

**2017 LODGING TAX SERVICES AGREEMENT
BETWEEN KITTITAS COUNTY AND RTOWN COMMUNITY-2017 ARTS IN ROSLYN**

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 RTown Community ("Contractor") for 2017 Arts in Roslyn.

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

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

Section 1. Scope of Work.

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

Section 2. Payment.

- a. As full compensation for satisfactory performance of the Contractor's Services, the County agrees to pay Contractor the sum of six thousand dollars (\$6,000.00) limited to advertising only.
- 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 six thousand dollars (\$6,000.00) limited to advertising only.
- 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:
 - Funding limited to advertising only.
- 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): No funding for: Insurance, artist outreach, lodging, travel, exterior lights, administrative expenses, signage, maps, professional services, or tourist survey support.
- 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

ATTEST: _____
_____, Clerk of the Board

APPROVED AS TO FORM:

Deputy Prosecuting Attorney

CONTRACTOR

[Print Name]

[Address]

[Telephone]

RECEIVED

SEP 29 2016

1st 2nd 3rd
KENTON COUNTY BOARD OF COMMISSIONERS**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.

Dm.

RECEIVED

SEP 29 2016

1st _____ 2nd _____ 3rd _____
KITITAS COUNTY BOARD OF SCHOOL DISTRICTS

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 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 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 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?	_____	_____
B. How many days did/will your event occur?	_____	_____
C. How many room nights were and /or will be booked as a result of your project/event? <i>(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)</i>	_____	_____

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) _____
(print name) _____
Title: _____
Date: _____

APPLICATION FOR 2017 LODGING TAX FUNDING

Name of Organization: RTown Community

Organization mailing address: PO Box 197, Roslyn, WA 98941-0197

Organization contact person & title: Janine Brodine
RTown Board Secretary/Treasurer

Organization/contact phone: 509 649-2223

Email: jsbrodine@inlandnet.com

Organization Website: rtowncommunity.org

Federal Tax ID Number: EIN 27-204-8655

Organization is a (select one): ☐ Government Entity
☒ * 501(c)3
☐ 501(c)6
☐ Other: Washington State Nonprofit Corporation

Project/Event Name: **2017 Arts in Roslyn**

Project/Event Date: ***August 4-6, plus regular displays in Roslyn businesses***

Project/Event Location: ***Downtown Roslyn Businesses***

Amount of Funding Requested: **\$14,250**

For which funding category do you qualify (see instructions for definitions)? If applying in both categories, please clearly describe each in your answers to the questionnaire:

☒ New Project/Event
☐ Ongoing Event Support

Estimated # of overnight stays: 1,000

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

Season:	Months:
☒ Year-round	January – December -- <i>Artist Guild art in businesses</i>
☐ Off season	November – February
☐ Shoulder season	October or March –May
☒ High season	June – September -- <i>Juried Art Show</i>

APPLICATION QUESTIONS

1. Description of project and itemized list

The project is called **2017 Arts in Roslyn**. The long-term goal of Arts in Roslyn has been to brand the town of Roslyn as a thriving arts community – one which displays many forms of art. While Roslyn has long been noted as the site of Northern Exposure as well as a vernacular western town, the community can benefit from a complimentary allure as a place where tourists can view and buy arts – some fine art as well as souvenir art. We want to have tourists from both the west and east sides of the state come to Roslyn to see art that is displayed in local businesses. We especially want to appeal to artists, art enthusiasts and families who enjoy art together.

The project has two components: An Art Fest weekend and year-round Roslyn Artist Guild art exhibits in Roslyn businesses. This will be the fourth year of the Roslyn Art Fest. Related activities will take place throughout the town with the main events in three central locales: the Basecamp Books and Bites, The Roslyn Yard (next to the Brick Tavern) and one undetermined outdoor space where artists-at-work will both exhibit and create pieces of art. There will be a Juried Art Show, evening street dance and artist/vendor booths. Volunteer buskers will be scheduled over the course of the Art Show.

We will work with Westaf, an organization whose website reaches out to artists around the western states as well as provide outreach to recognized artists in Upper Kittitas County. All categories of art will be welcome. The festival will open with a Friday night street dance. A Saturday night gallery opening will feature wine tasting, hors d'oeuvres and a Wine Grab fund raiser. The art show will be up for one month. Artists work will be for sale and RTown receives a 40% commission. The festival will conclude on Sunday with activities coordinated with the RTown partner, the Roslyn Farmers Market.

