roslyn Downtown Association,

Roslyn businesses which we cross promote are: Roslyn Rags, Kitchen Sink, Roslyn Brewery, Marco's Place, Willy Nilly Antiques and Relicology, Fused, Brick Saloon, Copper Crest, Northwest Bicycle Improvement Co, Maggies Pantry, Spring Creek Naturals Soap and Salt, Basecamp Books and Bites, Hope Art, Gallery Neilson Gallery of Fine Art, Gypsy and James, Red Bird Café, Cicely's Gifts, The Roadhouse, Roslyn Candy Co., and the Roslyn Mexican Grill

2500 character limit

5| Future Plans

Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.

Future Plans *

Lodging Tax funds have allowed the Arts in Roslyn event to develop and grow. One of RTown Community/Arts in Roslyn goals has been these kinds of relationships. Even as funds dwindle, the relationships remain and that is helping us become more self-sustaining.

There are several components to our plans to become self-sustaining

1. Secure grants from foundations like the Washington State Arts Commission as well as Roslyn Downtown Association and Suncadia Fund for community enhancement as well as independent foundations.
2. In 2017, we began a sponsorship program giving incentives to donors of \$200, \$500 or \$1,000. We received over \$9,700 in donations.
3. We applied for and received \$2,590 in grants.
4. We will also continue with the Juried Art shows and encourage sales. Artists pay a \$20 fee to be considered for the show. Accepted artists can sell up to 10 canvases, and RTown will get a 20% commission on those and any pieces of art sold. We will continue hold a "Wine Grab" of donated bottles of wine in decorated paper bags.
5. We will also solicit Roslyn businesses to serve as event sponsors in return for advertising in our print material.
6. Our success in bringing the arts to Roslyn has led to another local non-profit organization proposing co-developing a building in town as an arts center. But we are in a developmental process that could create a property in town that would be available for the arts

2500 character limit

Application Questions: Part 4



6| Additional Information

Provide any additional information which will assist the Lodging Tax Advisory Committee in evaluating your

project and its benefit to tourism.

Additional Information One component of our Aug 3-5, 2018 kick-off weekend is the addition of Artisans Booth in downtown Roslyn locations.

A business owner had stepped forward to coordinate the inclusion of at least 12 artisans who will display and sell work in outside locations. This responds to a past criticism that Roslyn has not really been a 'festival' in the way that the Bellevue Arts Festival has been.

Our budget includes some new funding to support the outside venues which require canopies and 25-lb weights per corner of canopy.

The Roslyn Farmers Market experience has shown that new vendors to town are not equipped for the 22 mph winds that Roslyn often experiences. While new Art Festival artisans may bring canopies of sufficient strength, it is like they will not be aware of the weight needed to secure those canopies to the ground.

They are difficult to 'rent', and buying them leads to the self-sufficiency that RTown strives for.

2500 character limit

Supporting Documents You may upload any supporting documents such as graphs, images, diagrams, marketing materials, etc.

RTown 2017 BUSINESS ART.pdf

592.12KB

You are allowed to submit up to 3 single page (US Letter) documents in JPG, PDF or TIFF format

7| Previous Lodging Tax Grant Information

Previous Years Has your event received Lodging Tax funds in previous years?

- Awarded Lodging Tax Grants ***
- ☐ No, this event/project has not previously received Lodging Tax Funding.
 - ☐ Yes, 1 year previous
 - ☐ Yes, 2 years previous
 - ☒ Yes, 3 or more years previous

How many participants and spectators attended last year's activity and/or will attend this year?

Prior Year *	Projected *
1,500	2,000

How many days did/will your event occur?

Prior Year *	Projected *
29	3

How many paid overnight stays were and/or will be booked as a result of your project/event?

Prior Year *	Projected *
200	200

Paid Overnights' Data Support

Explain how the room nights data above from the prior year was collected and how the projection for the next year is derived. (For example, if there was a survey conducted for the prior year, explain the methodology. For the projections,

what are they based upon and how is that basis justified?)

