2017 LODGING TAX SERVICES AGREEMENT
BETWEEN KITTITAS COUNTY AND THE SUNCADIA FUND FOR COMMUNITY ENHANCEMENT-SUNCADIA'S 12TH ANNUAL HARVEST FESTIVAL

This Contract, effective January 1, 2017 is made and entered into by and between KITTITAS COUNTY ("County"), a subdivision of the State of Washington, and the Suncadia Fund for Community Enhancement ("Contractor") for Suncadia's 12th Annual Harvest Festival.

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 five thousand dollars ($5,000.00).

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 five thousand dollars ($5,000.00).

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
509-962-7502

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 only:
   - Advertising

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

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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 2/7/17

ATTEST: _____, Clerk of the Board

APPROVED AS TO FORM:

Deputy Prosecuting Attorney

CONTRACTOR

Cape Powers - ITS President.

[Print Name]

141 Firehouse Road

Cle Elum, WA, 98922

[Address]

509-649-6356

[Telephone]

RECEIVED
SEP 30 2016

Submission Checklist

For office use only

Please mark "yes" or "no" to each criteria below:

yes — Applicant filled out the proper application version for this grant cycle.

yes — Applicant answered each question.

yes — A budget is attached which includes revenues, expenses and anticipated profit or loss (plus previous 3 years actuals for ongoing projects/events).

yes — The applicant has signed and dated the certification statement required in item 10 of the application.

yes — The application was submitted on time.

yes — Proof of non-profit status is included (if applicable).

Please date stamp the application and initial.

D.M.

Request for Proposals

2017 Lodging Tax Fund

Submission Deadline: Friday, September 30, 2016

Kittitas County Commissioners
205 W 5th Avenue, Suite 108, Ellensburg, WA 98926
509-962-7508

2017 Lodging Tax Funds – General Information

Various municipalities within Kittitas County impose a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. In accordance with the tax and Washington State Law, Lodging Tax Advisory Committees may also be established by various jurisdictions. The committees' purpose is to advise and recommend to the legislative authority of the city or county how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

According to State Statute and the interlocal agreement between the Kittitas County and the Cities of Cle Elum, Ellensburg, and Roslyn, funds awarded under this process may be used for the following:

1. Tourism marketing;
2. The marketing and operations of special events and festivals designed to attract tourists;
3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

Definitions included in state law which should be considered in any application requesting funding include:

(1) **Tourism** means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

(2) **Tourism promotion** means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing or the operation of special events and festivals designated to attract tourists.

(3) **Tourism-related facility** means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

Cle Elum, Roslyn, Ellensburg, and Kittitas County have all agreed to collaborate in review of grant applications and awarding lodging tax funds for special events and festivals. Each municipality's committee or designees will review all complete applications, score them based on the information provided by the application, rank the applications, recommend any funding

awards, and forward the score sheets, ranking, and funding recommendations to Kittitas County.

County staff will compile the score sheets, rankings, and funding recommendations for further consideration by a county-wide Lodging Tax Advisory Committee (LTAC). The county-wide LTAC will be comprised of an equal number of members from each participating jurisdiction. The county-wide LTAC will receive the scoring, ranking, and recommendations list and will conduct a public meeting where each applicant which received a funding recommendation will have the opportunity to present their application and answer questions. The county-wide LTAC will publicly deliberate on the applications and the list to produce a final recommendation which will be forwarded to each participating jurisdiction's legislative authority for final action.

Scoring sheets which determine the overall ranking of applications are included in this packet for your reference and information. **Applications which do not receive an average minimum score of at least 50 points or who do not follow the submission instructions will not be eligible for funding.**

Local Policy on Disallowed Uses:

The Lodging Tax Advisory Committees have determined that certain types of activities are not eligible for funding awards even if they may be tourism related. These include anything affiliated with the following: prizes for contestants, resale items, food and drink, beautification, fundraising, and membership drives. This list should not be considered comprehensive and all funding recommendation decisions are at the discretion of the committees and subject to change by majority opinion.

Application Definitions:

Below is a list of terms and phrases which have specific meaning within this application. It may be helpful for you to review these as you prepare responses so that you have a better understanding of the reviewers' expectations.

> **Date-specific** is an event or project which occurs over less than one month.
>
> **Matching Funds** is the amount of funding your organization is contributing to the project or event. This includes both direct and indirect fund support. Direct funds can be in the form of cash funding from your organization or funding secured from elsewhere but dedicated to the project or event such as other grants, loans, donations, etc. Indirect funding support includes in-kind support like labor, volunteer support, supplies, and services which directly relate to the project or event, including those provided by your organization and others.
>
> **New Projects/Events** are projects/events which are in the first four years of existence. For example, a proposal for a barbeque competition which is in its third year would be defined as a new project/event. Likewise, a project by an existing museum which expands its current offerings, or a specific new strategy for appealing to a different target market that is in its first year, would be considered a new project. Ongoing general marketing and advertising campaigns or general operational support requests for organizations/event which have existed for longer than four years are not defined as a new project/event.

Ongoing Projects/Events are defined as projects/events that have been established for more than four years. Applications that qualify under this definition may be awarded up to 10% of the project's/event's expense budget.

Partnerships are agreements between events/organizations/groups which enhance the overall project/event by providing additional value-added benefits or opportunities for attendees as well as the participating partners. For instance, as part of your event, you may have partnered with a local hotel or campground for a special group rate for overnight attendees. You may have also partnered with a local restaurant to provide a special meal discount or drink offer. You may have also agreed to refer your attendees to another event simultaneously occurring in another part of the county.

Project Budget is a written description of the complete budget for your project or event. It must include anticipated revenues, expenses, and any potential profit or loss.

Seasonal means a project or event which operates at least 1 month and up to 6 months, and during at least 2 seasons (Spring, Summer, Fall, Winter).

Self-Sustaining is being able to provide for your own needs without the assistance of grant funds.

Supports County as a Tourism Destination means including strategies within your proposal which will assist in attracting tourists to our County during times of the year other than for your project/event alone. This may include cross-promotion agreements with other projects/events, it may include active marketing of other projects/events at your project/event, it may include referring attendees directly to other tourist opportunities in the County, etc.

Year-round means a project or event is ongoing and actively working to attract tourists for at least 6 months, and at least 3 seasons (Spring, Summer, Fall, Winter).

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application (including the cover sheet and instructions sheets) and answers to narrative questions to:

Kittitas County Commissioners
Attn: Lodging Tax Grant Application
205 West 5th Ave, Suite 108
Ellensburg, WA 98926

Applications must be received no later than 5:00 p.m., Friday September 30, 2016 or postmarked no later than September 30, 2016.

Incomplete and/or late applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission.

