

**2018 LODGING TAX SERVICES AGREEMENT
BETWEEN KITTITAS COUNTY AND HOSPICE FRIENDS**

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 HOSPICE FRIENDS ("Contractor") for the Cruisin' for Hospice Classic Car Show.

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 four hundred seventy-five dollars (475.00).
- 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 four hundred seventy-five dollars (\$475.00).
- 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:
 - Advertising in Cruizin' magazine
- 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* Hospice Friends

Organization Address* Street Address

302 S. Main Street

Address Line 2

City

Ellensburg

Postal / Zip Code

98926

State / Province / Region

WA

Country

USA

Website www.hospice-friends.org

Federal Tax ID #* 91-1246307

UBI #* 601-150-158

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* Hospice Friends Tax Exempt IRS Verification.pdf
 Acceptable file formats include: JPG, PDF or TIFF.

338.22KB

Contact Information



First Name* Ginny Ann

Last Name* Blackson

Phone Number* 509-968-5117

Email* director@hospice-friends.org

Project or Event Information

Project/Event Name* Cruisin' for Hospice Classic Car Show

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 |
|--------------|-----------|
| 6/1/2018 | 6/2/2018 |

Project/Event Location* Fri. activities drive from Ellensburg to Kittitas and back again; Saturday activities are on Pine Street in downtown Ellensburg.

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* \$ 475.00
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 *

Cruisin' for Hospice is a partnership between Hospice Friends and local car clubs. In 2017, we had the highest attendance ever with 121 cars. The primary activity is the classic car show which happens on the first Saturday in June on Pine Street in downtown Ellensburg. There is a Friday night activity that is a "Fun Run" drive from Ellensburg to Kittitas and back to Ellensburg. This year's Fun Run was also the largest ever with 53 cars participating.

Over the years, most participants of Cruisin' for Hospice were local car enthusiasts. In recent years, the event has started attracting people from outside Kittitas County. In 2017, a group of car club members from a new club in Yakima, Sagebrush Cruisers, attended and had such a great time, they have already told us they plan to return next year with more members! We had more people from outside the county at this year's Fun Run than ever before, too. Most stayed in local hotels.

We want to continue expanding Cruisin' for Hospice by increasing our marketing efforts outside Kittitas County to attract more and more participants. This expansion will include adding value to the Fun Run by expanding the route and planning activities for after the drive. Our goal is to get the out-of-town car enthusiasts who have been coming over just for the day of the show to come over for the Friday activities and, of course, stay in a local hotel.

We will target car enthusiasts and car club members from across Washington and northern Oregon by advertising in the Cruisin' magazine, a publication mailed to car club members in the Pacific Northwest. We request a lodging tax grant of \$475 and will use these funds to pay for advertising in Cruisin'. There were 48 participants (37% of all participants) who came to Ellensburg from outside Kittitas County for the 2017 Cruisin' car show. Most came only for the Saturday activities, although there were at least 10 who stayed in a hotel. With expanded Friday activities and marketing outside the county, we anticipate we can attract an additional 25 people from out of the county to participate in Cruisin' for Hospice in 2018. This will be a total of 73 people.

2500 character limit

List of Intended Use of Funds *

Advertising in Cruizin' magazine

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;
Car enthusiasts who are active in car clubs begin planning their summer events very early in the calendar year. We plan to advertise in the Cruisin' magazine in February and March as our target audience will receive a copy of the magazine in late March or early April. According to our committee members who are car club members (as is the Hospice Friends Executive Director), this magazine is the primary source of car show information used by car clubs to plan their summer activities.

We estimate that 30% of the 73 out-of-county participants, or 22 people, will make it a two-day trip, participate in all activities and stay in a local hotel. Many participants come in pairs. Thus, we anticipate these out-of-county participants will book 11 hotel rooms for one night.

2500 character limit

**Response 2.1:
Evidence ***

The evidence we used to determine our projections is data from the 2017 and 2016 Cruisin' for Hospice car shows and information provided by local and distant car club members.

121 total participants
38 were from outside Kittitas County
28 of those 38 were from more than 50 miles from Kittitas County

Our target increase for the 2018 event is based on a similar increase of 25 participants from 2016 to 2017.