The second component involves the Roslyn Artist Guild which is a collective of artists who have been showing work in Upper County businesses for seven years. The Guild is one of RTown Community's projects. The 2017 Arts in Roslyn project would provide advertising and organizational support for their displays in at least eight Roslyn downtown businesses with each show lasting at least one month.

Itemized list of how funds would be utilized:

Insurance	\$500	Liability for art and artists
Artist Outreach	\$1,000	Fee to Westaf for a Call to Artists Travel for training/outreach etc. to local artists
Lodging, travel	\$500	Support for artists and/or judges
Exterior lights	\$500	Lighting for street dance and evening artists
Administrative Expenses	\$2,500	Office supplies, mileage

Signage, maps. etc	\$750	Including but not limited to paint, paper, ink
Professional services	\$1,500	May include but not limited to accounting, legal
Tourist Survey support	\$1,000	May include tourist survey professionals or visitor survey equipment
Advertising	\$6,000	May include but not limited to ads in The Stanger, Daily Record, Upper Kittitas County Tribune, Western Journey (AAA), Facebook, etc. and poster, banner, mug and card, apron and wine glass design and printing, direct mailing, mileage, 2017 website hosting, etc.
Total Expenses	\$14,250	

2. How money received will result in increased number of tourists

We hope to build upon our successes of 2016. The 2016 Juried Show was held in a new venue in Roslyn, Basecamp Books and Bites and the 60 pieces of art were on display for one month. The show featured 30 artists, 14 of whom live more than 50 miles away and who came to Roslyn to deliver art, and pick it up. All stayed the night. We had 85 people attend the Saturday opening event and 40 of them came from over 50 miles away. We know that over 600 adults attended the Friday night Street Dance. From brief interviews we know that at least 60 of those people live over 50 miles from Roslyn.

On Sunday, August 6, we had an Art Festival Booth up at the Roslyn Farmers Market. We had large maps of the state country and world posted and asked visitors to our art booth to 'pin' where they were from. Our count was 321 people from western Washington cities, 84 from Eastern Washington cities over 50 miles away, 106 people from other states and 28 people from other countries. Please see page 12 for a detailed chart.

It is difficult to say for sure how many people came to Basecamp Boks and Bites just to view the art, but we know the average daily patron count is about 200. The Roslyn Artists Guild had art up in six businesses throughout 2016. Our continuing challenge is to judge how many people came to view art or to purchase goods or services from the respective businesses. We are working on a contract with another non-profit in town to secure a specific building for a gallery and arts center, but the process has been slow.

3. Tools and Marketing Strategies Measure Impact on Tourism

Tools: We will use volunteers to count the number of people who attend the Arts events. We will also distribute survey to the 16 business owners in town who own stores or restaurants and ask four questions: *How many people entered your business this afternoon? Of these people, estimate what percentage was new to you? Estimate how many lived outside Roslyn? Estimate how much money your business made today?*

We would like to use more sophisticated tools, but need some help. We know that the Lodging Tax Small Scale project funds are providing \$5,000 for tourism survey equipment and \$20,000 for the county's administrative costs for the Kittitas Valley Event Center. RTown Community is asking for \$1,500 for similar help. This would be a great benefit to us especially since Roslyn does not have the advantage of having motels like Ellensburg or Cle Elum where we can interact with owners to determine the increased number of guests during an event

The 2017 Arts in Roslyn will also have an ongoing presence in businesses where Roslyn Artist Guild members will hang art throughout the year. It is a year round event.

Marketing Strategies: Our posters and banners demonstrate the level of creativity that we hold as a standard and have the impact of showing people the quality of art that can be seen in Roslyn. As we did during 2016, we will distribute informational flyers, cards and posters through King, Pierce, Snohomish, Island and Whatcom counties as well as in eastern Washington counties outside of Kittitas, focusing on bookstores, coffee shops and art stores. Because Roslyn has a never-ending parade of tourists who visit shops and restaurants in town, Roslyn business will have posters and cards available for those tourist to take beginning in February.

RTown Community had an arts-focused booth during 10 of the 14 Roslyn Farmers Markets and will do so again during the summer of 2017. For a donation, people may have old or new posters (not purchased with Lodging Tax money). We will give posters to people who demonstrate they are from 50 miles away with the intent of hanging them in public places

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

As we did in 2015 and 2016, we will put timely advertisements in the Northern Kittitas County Tribune's Visitor's Guide and the Daily Record as well as in special publications, notably Visitors/Summer Guides from the NKC Tribune, and the Stranger, a widely distributed Seattle publication.