Electronic Submissions:
Applications may be submitted to the following email address: bocc@co.kittitas.wa.us
Applications may be faxed to: 509-962-7679

Schedule:

- Applicant Workshops ***(attendance at one workshop is strongly encouraged)***
  Ellensburg City Hall Council Chambers **8/18/2016, 5:30 PM & 8/25/2016, 5:30 PM**
  Upper Kittitas District Court, Cle Elum **8/16/2016, 5:30 PM & 8/23/2016, 5:30 PM**
- **Application deadline** **9/30/2016**
- **Oral presentations of proposals to county-wide LTAC** **11/18/2016**
- Applicant Award Notification and fund availability 1/1/2017

Project Management:
Successful applicants shall be required, as a condition of the funding award, to enter into a contract. The agreement may include, but not be limited to, the specific amount of the award and what it may be used for, all reporting requirements associated with this funding, payment terms, and any and all other appropriate terms of the funding. Kittitas County will be the contracting agent for all approved projects. A condition of the grant award which includes funding from the City of Ellensburg may be that the MyEllensburg.com website be named on any organizational website.

All funds awarded under this program will be available in the form of reimbursable grants. The funds will be available for reimbursement beginning January 31 and ending December 31 of the calendar year immediately following award notification. Any unexpended funds will be returned to the Lodging Tax accounts from where they came and made available for re-appropriation. All requests for reimbursement shall be made to the Kittitas County Auditor's office at the following address:

Kittitas County Auditor
Attn: Lodging Tax Grant Funds Reimbursement
205 W 5th Ave, Suite 105
Ellensburg, WA 98926
auditorsaccounting@co.kittitas.wa.us

For specific information and requirements regarding the reimbursement process, please contact the Auditor's office at 509-962-7502.

Project Reporting Requirements:
State law requires that all recipients of Lodging Tax revenues must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

A. Away from their place of residence or business and staying overnight in paid accommodations;
B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
C. From another country or state outside of their place of residence or their business.

A report form will be provided as part of the contract for receiving funds. We ask that you provide this information within 60 days after your event is complete once you have critiqued your event.

In addition, any reports which are produced as a result of a grant award must be submitted within 60 days of completion as part of your project reporting requirements. This will provide evidence that the work paid for by the grant has been completed.

Applicant Categories and Eligibility:
Grants from lodging tax funds are provided for two types of applicants, New Projects/Events and Ongoing Event Support. An organization may apply for funding from one or both categories. If applying for funding from both categories, the application must clearly identify the different funding categories requests. The categories are defined as follows:

The **New Project/Events** category is for applications from events/projects which are within the first four years of existence. Applications may be considered in this category from established events (older than four years) which are proposing a new or expanded project designed to increase tourism as part of an ongoing event.

The **Ongoing Project/Event Support** category is for applications from established events (ongoing for more than four years) which may request continuing support. Grant awards are limited in this category to no greater than 10% of the event's expense budget. This category includes project/events which may be operating under a new board or organization, moving venues, changing dates, or implementing other non-substantial changes to a project/event which is ongoing for more than four years.

Other Information:

Insurance: As part of its contract for performance, a municipality may require contractors to maintain liability insurance in the amount of $1,000,000 or more and name the municipality as an additional insured on its liability insurance policy.

Application Form: This packet will be available on the website of each participating municipality as a word document and as a pdf. It can also be obtained directly as a hard copy or in digital format by contacting the Kittitas County Board of Commissioners office at 509-962-7508. Website addresses where the application may be found are as follows:

- www.ci.ellensburg.wa.us
- www.cityofcleelum.com
- www.ci.roslyn.wa.us
- www.co.kittitas.wa.us

Grant Preferences:
In the review of applications, the Lodging Tax Advisory Committee or designees will grant preference to those proposals which (1) increase tourism, and (2) demonstrate ability toward eventual self-sustainability. **Applications from not-for-profit organizations will be given preference over those from for-profit entities.**

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:

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 size 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.

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 to10 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 and a signed statement from the contractor that the list is accurate 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.

Order of Documents Requirements:

Complete applications must be submitted with documents in the following order to receive consideration for funding:

1. Submission Checklist;
2. Application form;
3. Answers to application form questions;
4. Grant application rating form;
5. Applicant checklist;
6. Budget documents;
7. Additional information (limited to 3 pages);
8. Proof of non-profit status (if any).

APPLICATION FOR 2017 LODGING TAX GRANT FUNDING

Name of Organization: The Suncadia Fund for Community Enhancement (SFCE)

Organization mailing address: PO Box 944
Roslyn WA 98941

Organization contact person & title: Carrie Stevenson
Resort Events Manager

Organization/contact phone: New Suncadia LLC

Email: 509 649 6448 CStevenson@suncadia.com

Organization Website: www.suncadiaresort.com

Federal Tax ID Number: 20-0826020 UBI Number: _____

Organization is a (select one):

___ Government Entity
___ 501(c)3
___ 501(c)6
✓ Other 501(c)4

(note: you must submit 501(c)3, 501(c)4, or 501(c)6 approval documentation – see sample document)

Project/Event Name: Suncadia's 12th Annual Harvest Festival

Project/Event Date: Oct. 7&8 and 14&15, 2017

Project/Event Location: ~~25,000~~ All

Amount of Funding Requested: $ 25,000

For which funding category do you qualify (check one) (see instructions for definitions):

___ New Project/Event
✓ Ongoing Project/Event Support

Estimated # of overnight stays: 1000+

Tourism Seasons: From the list below, what season will your project enhance tourism? Please indicate the appropriate season.

	Season:	Months:
___	Year-round	January – December
___	Off season	November – February
✓	Shoulder season	~~October~~ or March – May Early Oct. 2017
___	High season	June – September

APPLICATION QUESTIONS

Please answer each question completely, in the order listed, on a separate sheet attached to this application. Please include any supporting data within the response narrative.

1. 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.

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

    You must provide the evidence utilized in determining your projections.

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:
    I. Is your project/event year-round or is it seasonal or date-specific?
    II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?
    III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?

4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?

5. If your organization collaborates or has created partnerships with other organizations, groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?

6. 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.

7. **Additional information:** Provide any additional information which will assist the Lodging Tax Advisory Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages. Regardless of how much additional information is included, only the first 3 pages will be provided to reviewers.

8. **Project Budget:** Please attach a copy of the 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 for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions. If applying for funding for both "New Project/Event" and "Ongoing Project/Event Support" you must clearly identify the different requests. This may be most easily accomplished by submitting separate budgets for each request category.

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.

Please assure your budget, and actuals from previous years (if applicable), are in the following basic format:

Revenues:
- Cash
- Donations/Sponsorships
- Sales
- Vendor Fees
- Grants
- Etc.