We used participant registration information (address and car club membership) to determine past out-of-county or out-of-state participants and their distance from Kittitas County.

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;
In 2017, 73 percent of participants from outside Kittitas County were from cities at least 50 miles away. We anticipate this percentage will remain the same for 2018. Our goal is to have 22 out-of-county participants. We estimate 16 of those people will be from cities and towns that are 50 miles or more from Kittitas County.

2500 character limit

**Response 2.2:
Evidence ***

The evidence we used to determine our projections is data from the 2017 and 2016 Cruisin' for Hospice car shows and information provided by local and distant car club members.

121 total participants
38 were from outside Kittitas County
28 of those 38 were from more than 50 miles from Kittitas County

Our target increase for the 2018 event is based on a similar increase of 25 participants from 2016 to 2017.

We used participant registration information (address and car club membership) to determine past out-of-county or out-of-state participants and their distance from Kittitas County.

2500 character limit

**Response 2.3:
Projection ***

3. or from another country or state outside of their place of residence or business.
Historically, most participants in Cruisin' for Hospice are from Washington. In 2017, there were three people from Oregon. We will do specific, personal outreach to car clubs in northern Oregon, along with our advertising, to attract additional people from out of state.

2500 character limit

Response 2.3:
Evidence *

The evidence we used to determine our projections is data from the 2017 and 2016 Cruisin' for Hospice car shows and information provided by local and distant car club members.

121 total participants
38 were from outside Kittitas County
28 of those 38 were from more than 50 miles from Kittitas County

Our target increase for the 2018 event is based on a similar increase of 25 participants from 2016 to 2017.

We used participant registration information (address and car club membership) to determine past out-of-county or out-of-state participants and their distance from Kittitas County.
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 track a great deal of information about the Cruisin' for Hospice event, including participant information that tells us where people are from, what car(s) they will bring and if they are member of a car club. We partner with a local hotel to hold a block of rooms specifically for Cruisin' participants and use that data to determine who stayed in a hotel. In 2018, we plan to ask participants to complete a survey to provide additional information for us. We will ask about their spending while in town, future plans to return to the area and other questions designed to measure our impact on tourism.

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?

Advertising targeted specifically to the market niche of car club members and other car enthusiasts is our strategy to attract tourist from at least 50 miles away. We will do personal outreach to car clubs in northern Oregon to encourage increased participation from that region.

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?

Each Cruisin' for Hospice participants gets a "goody bag" during the event. These goody bags include a few free items, restaurant coupons and, most importantly, maps and other information from the Kittitas County Chamber of Commerce. In all our marketing materials and event announcements, we encourage participants to frequent businesses in the county, especially those along Pine Street who give permission for the street closure for our event.

2500 character limit



4| Collaboration

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

Collaboration *

Partnerships are a very important part of Cruisin' for Hospice and always have been. Indeed, the show started 18 years ago as the brain child of a local car club who wanted to do something to support Hospice Friends. Over the years, the event grew and grew and another car club was formed and became a partner. After the ninth event, the car clubs and Hospice Friends determined that the planning and implementation of Cruisin' for Hospice should move into the hands of Hospice Friends with continuing support from car club members. Representatives from the local car clubs are integral members of the planning committee. They are ambassadors for Cruisin' for Hospice as they take information flyers to car shows all over the region in the weeks leading up to our event. Members of both car clubs help solicit silent auction items (a peripheral activity on the Saturday of the show) and other tasks necessary to make the event the success it is. The businesses along Pine Street partner with us to give approval for the street closure. The city of Ellensburg is a partner as they approve the street closure and provide signage and garbage cans. In 2017, we had cash sponsorships from 15 businesses and silent auction prizes from another 25 businesses or individuals. The Kittitas Police give us a police-escort through Kittitas during the Friday night Fun Run.