We are planning on doing some streaming advertisement through social media including Facebook. We are requesting some funds to pay for tourist survey tools to improve our counts of visitors.

We plan to collaborate with the three lodging businesses that will be in town. Hopefully by August 2017, the Hotel Roslyn will be completed. This is a new 14-bed hotel. We also will work with the Spruce Moose Inn and the Huckleberry House.

4. Other grants and funding

For the past three years, the Arts in Roslyn project has over \$10,000 had in donated time and over \$2,500 in donated money. We anticipate having this same support in 2016. Our 501(c)3 status makes us eligible for a number of arts-related grants which we will pursue. We will seek grants \$600 from the Suncadia Fund for Community Enhancement, \$2,000 from the Washington Arts Commission and \$1,000 from Roslyn Downtown Association. We will also seek sponsorships from downtown Roslyn businesses.

The artists pay a fee of \$20 to submit two pieces of art, thus the 30 artists who were involved in 2016 created a fund of \$600 which we used to fund the prize money and ribbons. If the 2017 Arts in Roslyn does not receive funding, it will be difficult to mount a Festival weekend complete with music and food – both of which we paid for with donated funds. Those funds could only support a Juried Art Show.

5. Collaborations

RTown Community has a strong relationship with Gallery One in Ellensburg, as well as the High Country Artists in Cle Elum; we work together to advertise one another's events. Since we are a very small organization, it is difficult to encourage county-wide tourism, but we do our best. RTown Community has also worked closely with Roslyn businesses for over nine years. Businesses have provided display space for artists and distributed informational materials about art events to their clients. The arts organizers have also collaborated with other non-profits in the Upper County including the Roslyn Farmers Market, High Country Artists and the Roslyn Downtown Association. Suncadia Resort published full-page color ads twice during the summer. We have an on-going partnership with the Roslyn Farmers Market which provided donated space for a 10' x 10' booth. The Market attracts an average of 3,350 adult tourists for each of 14 Sundays it is open in the summer. In collaboration with the Downtown Business Owners and the Roslyn Downtown Association, The Arts Festival organizers helped with the distribution over 2,000 full-color Visitors Guides.

Roslyn Downtown Association	Alliance Marketing	distribution of cards and posters
Suncadia Resort	Marketing	Donated full page ads in June Tour of June and July events marketing magazines
Venue space	Brookline, LLD	Donation of stage space in Roslyn Yard
Non-profit	High Country Artists	communication about artists; sharing artists
Roslyn Business	HOPE Gallery	Artist display space
Roslyn Business	Maggie's Pantry	Artist display space/advertising
Roslyn Business	Roslyn Cafe	Artist display space
Roslyn Business	Roslyn Candy Company	Artist display space/advertising
Non-profit	Roslyn Farmers Market	Alliance marketing and booth space
Roslyn Business	Roslyn Grocery Store	Artist display space/advertising
City of Roslyn	Roslyn Library	Advertising and display space

Roslyn Business	Hope Gallery	Artist display space
Roslyn Business	Basecamp Books and Bites	Wine tasting; display space
Business	Kittitas Valley Hospital Clinic	Display Space for artist Guls ART

6. Self-sustainability

RTown Community has appreciated the Lodging Tax (LT) fund support over the past eight years. The LT funds have allowed us to develop and grow. Ten years ago, no Roslyn business displayed art on its walls. While we promoted the Art Walks of 2009 – 2013, the businesses and artists connection grew. During the summer of 2016, six businesses consistently have high-quality paintings or photography gracing their walls. As well, there are three art—reacted businesses in town.

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

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

1. Secure grants from foundations like the Washington State Arts Commission as well as Roslyn Downtown Association and Suncadia Fund for community enhancement as well as independent foundations.
2. Our success in bringing the arts to Roslyn has led to another local non-profit organization proposing co-developing a building in town as an arts center. But we are in a developmental process that could create a property in town that would be available for the arts – both visual, verbal and culinary.
3. We will also continue with the Juried Art shows and encourage sales. Artists pay a \$20 fee to be considered for the show. Accepted artists can sell up to 10 canvases, and RTown will get a 40% commission on those and any pieces of art sold. We will continue hold a “Wine Grab” of donated bottles of wine in decorated paper bags. As well, the Artist Guild gets a 40% Commission on any art sold in Roslyn businesses during the year. Vendors who have booths during the art festival will pay \$50 each.
4. We will also solicit Roslyn businesses to serve as event sponsors in return for advertising in our print material.