Total Revenues

In-Kind Contributions:
- Volunteer Labor
- Donated Services
- Donated Materials
- Etc.

Total In-kind

Expenses:
- Venue
- Insurance
- Services
- Advertising
- Security
- Etc.

Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has your event received Lodging Tax funds in previous years?
Yes ___ No ✓

If yes, please list each year and the amount received for that year.

All applicants must also provide the following information regarding the event/project:

		Prior Year	Projected
A.	How many participants and spectators attended last year's activity and/or will attend this year? 2015	3500+	5000 - 2016
B.	How many days did/will your event occur?	4	4
C.	How many room nights were and /or will be booked as a result of your project/event? 2015 *(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)*	990+ (Suncadia only)	1250 (Suncadia only)

10. **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: (signature) Camie Stevenson
(print name) Camie Stevenson
Title: Resort Events Manager
Date: 9/30/2016

Suncadia 12th Annual Harvest festival, October 1 and 2 and 8 and 9, 2016

1. Event Description: For the past twelve years, the Suncadia Fund for Community Enhancement (a 501(c) 4 not-for-profit organization), also referred to as SFCE, along with Suncadia Community Council (SCC) and Suncadia's resort hospitality and real estate marketing organizations, have hosted this well- attended community –wide seasonal festival scheduled for the first two weekends of October in celebration of the fall season. The event is open to the public and there has never been an entry admission or a charge for most of the activities. The event takes place outdoors at the Historic Nelson Dairy Farm located on the Nelson Preserve neighborhood of Suncaida, between the towns of Roslyn and Ronald. See below for programming for 2016.
    a. 2016 Programming: Suncadia has planned two weekends of festive events and activities to celebrate the fall season at it Historic Nelson Farm. With a petting zoo, pony and wagon rides, peewee rodeo, archery, arts and crafts, straw maze, pumpkins patch, food and beer garden, live music, and much more, what a fantastic way to enjoy the weekend with the entire family.

Special Events and Activities

- **Big Dirty Run** (Oct. 9, 2016 11 a.m.)
  Participants will run, walk, crawl and climb through the 5k course that winds through the muddy backwoods trails of Suncadia for the second annual Big Dirty Run. Previous obstacles, such as the mud pit, rope swing and straw maze, along with new obstacles, will be sure to push participants to their dirty limit. After the course, 21 and older participants can enjoy a pint of beer from local Iron Horse Brewery! Suncadia will also offer a kids-only version for ages 12 and younger that will include a tire obstacle, straw pyramid and maze! After the course, the kiddos can enjoy a thirst-quenching root beer. Prizes will be awarded to first, second and third-place trail runners. Pre-registration fee: $20 for adults and $15 for children. Register online at eventbrite.com. https://www.eventbrite.com/e/big-dirty-run-tickets-26912041641

- **CiderMaker Dinner** (October 1, 2016 6:00 – 9 p.m.)
  Suncadia Chef Paul Cotta and Seattle Cider Co will host a five-course dinner paired with local brews in the New Nelson Farm Pavilion. Dinner will be $59 per person. Register online at eventbrite.com. https://www.eventbrite.com/e/suncadia-cidermaker-dinner-feat-seattle-cider-co-tickets-27555606561
- **BrewMaker Dinner** (October 8, 2016 6:00 – 9 p.m.)
  Suncadia Chef Paul Cotta and Dru Bru will host a five-course dinner paired with local brews in the New Nelson Farm Pavilion. Dinner will be $59 per person. Register online at eventbrite.com. https://www.eventbrite.com/e/suncadia-brewmaker-dinner-feat-dru-bru-tickets-27555433042
- **Spooktacular Swim** - Saturday October 1st 8-10pm, cost: $10.00 Per child (adults complimentary). Bring the kids down to the swim and fitness center for a spooky night of fun. Take a dip in the pool and have some fun bobbing for apples, pinning the bow tie on Mr. Bones, and making some delicious caramel apple treats.
- **Composting DIY** - Saturday & Sunday 3:00-4:00pm Composting recycles materials like food scraps and yard waste that otherwise go into the trash. We show your kids a fun way to save the environment by composting using a 2 liter bottle and food scraps.

- **Haunted Glow golf** - Saturday October 8th 8:00-10:00pm, cost: $8.00. The ghosts and ghouls come out to haunt the glow in the dark putt putt course. Navigate through the shadows see if you can hit a hole in one. Location: Lodge - Rialto
- **Peewee Rodeo**- Saturday and Sunday October 1st & 2nd and October 8th & 9th 1:30pm- 3:00 pm. Kids three to seven years olds will have the opportunity to be a cowboy for the day with opportunities for hog tying, bull riding, barrel racing and lasso throwing under the watchful eye of real cowboys. Free and open to the public, no live animals are used in the rodeo.
- **Animal encounters Petting Zoo**- Saturday and Sunday October 1st & 2nd and October 8th & 9th. Animal Encounters' mission is to provide educational and entertaining programs which enhance people's appreciation of animals and help reinforce positive traits such as kindness and empathy.

Entertainment

- **Zambini Brothers Kids Show** - Saturday and Sunday October 1st & 2nd and October 8th & 9th, 12-1pm. Local puppeteer troupe will bring their humorous talents and puppets to Suncadia with a show that will entertain both children and adults alike.
- **Zambini Brothers Rooving Chicken and The Whacky Gardener**- Saturday and Sunday October 1st & 2nd and October 8th & 9th, 12-3pm. A giant Chicken puppet- complete with cowboy- will rove Harvest Festival grounds three times per day for 40 minutes surprising and delighting guests. Special guest appearance by *The Whacky Gardner and the wild and crazy cowboy comedy show* on Saturday and Sunday.
- **Live Music: Heels to the Hardwood** -Saturday and Sunday October 1st & 2nd, 1-2:30pm & 3:15-5pm. Heels to the Harwood will take the stage at Suncadia with their 4 piece band to perform Americana and Country music.
- **Live Music: Briana Renee** -Saturday and Sunday October 8th & 9th, 1-2:30pm & 3:15-5pm. Brian Renee will take the stage at Suncadia with her 6 piece band to perform Americana, Country, and her original music.

The audience for this event continues to attract each year are overnight resort guests and day visitors from all over the PNW; Suncadia homeowners, their friends and families; and many visitors from our local communities. We are able to determine that the majority of festival visitors are from Puget Sound area or local; to Kittitas County; this is based on hotel registration records, event registration forms and purchasing records.