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 *

Cruisin' for Hospice continues to grow and, as this happens expenses will increase. We must be prepared to increase our revenue streams. The event has operated with surplus over the past few years, which is used to support Hospice Friends programming. As we work toward our goal of making Cruisin' for Hospice an expanded tourist event—in terms of activities over a two-day period and in the number of participants—expenses will continue to grow. We must remain ever vigilant in securing additional revenue streams, such as support from lodging tax funds, to ensure we continue operating with a surplus. We know we are very nearly at the limit of the number of cars we can have at the Pine Street location. We anticipate the need for a new and larger venue in a year or two, which will most likely add expenses to the event. Current revenue streams include participant fees, sponsorships, silent auction proceeds and contributions.

2500 character limit



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

We know that the demographic of people who own the types of vehicles that are a part of Cruisin' for Hospice are people with disposable income. The people we are hoping to attract to come to the event and stay overnight are people who will spend money in restaurants, shops and at businesses. People who have never been to Ellensburg will receive information about the many other festivals and events and may make return trips.

2500 character limit

Supporting Documents You may upload any supporting documents such as graphs, images, diagrams, marketing materials, etc.
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 * |
|--------------|-------------|
| 121 | 146 |

How many days did/will your event occur?

| Prior Year * | Projected * |
|--------------|-------------|
| 1 | 2 |

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

| Prior Year * | Projected * |
|--------------|-------------|
| 6 | 11 |

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* We received phone calls from people who planned to stay overnight and wanted a recommendation of a hotel or had a question about bringing a car in a trailer. Our partner hotel provided information about the people who booked in our group.

For 2018, we plan to track stays at our hotel partner and to include a question about overnight stays in our participant survey.
2500 character limit.

Prior Year Paid Overnight Stay Data In addition to field above, you may upload the evidence to support the prior years' roomnight 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

Funding for which you have applied but not yet secured

| Funding Source | Amount |
|-------------------------------------|-------------|
| Various businesses for sponsorships | \$ 3,500.00 |

Funding Shortfalls *

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

If we do not receive lodging tax funding we will reduce marketing efforts outside Kittitas County. It will not have negative impact on the entire event; however, it will negatively impact our ability to increase participation from out-of-town people and, thus, our ability to fill hotel rooms.
2500 character limit.

Matching Funds

1974.74

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 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 475.00 |

All Other Revenues

| | | | | |
|----------------------|---------------|---------------|---------------|------------|
| Account Name | Past Actual 3 | Past Actual 2 | Past Actual 1 | Projected |
| Cruisin' for Hospice | \$ 7762.70 | \$ 6138.45 | \$ 10301.75 | \$ 9380.00 |

| | | | | |
|-----------------------|---------------|---------------|---------------|------------|
| In-Kind Contributions | | | | |
| Account Name | Past Actual 3 | Past Actual 2 | Past Actual 1 | Projected |
| | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| | Past Actual 3 | Past Actual 2 | Past Actual 1 | Projected |
| Revenue Totals | \$ 7762.70 | \$ 6138.45 | \$ 10301.75 | \$ 9855.00 |

| | | | | |
|-----------------------|---------------|---------------|---------------|------------|
| Expenses | | | | |
| Account Name | Past Actual 3 | Past Actual 2 | Past Actual 1 | Projected |
| Cruisin' for Hospice | \$ 4596.13 | \$ 3589.73 | \$ 5875.59 | \$ 5550.00 |
| | Past Actual 3 | Past Actual 2 | Past Actual 1 | Projected |
| Expense Totals | \$ 4596.13 | \$ 3589.73 | \$ 5875.59 | \$ 5550.00 |

| | | | | |
|---------------|---------------|---------------|---------------|------------|
| Profit & Loss | | | | |
| | Past Actual 3 | Past Actual 2 | Past Actual 1 | Projected |
| | \$ 3166.57 | \$ 2548.72 | \$ 4426.16 | \$ 4305.00 |

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: *

Name *

Ginny Ann Blackson

Applicant's Title *

Executive Director

Internal Revenue Service

Date: June 30, 2006

HOSPICE FRIENDS
401 E MOUNTAIN VIEW AVE STE 3
ELLENSBURG WA 98926-3795

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
DALPHENE NAEGELE 31-04012
CUSTOMER SERVICE SPECIALIST
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
91-1246307

Dear Sir or Madam:

This is in response to your request of June 30, 2006, regarding your organization's tax-exempt status.

In May 1984 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services

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.