7. Additional Information

We want to sustain a culture of year-round art with a climactic summer event to draw attention and focus to the arts. We will have family-friendly arts activities during the Art Fest. Including activities for families is an important consideration for summer events in Roslyn.

The Art Walk Organizing Committee learned much from our first two juried art shows. Artists from six states were involved. Those artists sent over \$2,000 worth of art to be displayed. Many of the artists from the 16 west-side towns came for the evening event. We also want to continue to engage older and/or established local artists. We sold seven pieces valued at

\$2,500. We kept a 40% Commission. We want to continue to focus on a weekend event that draws crowds of people who stay the night.

8. Project Budget

Budgets from 2014, 2104, 2016 and 2017 are attached. Volunteer time was valued at \$27.34 per hour as per the Independent Sectors 2014 'value of time' in Washington state:

https://www.independentsector.org/volunteer_time

9. Has your event received Lodging Tax funds in previous years?

Yes X No

If yes, provide information regarding prior year's project.

	2016	2017
A. How many participants and spectators attended last year's activity?	1,500	2,000
B. How many days did your event occur?	30 plus	30 plus
C. Room nights booked.	450(est.)	1,000

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) Margaret Bryant

(print name) Margaret Bryant

Title: RTown Community President

Date: September 25, 2016

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**

2017 ARTS IN ROSLYN BUDGET

Revenues		
	Cash	0
	Donations	3,000
	Sponsorships	1,250
	Sales	2,700
	Art Commissions	1,500
	Grants	15,000
	Total Revenues	23,450
In-Kind Contributions		
	Volunteer Labor *	10,000
	Donated Services	600
	Donated Material	500
	Donated Advertising	2,000
	Donated Venue Space	1,250
	Musicians	750
	Total in-kind	11,100
Expenses		
	Insurance	500
	Artist Outreach	1,000
	Professional Services	1,500
	Advertising	6,000
	Security	0
	Music	2,500
	Display materials	1,000
	Event expenses	3,200
	License/Permits	310
	Administrative Expenses	2,500
	Tourism Survey tools	\$1,000
	Professional Services	1,000
	Lights and lodging	1,000
	Signage, maps	750
	Total Expenses	22,260
	Profit	(1,190)

- Valued at \$27.34 per hour as per this organization:
https://www.independentsector.org/volunteer_time

2016 ARTS IN ROSLYN BUDGET

Revenues		
	Cash	0
	Donations	3,000
	Sponsorships	1,250
	Sales	2,700
	Art Commissions	1,500
	Evening Event fees	3,200
	Grants	8,000
	Total Revenues	19,650
In-Kind Contributions		
	Volunteer Labor *	10,000
	Donated Services	600
	Donated Material	500
	Donated Advertising	2,000
	Donated Space	1,250
	Musicians	750
	Total in-kind	11,100
Expenses		
	Insurance	500
	Artist Outreach	1,300
	Services	0
	Advertising	5,000
	Security	0
	Music	2,500
	Display materials	1,000
	Event expenses	3,200
	License/Permits	310
	Administrative Expenses	2,500
	Total Expenses	16,010
	Profit	\$3,640

- Valued at \$27.34 per hour as per this organization:
https://www.independentsector.org/volunteer_time

2015 ARTS IN ROSLYN

Revenues		
	Donations	1,200
	Art Commission	200
	Sponsorships	1,655
	Artist fees	1,020
	Evening Event fees	3,500
	Race Registration Fees	3,825
	Grants	10,925
	Total Revenues	22,325
In-Kind Contributions		
	Volunteer Labor (Arts) *	13,470
	Volunteer Labor (Wild Run)*	2,788
	Donated Services	1,200
	Donated Material	0
	Donated Advertising	2,800
	Donated Space	1,250
	Total in-kind	21,508
Expenses		
	Insurance	\$500
	Services	480
	Advertising	4,125
	Security	0
	Music	1,150
	Display materials	345
	Event expenses	2,045
	Artist outreach	450
	License/Permits	560
	Postage	162
	Wild Run Supplies for Runners	2,156
	Wild Run Admin Supplies	918
	Art admin supplies	2,000
	TOTAL EXPENSES	\$14,891
	Profit	\$7,434