Prior Year Paid Overnight's Stay Response *	Because of the high number of people (over 3,200) who visit Roslyn and its businesses on an August weekend, we can safely guess that at least 500 adults (assume most are couples) are spending the night in a motel, vacation rental or camp ground.
	Scientifically determining overnight stays is extremely difficult in Roslyn since we have very few overnight options in town - a few vacation rentals, one bed and breakfast and a four-bedroom inn. Even if we did link stays with these venues, the top number would be about 20 stays.
	2500 character limit.
Prior Year Paid Overnight Stay Data	In addition to field above, you may upload the evidence to support the prior years' room/night information.
	You may upload up to three single pages (US Letter), of information. If you a single multi-page document, only the first three pages will be considered. The following formats, will be accepted: JPG, PDF or TIFF

Application Questions: Part 5



8| Funding

Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the funding you have for the project, including any volunteer and in-kind sources in **Question 9| Project Budget Overview**.

Funding sources and amounts which have not yet been secured will be listed separately, in the field(s) directly below.

Finally, what changes would occur if the project couldn't be funded?

Other Funding * Does your organization have, or have you applied for funding from other sources?

☐ Yes

☒ No

Explanation * If not, why not?

The grants from potential art funders have not been available to date.

2500 character limit

Funding Shortfalls * What changes would occur if the project couldn't be funded?

We would continue to offer the activities.

We would market using less costly avenues such as Facebook and other social media.

We would increase our fees to participating artists.

We would intensify our search for relevant grants.

2500 character limit.

Matching Funds 782.07

Percentage %

This field will auto fill with the correct percentage based on your input to budget section below.

9| Project Budget Overview

Please complete budget for this project/proposal. If your agency operates independently of this project application it may not be necessary to submit the entire agency budget. **You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.**

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than one (1) year, please also submit actuals from the previous three (3) years of operations (need not be consecutive) for the project/proposal if applicable.

For any claimed in-kind contributions valued at \$500 or more and related to marketing/advertising, you must submit verifying documentation which assures the contribution will be provided. For instance, if you are claiming in-kind contributions in the form of advertising match, a binding contract itemizing the matching value and

obligating each party must be provided.

ATTENTION: In an effort to allow an adequate level of flexibility for all applicants, not all fields in the budget portion are required to be filled before this form is submitted. **Providing all applicable data is your responsibility, failure to do so will potentially jeopardize your application's chance for review.**

Verification of In-kind Contributions

For any claimed in-kind contributions valued at \$500 or more and related to marketing/advertising, you must submit verifying documentation which assures the contribution will be provided.

Budget Year				
Edit if necessary	2015	2016	2017	2018
Revenues From Consolidated Lodging Tax Grant				
	Past Actual 3	Past Actual 2	Past Actual 1	Projected
LTAC Grant Funding	\$ 10,325.00	\$ 8,000.00	\$ 6,000.00	\$ 2,900.00
All Other Revenues				
Account Name	Past Actual 3	Past Actual 2	Past Actual 1	Projected
Donations	\$ 1200.00	\$ 3000.00	\$ 3000.00	\$ 900.00
Grants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2590.00
Sales	\$ 0.00	\$ 2700.00	\$ 2700.00	\$ 3200.00
Art Commisions	\$ 0.00	\$ 0.00	\$ 0.00	\$ 320.00
Evening Event Fees	\$ 3500.00	\$ 3200.00	\$ 3200.00	\$ 2200.00
Sponsorships	\$ 1655.00	\$ 1250.00	\$ 9700.00	\$ 1200.00
Artiist Fees	\$ 1020.00	\$ 0.00	\$ 650.00	\$ 1020.00
In-Kind Contributions				
Account Name	Past Actual 3	Past Actual 2	Past Actual 1	Projected
Volunteer Labor	\$ 13470.00	\$ 10000.00	\$ 16000.00	\$ 10000.00
Donated Space	\$ 1250.00	\$ 1250.00	\$ 1250.00	\$ 1250.00
Donated Music	\$ 0.00	\$ 0.00	\$ 750.00	\$ 0.00
	Past Actual 3	Past Actual 2	Past Actual 1	Projected
Revenue Totals	\$ 32420.00	\$ 29400.00	\$ 43250.00	\$ 25580.00
Expenses				
Account Name	Past Actual 3	Past Actual 2	Past Actual 1	Projected
Insurance	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Artist Outreach	\$ 0.00	\$ 1000.00	\$ 1300.00	\$ 2500.00