2. Estimate of the number increase of tourists: The typical Harvest Festival attendee will spend the entire weekend at the festival or sometimes both weekends; and will arrive on a Friday night and stay through Sunday, usually requesting a late checkout if staying in a local hotel/motel or vacation home. Because the festival hours run 10am to 5pm each day, the typical Harvest Festival attendee will seek out other activities to compete their stay, such as dining out at local establishments; shopping in nearby municipalities (including Ellensburg); or other morning/evening events and activities such as outdoor recreation, movies, concerts, or the theater. The same visitors will purchase gas, meals and/ or groceries, and mementos of their stay in Kittitas County.

   Although difficult to quantify due to the "no admission fee" nature of this event, we estimate the attendance for this event to continue to grow each year. We estimated 2,000+ visitors each

weekend to the event in 2016, and are confident that we will exceed that number in 2017. The event is an outdoor event but does provide ample tenting and indoor venues should weather be an issue.

In addition, in 2016 Suncadia's occupancy reached 1284 room nights over the two weekends, equating to a near sell out each weekend. Based on current occupancy reports at the time of the application's due date of September 30, 2016, the room inventory at Suncadia was again at a near sell out for both weekends, with only a handful of rooms still available at The Lodge/ The Inn and in our vacation homes and vacation condos inventory. Room rates at Suncadia during the 2016 Harvest Festival are averaging $383.00 per night.

The average "festival" spends for a family of four was estimated at $150.00 in 2015. This estimate includes food and beverage, arts and crafts, pumpkins, and merchandise from a variety of local merchants and is derived from 2015 Suncadia festival sales reports and antidotal surveys of festival vendors. We anticipate this number to increase to $200 per family of four due to the increased number of festival offerings, vendors, and food cost increases.

3. Tools used to measure:
    a. Suncadia Seasonal Lodging Offers/Stay Packages – "Fall into Savings"
    b. Event Registration Forms i.e. Big Dirty Run 5k, Beer and Cider Maker Dinners
    c. Social Media Ads and Posts – Facebook and Instragram
    d. suncadia.com website inclusions, event calendar widget, standalone page http://www.suncadiaresort.com/events/harvest-festival
    e. Public relations outreach-media alert, PNW event calendar posting, and blog posts
    f. Suncadia Resort eblast to 40k+ past guests and Suncadia Real Estate team evlast to 18k+ loyal and new customers
4. Funding:
    a. The event is currently funded by a $55,000.00 grant from SFCE and in-kind donations of the venue- $10,000/Nelson Farm, labor of $10,000, and marketing expenses not covered by SFCE in the amount of $3,000 from New Suncadia LLC. Total estimated cost of event is estimated at $78,000. Total estimated proceeds from the event are estimated at $4,500.00. Total cost = $73,500.

    At the time of this application, no funding has been secured for this event in 2016.

5. Partnerships: Suncadia has many partnerships local to Kittitas County, Puget Sound region, an d throughout the PNW to encourage tourism to Kittitas County. SFCE benefits greatly from these partnerships. Examples of such partnerships include:
    a. Seattle Chamber of Commerce
    b. Bellevue Chamber of Commerce
    c. Kittitas County Chamber of Commerce
    d. Barn Quilts of Kittitas County – Nelson Farm Barn Quilt
    e. Pacific Northwest Golf Association
    f. Alumni Associations for WSU, UW and CWU
    g. Tri-Cities Chamber

In addition to the many partnerships, the resort enjoys a robust group conference business that brings in many PNW organizations to the area. Many of the attendees of these conferences

make return to visits to the area with their families and friends to attend such events as Harvest Festival and to enjoy all of the recreation Kittitas County has to offer.

6. Currently, there are no active plans in place for this event to become self-sustaining. It has long been discussed that this event institute a small admission fee/donation to assist in recouping some of the cost of the event, but the SFCE and Suncadia have thus far resisted this idea due to the negative impact such a fee might have on the "spirit" of the event. However, in 2016, to grow the event an admission fee and/or corporate sponsorships will need to be considered to assist with increased costs. It has also been discussed that vendors might begin charging for their services, such as the pony and wagon ride vendors. Currently, those activities are free for all festival attendees.
7. Other: None

examples for #3

Sample e-blast pg. 1 to 40K/time

HARVEST FEST



CIDER MAKER DINNER

FEATURING

SEATTLE CIDER CO.

Our 2016 partner-in-cider is Seattle Cider Co. Dinner includes a four-course menu concepted by Chef Paul Cotta, and inspired cider pairings from Seattle Cider Co.

OCT. 1 • 6:30-9:00PM

1ST COURSE - PRETTY IN ROSÉ
ASPARAGUS ARANCINI, HAYCREEK COUNTY COMPRESSED APPLE, GRILLED AHI TUNA

PAIRING: SEATTLE CIDER - ROSE

2ND COURSE - SQUASH TWO WAYS
BUTTERNUT SQUASH BISQUE, PUMPKIN SPICE RYE CROUTON, SMOKED GOUDA, MAPLE CANDY BACON

PAIRING: SEATTLE CIDER - PUMPKIN SPICE

3RD COURSE - LIVING OFF THE DRY
ELK LOIN, HUCKLEBERRY BLUE CHEESE SEMOLINA POLENTA FORAGED MUSHROOM

PAIRING: SEATTLE CIDER - DRY

4TH COURSE - NOT FAR FROM THE PEAR TREE
ROASTED PEAR, HAZELNUT FEUILLE PERRY SPICED SYRUP

PAIRING: SEATTLE CIDER - PERRY

BUY TICKETS HERE



BREWMASTER DINNER

FEATURING

DRU BRU BREWERY

Our 2016 partner in brew is the Snoqualmie Pass based brewery, DRU BRU. Dinner includes a four course menu concepted by Chef Clay Blake, and inspired beer pairings from DRU BRU Brewery.

OCT. 8 • 6:30-9:00PM

1ST COURSE - WIT OR WITOUT YOU
PETITE SALVETIA ARUGULA, ROASTED CARROT AND BEET, FENNEL FROND, BLOOD ORANGE CITRONETTE

PAIRING: DRU BRU - WIT

2ND COURSE - PHAT KING KOLSCH
KING OYSTER MUSHROOMS, KING CRAB, FRESH RICOTTA RAVIOLI

PAIRING: DRU BRU - KOLSCH

3RD COURSE - THE HUNT FOR RED OKTOBERFEST
TART IRON-SEARED EYE OF RIBEYE, TOASTED JUNIPER, GRAIN MUSTARD, BRUSSELS SPROUTS

PAIRING: DRU BRU - OKTOBERFEST

4TH COURSE - MAY THE SCHWARZBIER BE WITH YOU
MAPLE [illegible] CUPCAKE, BUTTERSCOTCH POT DE CRÈME, SCHWARZBIER FLOAT

PAIRING: DRU BRU - SCHWARZBIER

BUY TICKETS HERE



examples for question #3

Sample ballot pg 2

SUNCADIA



CIDERMAKER DINNER

FEATURING

SEATTLE CIDER CO.