*Valued at \$28.99 per hour as per this organization:

https://www.independentsector.org/volunteer_time

2014 ARTS IN ROSLYN BUDGET

Revenues		
	Silent Auction	1,200
	Wine Grab	600
	Artist fees	750
	Evening Event fees	3,500
	Grants	12,865
	Total Revenues	18,915
In-Kind Contributions		
	Volunteer Labor *	13,470
	Donated Services	1,200
	Donated Material	0
	Donated Advertising	2,800
	Donated Space	2,800
	Total in-kind	20,270
Expenses		
	Insurance	\$425
	Services	480
	Advertising	3,335
	Music	1,350
	Display materials	1287
	Event expenses	3,324
	Artist outreach	550
	License/Permits	250
	Admin	2,000
	TOTAL EXPENSES	\$13,001
	Profit	\$5,914

- Valued at \$27.34 per hour as per this organization:
https://www.independentsector.org/volunteer_time

WESTERN Washington CITIES COUNTIES

EASTERN WA

Aberdeen, Elma	4		Kirkland	1
Arlington	4		Marysville, Everett	3
Auburn/Fed WA	19		North Bend	13
Belair	2		Olympia	13
Bellevue	35		Port Angeles	1
Bellingham	4		Port Orchard	1
Bothell	13		Poulsbo	6
Burien	12		Puyallup	6
Chimicum	1		Redmond	8
Duvall, Carnation	17		Seattle	63
Eatonville	2		Shelton	2
Enumclaw	8		Snohomish	11
Yakima	15		Tacoma	12
Issaquah	22		Gig Harbor	10
Islands	4		Fall City	9
			TOTAL	321

Thurston Co	1
Stevens	3
Spokane	5
Lincoln	
Cowlitz	7
Benton	17
Grant	
Upper County	1
Lower County	50
TOTAL	84

OTHER STATES

Alaska	9
Arizona	3
Colorado	3
Florida	4
Georgia	6
Hawaii	2
Illinois	4
Iowa	2
Minnesota	3
Montana	5
New Jersey	9
New York	2
Northern California	5
Oklahoma	2
Oregon	28
Southern California	14
Texas	3
Virginia	2
TOTALS	106

OTHER COUNTRIES

British Columbia	12
Japan	2
Nairobi	2
Cuba	1
Ethiopia	1
Iceland	1
Mexico	2
England	1
France	4
Holland	4
TOTALS	28

GRAND TOTALS	
Over 50 miles	405
Other states	106
Other Countries	28
TOTAL	539

Visitors who came to the 2015 Juried Art Show

Washington State Towns	Other States
Bellevue - 13 Black Diamond - 2 Cashmere -1 Hobart - 3 Kirkland - 1 Lake Chelan - 2 Mill Creek - 3 Monroe - 5 North Bend - 4 Ollala - 4 Olympia -2 Port Townsend - 2 Puyallup - 1 Ilwaco - 3 Renton - 3 Richland - 2 Sammamish -2 Seattle -50 Weber - 3 Yakima -5 TOTAL: 111 Also: 50 people from 7 other towns on the east side	Arizona - 4 California -5 Florida - 4 Hawaii - 4 Idaho -3 Kansas -1 Massachusetts - 3 Minneapolis 2 Missouri -3 New Mexico -2 Oregon - 6 Pennsylvania -1 Wisconsin -1
Kittitas County - 50	Countries: England - 3 Holland -2

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

DEPARTMENT OF THE TREASURY

Date: JUN 17 2014

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

Employer Identification Number:
27-2048655

DLN:
17053093380013

Contact Person:
CUSTOMER SERVICE ID# 31954

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Effective Date of Exemption:
August 12, 2010

Addendum Applies:
No

Dear Applicant:

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

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

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

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PF

Letter 1075



RTOWCOM-01

BROBERTS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/28/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Blue Lion Brokers 4208 198th St. SW Suite 206 Lynnwood, WA 98036	CONTACT NAME: Brian Roberts	
	PHONE (A/C, No, Ext): (425) 968-2236	FAX (A/C, No): (818) 827-3380
	E-MAIL ADDRESS: brian@bluelionbrokers.com	
INSURED RTown Community PO BOX 197 Roslyn, WA 98941	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Sentinel Insurance Co LTD	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	NAIC # 11000	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	X	52SBMPW6890	03/20/2016	03/20/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$	☐ OCCUR ☐ CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y / N ☒ N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Roslyn, its officials, employees and agents are listed as additional insureds

CERTIFICATE HOLDER

CANCELLATION

The City of Roslyn

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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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.