Account Name	Past Actual 3	Past Actual 2	Past Actual 1	Projected
Services (accounting)	\$ 480.00	\$ 1000.00	\$ 0.00	\$ 1200.00
Music	\$ 1150.00	\$ 2500.00	\$ 2500.00	\$ 2500.00
Display materials	\$ 345.00	\$ 1000.00	\$ 1000.00	\$ 1298.00
Event expenses	\$ 2045.00	\$ 3200.00	\$ 3200.00	\$ 3500.00
Artst Outreach	\$ 450.00	\$ 1000.00	\$ 1300.00	\$ 1800.00
Licenses/Permits	\$ 560.00	\$ 310.00	\$ 310.00	\$ 670.00
Postage	\$ 162.00	\$ 0.00	\$ 0.00	\$ 620.00
Administrative Expenses	\$ 2000.00	\$ 2500.00	\$ 3500.00	\$ 3500.00
Tourism Survey Tools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1200.00
Marketing Ads	\$ 0.00	\$ 0.00	\$ 2000.00	\$ 6000.00
Jurying Expenses	\$ 0.00	\$ 0.00	\$ 1160.00	\$ 1270.00
Posters/Cards	\$ 0.00	\$ 0.00	\$ 560.00	\$ 890.00
Website design/main	\$ 0.00	\$ 0.00	\$ 1200.00	\$ 1200.00
Web name/hosting	\$ 0.00	\$ 0.00	\$ 64.00	\$ 64.00
Banners/signs	\$ 0.00	\$ 0.00	\$ 212.00	\$ 320.00
Branding	\$ 0.00	\$ 0.00	\$ 413.00	\$ 488.00
	Past Actual 3	Past Actual 2	Past Actual 1	Projected
Expense Totals	\$ 7692.00	\$ 13010.00	\$ 19219.00	\$ 29520.00
Profit & Loss				
	Past Actual 3	Past Actual 2	Past Actual 1	Projected
	\$ 24728.00	\$ 16390.00	\$ 24031.00	\$ -3940.00

Application Certification



The applicant here certifies and affirms: 1. That it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, military status, sexual orientation, creed, place of birth, or disability; 2. That it will abide by all relevant local, state and federal laws and regulations and; 3. That it has read the information contained in the instructions on pages 1 and 2 and understands and will comply with all provisions thereof.

Certified by: *

Janine Brodine

Name *

Janine S. Brodine

Applicant's Title *

Secretary/Treasurer RTown Community

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 17 2014

RTOWN COMMUNITY
C/O JANINE BRODINE
PO BOX 197
ROSLYN, WA 98941-0197

Employer Identification Number:
27-2048655
DLN:
17053093380013
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Effective Date of Exemption:
August 12, 2010
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Based on the information you submitted with your application, we have determined you are likely to qualify as a private operating foundation described in section 4942(j)(3) of the Code. Accordingly, you are treated as a private operating foundation for your first year. After that, you will be treated as a private operating foundation as long as you continue to meet the requirements of section 4942(j)(3). You are required to file Form 990-PF annually.