Our 2016 partner in cider is Seattle Cider Co. Dinner includes a four course menu concepted by Chef Paul Cotta, and inspired cider pairings from Seattle Cider Co.

OCT. 1 · 6:30-9:00PM

1ST COURSE - PRETTY IN ROSÉ

ASPARAGUS ARANCINI · HAZELNUT ROMESCO
COMPRESSED APPLE · GRILLED QUAIL

PAIRING: SEATTLE CIDER - ROSE

2ND COURSE - SQUASH TWO WAYS

BUTTERNUT SQUASH BISQUE · PUMPKIN SPICE RYE CROUTON · SMOKED GOUDA
MAPLE CANDY BACON

PAIRING: SEATTLE CIDER - PUMPKIN SPICE

3RD COURSE - LIVING OFF THE DRY

ELK LOIN · HUCKLEBERRY
BLUE CHEESE SEMOLINA POLENTA
FORAGED MUSHROOM

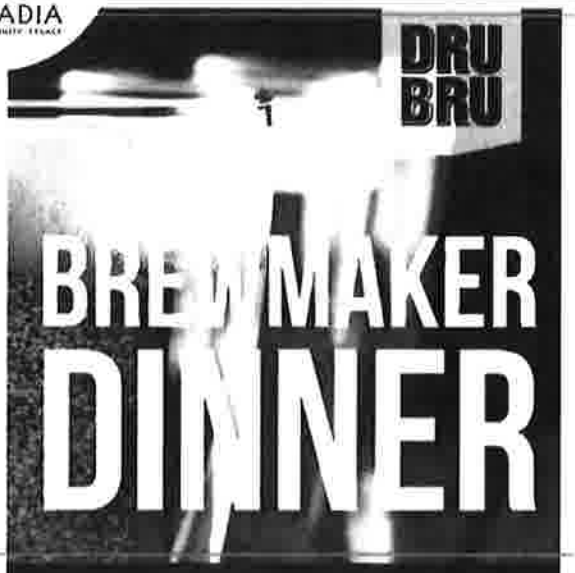
PAIRING: SEATTLE CIDER - DRY

4TH COURSE - NOT FAR FROM THE PEAR TREE

ROASTED PEAR · HAZELNUT TUILE
PERRY SPICED SYRUP

PAIRING: SEATTLE CIDER - PERRY

BUY TICKETS AT:
www.SuncadiaCiderDin16.eventbrite.com



BREWMAKER DINNER

FEATURING

DRU BRU BREWERY

Our 2016 partner in brew is the Snoqualmie Pass based brewery, DRU BRU. Dinner includes a four course menu concepted by Chef Clay Blake, and inspired beer pairings from DRU BRU Brewery.

OCT. 8 · 6:30-9:00PM

1ST COURSE - WIT OR WITOUT YOU

PETITE SYLVETTA · ARUGULA
ROASTED CARROT AND BEET · FENNEL
FRISÉE · BLOOD ORANGE CITRONETTE

PAIRING: DRU BRU - WIT

2ND COURSE - PHAT KING KOLSCH

KUSI OYSTER MUSHROOMS · KING CRAB
FREE FORM RICOTTA RAVIOLI

PAIRING: DRU BRU - KOLSCH

3RD COURSE - THE HUNT FOR RED OKTOBERFEST

CAST IRON SEARED RIB EYE
TOASTED JUNIPER GRAIN MUSTARD
BRUSSELS SPROUTS

PAIRING: DRU BRU - OKTOBERFEST

4TH COURSE - MAY THE SCHWARZBIER BE WITH YOU

MAPLE BOURBON CUPCAKE · BUTTERSCOTCH
BITTER CHOCOLATE SCHWARZBIER FLOAT

PAIRING: DRU BRU - SCHWARZBIER

BUY TICKETS AT:
www.SuncadiaBrewDin16.eventbrite.com

JOIN US ! • AT SUNCADIA'S NELSON FARM

$59 PER PERSON



AUTUMN IS HERE.
COME CELEBRATE WITH US.

#3
Sample Real Estate
eblast to 19K / 1 time

As sad as we always are to say goodbye to summer, it's time to welcome fall and all the wonderfulness that comes with it: the colors, the crisp air, the cozy clothes.

Come celebrate autumn with us at our 11th annual Harvest Festival. It's taking place the first two weekends in October. It's fun, it's free, it's family-friendly – and it's the perfect chance to learn about everything Nelson Preserve has to offer.

For more details, visit our blog, which is part of the new suncadiarealestate.com.

See you in October!

examples for #3

Suncadia – Harvest Fest Social Media

Facebook:

Event Published: Sept 12 | Reach: 5.1K | Responses: 126



Event Published: Sept 13 | Reach: 1K | Responses: 13



Event Published: Sept 15 | Reach: 6.1K | Responses: 179



Event Published: Sept 15 | Reach: 6.1K | Responses: 264

#3



8

Post Date: Sept 28 | Post Reach: 3.5k |Post Clicks: 150 | Post Likes/Shares: 181



Wagon Rides. Pumpkin Patch. Hay Maze. OH MY!
Harvest Festival starts in three days



example for question #3

Simple Media Alert

SUNCADIA.

suncadia.com

MEDIA ALERT

Fall into the Autumn Season at Suncadia's Eleventh Annual Harvest Festival

What: On Oct. 1 and 2 and Oct. 8 and 9, Suncadia, part of the Destination Hotels collection, is hosting its 11th annual Harvest Festival, which offers two weekends of seasonal events and activities to celebrate the arrival of fall. Held at Suncadia's Historic Nelson Farm, the festival features a Haunted Movie Theater, pony and wagon rides, bouncy houses, a 1,000 bale straw maze, pumpkin patch, a food truck and beer garden, a merchant market featuring local artisans and more.

Located a mere 80 miles east of Seattle in the beautiful Cascade Mountains, the all-seasons mountain resort offers a fantastic way to enjoy the beginning of the harvest season with the entire family.

Programming:

- **Special Events**
  - CiderMaker Dinner **(Oct. 1, 2016 6 – 9 p.m.)**
    Suncadia and Seattle Cider Co. will host a four-course locally-inspired dinner paired with tasty ciders from Seattle Cider Co. in the new Nelson Farm Pavilion. Dinner will be $59 per person (inclusive of fees) and reservations are required.

  - BrewMaker Dinner **(Oct. 8, 6 – 9 p.m.)**
    Suncadia and Snoqualmie Pass-based DRU BRU will host a four-course dinner paired with local brews in the new Nelson Farm Pavilion. Dinner will be $59 per person (inclusive of fees) and reservations are required.