Please see enclosed Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PF

Letter 1075



2017 ROSLYN ART FESTIVAL

WWW.ROSLYNARTFESTIVAL.ORG

AUGUST 4TH TO AUGUST 6TH IN DOWNTOWN ROSLYN, WA

FRIDAY AUG. 4TH - RECEPTION & WINE TASTING: 7 PM TO 9:30PM

SATURDAY AUG. 5TH - STREET DANCE: 7 PM TO 9PM

PLACES TO FIND ART FOR SALE IN ROSLYN

BUSINESS	ARTIST	MEDIUM
Roslyn Rags		Tie Die
Kitchen Sink	Paula J Marc Brodine	Collage Wood Block Prints
Roslyn Brewery	Ginger Stogell	Oil Paintings
Marco's Place	Sarah Young	Photography/Painting
Willy Nilly Antiques and Relicology	Trish Hellthaler	Handmade Baskets
Fused	Tony Davey	Glass Art
Brick Saloon	Karen Watland Carlena Bern	Oil Paintings Photography/Painting
Copper Crest	Chris Capp Mary Maletzke Ron Pruitt	Handcrafted woodwork Photography Handcrafted woodwork
Northwest Bicycle Improvement Co	Austin Grisham	Photography
Maggies Pantry	Kathleen Michael	Custom Tiles
Spring Creek Naturals Soap and Salt Co.	Andrea Sweet Robin Thorne	Watercolor Natural Soaps & Salts
Basecamp Books and Bites	30 artists	Juried Art Show
Roslyn Library	Many Artists	Call For Artists Show
Hope Art Gallery	Art, Art, and	More Art
Neilson Gallery of Fine Art	Primitive Art	From Around the World
Gypsy and James	Alex Achaval Cheryl Brown	Oil & Acrylic Mixed, Collage, Paper
Red Bird Café	Shannon Johanson	Watercolor & Oil
Cicely's Gifts	Barbara Milos	Watercolor
The Roadhouse	Shelia Kokrovic Colette Wallace	Mixed Media Industrial Lighting
Roslyn Candy Co.	Karen Watland	Oil & Acrylic
Roslyn Mexican Grill	Jeri Lynn Lockwood	Mixed Media



FEATURED ART

TIE DIE CLOTHING,
BLANKETS AND
WALL HANGINGS
BY ROSLYN RAGS

ROSLYN RAGS IN THE NORTHWEST IMPROVEMENT CO.



FEATURED ART

COLLAGE

BY PAULA J

ALSO

WOOD BLOCK PRINTS

BY

MARC BRODINE

KITCHEN SINK



FEATURED ART

OIL AND ACRYLIC
PAINTINGS BY
GINGER STOGEEL

ROSLYN BREWERY



FEATURED ART

PHOTOGRAPHY
AND
PAINTINGS
BY
SARAH YOUNG

MARCO'S PLACE



FEATURED ART

HANDMADE

BASKETS

BY

TRISH HELLTHALER

WILLY NILLY ANTIQUES AND RELICOLOGY



FEATURED ART

BLOWN AND
FUSED GLASS ART

BY

TONY DAVEY

FUSED IN THE NORTHWEST IMPROVEMENT CO.



FEATURED ART

OIL PAINTINGS BY
KAREN WATLAND

ALSO

PHOTOGRAPHY &
PAINTINGS BY
CARLENA BERN

THE BRICK



FEATURED ART
HANDCRAFTED
WOODWORK
BY
CRIS CAPP AND
RON PRUITT
ALSO
PHOTOGRAPHY BY
MARY MALETZKE

COPPER CREST IN THE NORTHWEST IMPROVEMENT CO.



FEATURED ART

PHOTOGRAPHY

BY

AUSTIN GRISHAM

NORTHWEST BICYCLE IMPROVEMENT CO.



FEATURED ART

CUSTOM TILES.

MUGS, CARDS, AND

DESIGNS BY

KATHLEEN MICHAEL

MAGIES PANTRY



FEATURED ART
WATERCOLOR
PAINTINGS BY
ANDREA SWEET

ALSO
NATURAL SOAPS AND
SALTS
BY ROBIN THORNE

SPRING CREEK NATURAL SOAP & SALT CO.



FEATURED ART

JURIED ART SHOW
SHOWING 61
PIECES OF ART
BY 34 ARTISTS
FROM AROUND THE
COUNTRY

BASECAMP BOOKS AND BITES



FEATURED ART

ART, ART AND
MORE ART CREATED
BY
LOCAL ARTISTS
AND CRAFTERS.

HOPE GALLERY IN THE NORTHWEST IMPROVEMENT CO.



FEATURED ART

ECLECTIC
COLLECTION OF
PRIMITIVE ART
FETCHED FROM
AROUND THE GLOBE

NEILSON GALLERY OF FINE ART



FEATURED ART

OIL & ACRYLIC PAINTINGS
BY ALEX ACHAVAL

ALSO
MIXED MEDIA COLLAGE
AND PAPER BY
CHERYL BROWN

GYPSY AND JAMES



FEATURED ART

WATERCOLOR AND
OIL PAINTINGS

BY

SHANNON
JOHANSON

RED BIRD CAFE



FEATURED ART

WATERCOLOR

PAINTINGS

BY

BARBARA MILOS

CICELY'S GIFTS



FEATURED ART

MIXED MEDIA

PAINTINGS

BY

JERI LYNN

LOCKWOOD

ROSLYN MEXICAN GRILL



FEATURED ART

MIXED MEDIA GUITAR
SHAPED WALLHANGINGS
BY SHELIA KOKROVIC
ALSO
INDUSTRIAL LIGHTING
BY COLETT WALLACE

THE ROADHOUSE



FEATURED ART

OIL AND ACRYLIC

PAINTINGS

BY

KAREN WATLAND

ROSLYN CANDY CO.

Exhibit "B"

Guidelines and Requirements for Advertising Expenditures of Lodging Tax

Section 1. Branding

Contractors who have been approved to utilize grant awards for advertising expenditures must incorporate Kittitas County and the appropriate City of Cle Elum, Ellensburg, or Roslyn tourism information as follows:

A. Websites and Social Media Sites must include the County's and appropriate City's tourism website logo with an operational link to the site(s). The logo must be displayed on the contractor's home page; it must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

B. Print Advertising and Online Display Advertising of all types (including but not limited to newspaper, periodicals, flyers, posters, billboards, direct mail, e-newsletters, third-party websites, streaming displays, etc.) must include the County's and appropriate City's tourism website logo. The logo must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

C. Video Advertising of all types (including but not limited to television, online, electronic kiosks, motion billboards, etc.) must include the County's and appropriate City's tourism website logo. The logo must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

All logos and website information may be obtained by contacting the Director of Tourism, Kittitas County Chamber of Commerce.

Section 2. Advertising Reimbursements

Contractors seeking reimbursement from Lodging Tax Funds for advertising expenditures must adhere to the following guidelines and requirements for each type of advertising media utilized.

A. Print Advertising:

1. Print advertising placed with any media provider which operates exclusively outside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. To operate exclusively outside of Kittitas County, the provider must not be physically located in the County and/or not distribute any media within the County.
2. Print advertising placed with any media provider which operates inside Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 10 days prior to the event may be reimbursed at 100% of the cost, including any production costs.

b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 A, (2)(a) above, advertising reimbursement requests must include a statement from the media provider specifying the percentage distribution to areas outside of Kittitas County. Reimbursements will be allowed for the amount distributed outside of Kittitas County, including any production costs.

B. Television Advertising:

1. Television advertising placed with any media provider outside the Yakima/Kittitas DMA will be reimbursed at 100% of the cost, including any production cost.
2. Television advertising placed with any media provider inside the Yakima /Kittitas DMA will be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 B, 2(a) above, advertising may be reimbursed at the rate of 70% of the total cost, including any production costs.

C. Online Advertising:

1. Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost.
2. Streamed media (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of recipients which are outside of Kittitas County. Reimbursements will be allowed for the percentage distributed outside of Kittitas County, including any production costs.

D. Direct Mail:

1. Direct mail advertising may be reimbursed at 100% of the cost, including any production cost, for each item mailed or shipped to a destination outside of Kittitas County. In order to receive reimbursement, a list of the addresses and a signed statement from the contractor that the list is accurate, or other proof of delivery, must be provided along with other required documentation.

E. Flyers/Posters:

1. Flyers or posters which are placed outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost. In order to receive reimbursement, a list of the locations where flyers or posters were posted outside of Kittitas County, a signed statement from the contractor that the list is accurate and a copy of the poster/flyer must be provided along with other required documentation.

F. Radio Advertising:

1. Radio advertising placed with any media provider located outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost.

2. Radio advertising placed with any media provider located inside of Kittitas County may be reimbursed as follows:

a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production cost.

b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 F, 2(a) above, advertising may be reimbursed at the rate of 30% of the total cost, including any production costs.