  - **Spooktacular Swim Session (Oct. 1, 8 – 10 p.m.)**
    Bring the kids down to the swim and fitness center for a spooky night of fun. Guests can take a dip in the pool and have some fun bobbing for apples, pin the bow tie on Mr. Bones, and make some delicious caramel apple treats. Cost is $10 for kids, adults are complimentary.

  - **Haunted Glow Golf (Oct. 8, 8 – 10 p.m.)**
    Navigate through the shadows as the ghosts and ghouls come out to haunt the glow-in-the-dark putt putt course. Admission is $8 per person.

  - Big Dirty Run 2016 **(Oct. 9. 11 a.m.)**

#3

This is a run for the adventuresome spirit – it's not your average 5K! Participants run, walk, crawl, and climb through the course, which winds through the muddy backwoods trails of Suncadia's Nelson Preserve neighborhood. It includes obstacles like the mud pit, rope swing and 1,000 bale maze, which will push participants to the dirty limit and a muddy finish. Suncadia will also offer a kids-only version for ages 12 and younger that will include a tire obstacle, straw pyramid and maze. After the course, participants will receive a cold beverage, sponsored by Iron Horse Brewery (or root beer for the little ones)! Prizes will be awarded to first, second and third-place trail runners. Pre-registration fee is $20 for adults and $15 for children.

- **Pee Wee Rodeo (Oct. 1 and 2; Oct. 8 and 9, 1:30 – 3 p.m.)**
  Kids will have the opportunity to be a cowboy for the day with opportunities for hog tying, bull riding, barrel racing and lasso throwing under the watchful eye of real cowboys.

- **Entertainment**
  - **Zambini Brothers Puppet Show (Oct. 1 and 2; Oct. 8 and 9, 12 – 1 p.m.)**
    Puppeteer Bill Jarcho will hold the audience spellbound with his clever, creative storytelling through puppets – perfect for all young-at-heart fans of puppet productions.

  - **Zambini Brothers Roving Chicken and Zany Gardeners (Oct. 1 and 2; Oct. 8 and 9, 12 – 3 p.m.)**
    A giant chicken puppet and a couple of wacky gardeners will rove the Suncadia grounds.

  - **Live Music by Heels to the Hardwood (Oct. 1 and 2; 1 – 2:30 p.m. and 3:15 – 5 p.m.)**
    Get dancing with contemporary Americana blues rock powered by soul with a touch of old fashioned stomp from this Seattle-area band.

  - **Live Music by Briana Renea (Oct. 8 and 9; 1 – 2:30 p.m. and 3:15 – 5 p.m.)**
    Come enjoy the edgy country and rock rhythms of this talented singer has made a name for herself in music circles throughout the Northwest.

Where: Historic Nelson Farm in the Nelson Preserve Neighborhood of Suncadia
3600 Suncadia Trail
Cle Elum, WA 98922

When: Oct. 1 and 2; Oct. 8 and 9 from 10 a.m. – 5 p.m.

Price: Admission to the festival is free. Food, beverage, arts and crafts, select activities and other merchandise will be available for purchase.

More: Visit Suncadia Resort's website for more information on the above events.

Press Contact: Amanda Whitver | Duo PR for Suncadia | amandaw@duopr.com | 206-456-3434

Macaroni Kid®

Bellevue-Redmond-Mercer Island-Kirkland

Your Guide to Fall Festivals & Halloween Events

#3 Sample Blog



Autumn is here and we've got a head start listing all the area's family-friendly fall festivals and Halloween events.

EVENTS WORTH THE DRIVE

Harvest Festival at Suncadia Resort - October 1, 2, 8, & 9

http://the-eastside.macaronikid.com/article/1331019/your-guide-to-fall-festivals-halloween-events

playdate MAGAZINE
FOR YAKIMA VALLEY PARENTS

Halloween & Harvest Events

Suncadia Harvest Festival

October 1-2 and 8-9, 10 a.m. to 5 p.m. Take the family out for two weekends packed full of family fun, including a maze, obstacle course, carnival games, pony rides, a pee wee rodeo, wagon rides, petting zoo and more. There will also be live music, vendors and a food truck. Some events may involve a fee. For more information go to suncadia.com or call 509-649-6400.

http://www.playdateyakima.com/2016/09/07/halloween-harvest-events/

Question #3
Sample
blog

Macaroni Kid® SnoqualmieValley-Issaquah

Bring on the Fall Fun with Macaroni Kid



It's our favorite time of year and we've got you covered for family fun! Because here at Macaroni Kid we are saying, "Bring on the Fall Fun!" - everything you need to keep your family entertained, enriched and exhausted this season!

OCTOBER

1-2: Suncadia's 11th Annual Harvest Festival
8-9: Suncadia's 11th Annual Harvest Festival

http://snoqualmievalley.macaronikid.com/article/1327816/bring-on-the-fall-fun-with-macaroni-kid-enter-to-win

#3
Sample blog

Lodging Tax
Grant Application Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Supports County as Tourism Destination	15 yes = up to 15 No = 0	Question 2, 3, 5, 7	
Length of Impact	15 Date specific = 5 Seasonal = 10 Year Round = 15	Question 3	
Attracts Tourists from at least 50 miles away	15 yes = up to 15 No = 0	Question 3	
Applicant's Matching Funds	20 Less than 5% = 0 5% - 25% = 5 25% - 49% = 10 50% - 99% = 15 100% or more = 20	Question 4, 8	
Partnerships	5 Yes = 5 No = 0	Question 5	
Sustainable Future Funding Identified	10 yes = 10 No = 0	Question 6	
Attributable Lodging Stays	20 0 = 0 1-30 = 5 31-100 = 10 101-250 = 15 More than 250 = 20	Question 9	

Total Points: _____ / 100

Applicant Checklist

For applicant use prior to submission

- ✓ My application title page states: Request for Proposals, **2017** Lodging Tax Fund.
- ✓ My application is for a new project/event and/or for an ongoing project/event as defined on page 2 of the application packet.
- ✓ I have attached proof of non-profit status if applicable which matches the sample document provided.
- ✓ I have included an itemized list in response to item 1 in the application of how any grant funds awarded will be utilized.
- ✓ I have attached additional information in response to item 7 in the application, if needed, which includes written information limited to one page and other attachments limited to three pages.
- ✓ I have attached a project budget, properly formatted according to item 8 in the application.
- ✓ If this event is ongoing for more than one year, I have also submitted actual financial data from the previous three years if applicable, formatted properly according to item 8 in the application.
- ✓ The application certification in item 10 is signed and dated by the proper authority.
- ✓ I have included one copy of the entire original application according the submittal instructions on page 4.
- ✓ My application is being sent on or prior to **September 30, 2016** and will be delivered by **5:00 PM** either in person or electronically (email or fax) or postmarked on that date.
- My application is being delivered to:

  Kittitas County Commissioners
  Attn: Lodging Tax Grant Application
  205 W 5th Avenue, Suite 108
  Ellensburg, WA 98926

  Or, is being emailed to: **bocc@co.kittitas.wa.us**

  Or, is being faxed to: **509-962-7679**

8. Project Budget: 2017

2017 Suncadia Harvest Festival- Projected

Description	Vendor	Forecast
Rentals- Tents, etc.	R&R Party Rentals	$4,800.00
Party Rental- Activities	Clowns Unlimited	$6,000.00
Straw Bales- Maze & Décor	Anderson Hay	$3,000.00
Garbage	Waste Management	$400.00
Port-a-Potties/Handwashing Stations	Brown & Jackson	$2,400.00
Décor Pumpkins	Jones Farm	$1,700.00
Farm Clean-up & Reapirs	ZBK/Gar Hill	$1,100.00
Maze Build and Removal	Simplot Setup Service	$3,000.00
Wagon Rides	3 Peaks	$3,500.00
Pony Rides	Puddin Ponies	$6,000.00
Pumpkin Patch Pumpkins	Jones Farm	$3,000.00
Animal Encounters	Animal Encounters	$6,000.00
Entertainment:		
Zambini Brothers/Puppet Show		$6,400.00
Musical Entertainment		$3,500.00
Misc. Expenses: Décor & Supplies & Giveaways		$2,500.00
Décor Tables:		$200.00
On Call Event Staff (10.00-15.00)		$1,500.00
Subtotal		**$55,000.00**
Estimated Proceeds		
Vendor Market Booth Rentals		$(1,500.00)
Pumpkin Patch		$(3,000.00)
Subtotal		$(4,500.00)
Subtotal		**$50,500.00**
In-Kind Donations		
Venue- Nelson Dairy Farms	New Suncadia LLC	$10,000.00
Labor- Suncadia Operations	New Suncadia LLC	$10,000.00
Marketing	New Suncadia LLC	$5,000.00
Subtotal		**$25,000.00**
TOTAL		**$75,500.00**
Potential Grant Funds		$ $7,350.00
Social Media Advertising: $500		
Media Visits/Blog Inclusions: $1350		
Brochures/Fliers: $1000		
Regional (drive market) Digital Advertising: $4500		
TOTAL		**$82,850.00**

2016 Projected Budget- At time of application event had not occurred.

2016 Suncadia Harvest Festival- Projected October 1 & 2 and 8 & 9, 2016

Description	Vendor	Forecast
Rentals- Tents, etc.	R&R Party Rentals	$4,800.00
Party Rental- Activities	Clowns Unlimited	$6,000.00
Straw Bales- Maze & Décor	Anderson Hay	$3,000.00
Garbage	Waste Management	$400.00
Port-a-Potties/Handwashing Stations	Brown & Jackson	$2,400.00
Décor Pumpkins	Jones Farm	$1,700.00
Farm Clean-up & Reapirs	ZBK/Gar Hill	$1,100.00
Maze Build and Removal	Simplot Setup Service	$3,000.00
Wagon Rides	3 Peaks	$3,500.00
Pony Rides	Puddin Ponies	$6,000.00
Pumpkin Patch Pumpkins	Jones Farm	$3,000.00
Animal Encounters	Animal Encounters	$6,000.00
Entertainment:		
Zambini Brothers/Puppet Show		$6,400.00
Musical Entertainment		$3,500.00
Misc. Expenses: Décor & Supplies & Giveaways		$2,500.00
Décor Tables:		$200.00
On Call Event Staff (10.00-15.00)		$1,500.00
Subtotal		**$55,000.00**
Estimated Proceeds		
Vendor Market Booth Rentals		$(1,500.00)
Pumpkin Patch		$(3,000.00)
Subtotal		$(4,500.00)
Subtotal		**$50,500.00**
In-Kind Donations		
Venue- Nelson Dairy Farms	New Suncadia LLC	$10,000.00
Labor- Suncadia Operations	New Suncadia LLC	$10,000.00
Marketing	New Suncadia LLC	$3,000.00
Subtotal		**$23,000.00**
TOTAL		**$73500.00**

2015 Suncadia Harvest Festival-Actual Budget

Description	Vendor	Forecast
Rentals- Tents, etc.	R&R Party Rentals	$10,533.28
Party Rental- Activities	Clowns Unlimited	$10,006.14
Lighting and Electrical	Hollywood Lights	$2,908.44
Straw Bales- Maze & Décor	Anderson Hay	$7,074.32
Garbage	Waste Management	$360.00
Port-a-Potties/Handwashing Stations	Brown & Jackson	$1,386.00
Décor Pumpkins	Jones Farm	$2,100.00
Farm Clean-up & Reapirs	ZBK/Gar Hill	$3195.40
Wagon Rides	3 Peaks	$2,595.00
Pony Rides	Puddin Ponies	$3,750.00
Event Create	Vince Wray @ Xwray vision	$500.00
Entertainment:		
Zambini Brothers/Puppet Show		$6,400.00
Musical Entertainment		$3,500.00
Misc. Expenses: Décor & Supplies & Giveaways		$2,500.00
On Call Event Staff (10.00-15.00)		$1,500.00
Subtotal		**$55,713.58**
Estimated Proceeds		
Vendor Market Booth Rentals		$(1,000.00)
Pumpkin Patch		$(2,802.65)
Big Dirty Run Registration Proceeds		$(2,296.00)
Subtotal		$(6,098.65)
Subtotal		**$49,617.93**
In-Kind Donations		
Venue- Nelson Dairy Farms	New Suncadia LLC	$10,000.00
Labor- Suncadia Operations	New Suncadia LLC	$8,500.00
Marketing	New Suncadia LLC	$3,000.00
Subtotal		**$21,500.00**
TOTAL		**$77,231.58**

2014 Suncadia Harvest Festival-Actual Budget

Description	Vendor	Forecast
Rentals- Tents, etc.	R&R Party Rentals	$10,533.28
Party Rental- Activities	Clowns Unlimited	$10,006.14
Lighting and Electrical	Hollywood Lights	$2,908.44
Straw Bales- Maze & Décor	Anderson Hay	$7,074.32
Movie Rentals	Swank	$1,000.00
Garbage	Waste Management	$360.00
Port-a-Potties/Handwashing Stations	Brown & Jackson	$1,386.00
Décor Pumpkins	Jones Farm	$2,100.00
Farm Clean-up & Reapirs	ZBK/Gar Hill	$3195.40
Wagon Rides	3 Peaks	$2,595.00
Pony Rides	Puddin Ponies	$3,750.00
Entertainment:		
Zambini Brothers/Puppet Show		$6,400.00
Musical Entertainment		$3,500.00
Misc. Expenses: Décor & Supplies & Giveaways		$2,500.00
On Call Event Staff (10.00-15.00)		$1,500.00
Subtotal		**$58,808.58**
Estimated Proceeds		
Vendor Market Booth Rentals		$(1,000.00)
Pumpkin Patch		$(2,802.65)
Big Dirty Run Registration Proceeds		$(2,296.00)
Subtotal		$(6,098.65)
Subtotal		**$49,617.93**
In-Kind Donations		
Venue- Nelson Dairy Farms	New Suncadia LLC	$10,000.00
Labor- Suncadia Operations	New Suncadia LLC	$8,500.00
Marketing	New Suncadia LLC	$3,000.00
Subtotal		**$21,500.00**
TOTAL		**$74,209.93**

#7

Sample Poster

SUNCADIA

HARVEST FESTIVAL

AT THE HISTORIC NELSON FARM

SATURDAY • OCT. 1
10:00AM - 5:00PM

DAILY ACTIVITIES

PUMPKIN PATCH • VENDOR MARKET • HAY MAZE

ANIMAL ENCOUNTERS PETTING ZOO • PONY RIDES

WAGON RIDES • FOOD TRUCK • BEER GARDEN

SCHEDULED EVENTS

- 12:00-1:00PM ZAMBINI BROTHERS PUPPET SHOW
- 12:00-3:00PM ROVING CHICKEN & THE WACKY GARDENER
- 1-2:30PM and 3:15-5PM LIVE MUSIC *feat.* HEELS *to the* HARDWOOD
- 1:30-3:00PM PEE-WEE RODEO
- 3:00-4:00PM COMPOSTING D-I-Y CLASS
- 8:00-10:00PM SPOOK-TACULAR SWIM *at the swim & fitness center*
- 6:00-9:00PM CIDERMAKER DINNER *feat.* SEATTLE CIDER CO.

CIDERMAKER DINNER TICKETS AVAILABLE AT: SuncadiaCiderDin16.eventbrite.com



#7

Sample Poster

SUNCADIA

HARVEST FESTIVAL

AT THE HISTORIC NELSON FARM

SUNDAY • OCT. 2
10:00AM - 5:00PM

DAILY ACTIVITIES

PUMPKIN PATCH • VENDOR MARKET • HAY MAZE

ANIMAL ENCOUNTERS PETTING ZOO • PONY RIDES

WAGON RIDES • FOOD TRUCK • BEER GARDEN

SCHEDULED EVENTS

- 12:00-1:00PM ZAMBINI BROTHERS PUPPET SHOW
- 12:00-3:00PM ROVING CHICKEN & THE WACKY GARDENER
- 1-2:30PM and 3:15-5PM LIVE MUSIC *feat.* HEELS *to the* HARDWOOD
- 1:30-3:00PM PEE-WEE RODEO
- 3:00-4:00PM COMPOSTING D-I-Y CLASS



#7

Sample Poster

SUNCADIA

HARVEST FESTIVAL

AT THE HISTORIC NELSON FARM

SATURDAY • OCT. 8
10:00AM - 5:00PM

DAILY ACTIVITIES

PUMPKIN PATCH • VENDOR MARKET • HAY MAZE

ANIMAL ENCOUNTERS PETTING ZOO • PONY RIDES

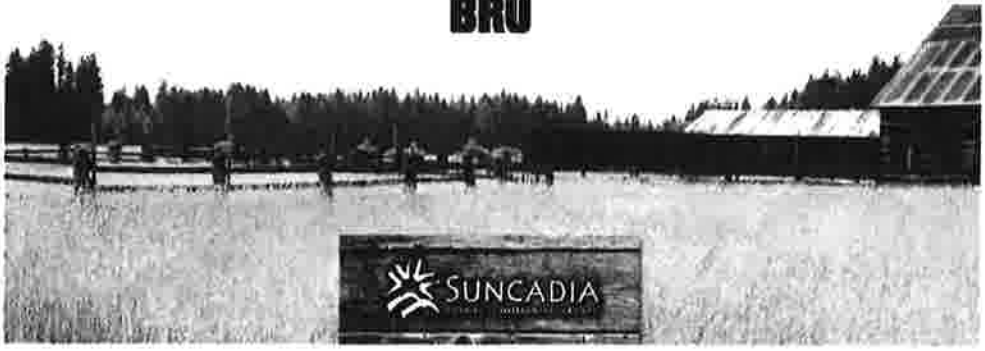
WAGON RIDES • FOOD TRUCK • BEER GARDEN

SCHEDULED EVENTS

- 12:00-1:00PM ZAMBINI BROTHERS PUPPET SHOW
- 12:00-3:00PM ROVING CHICKEN & LEAPIN LOUIE
- 1:00-2:30PM and 3:15-5:00PM LIVE MUSIC *feat.* BRIANA RENEA
- 1:30-3:00PM PEE-WEE RODEO
- 3:00-4:00PM COMPOSTING D-I-Y CLASS
- 8:00-10:00PM HAUNTED GLOW GOLF *in the Rialto Ballroom*
- 6:00-9:00PM BREWMAKER DINNER *feat.* **DRU**BRU

BREWMAKER DINNER TICKETS AVAILABLE AT: SuncadiaBrewDin16.eventbrite.com

DRU BRU



THE SUNCADIA FUND FOR COMMUNITY ENHANCEMENT

non-profit

UBI Number	602374367
Category	REG
Profit/Nonprofit	Nonprofit
Active/Inactive	Active
State Of Incorporation	WA
WA Filing Date	03/09/2004
Expiration Date	03/31/2017
Inactive Date	
Duration	Perpetual
Registered Agent Information	
Agent Name	PATRCIA SIMPSON
Address	141 FIRE HOUSE RD
City	CLE ELUM
State	WA
ZIP	989220000
Special Address Information	
Address	PO BOX 944
City	ROSLYN
State	WA
Zip	989410000

Governing Persons

Title	Name	Address
President	POWERS, CAPE	2303 WILSON CREEK RD ELLENSBURG, WA 98926
Secretary	BECK, ROGER	420 BLACK NUGGET LN CLE ELUM, WA 98922
Treasurer	SCHWARTZ, MAME	PO BOX 628 ROSLYN, WA 98941
Vice President	BECKER, JIM	131 OCEAN SPRAY COURT CLE ELUM, WA 98922
Vice President	EISENBERG, PAUL	46105 SE 137TH ST NORTH BEND, WA 98045

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.