**Current Year Grant Application Workshop\***

Did you attend the Grant Application Workshop for the current year hosted by the Kittitas County Chamber of Commerce?

Yes No

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

**Organization Information**

**Name of Organization\***

**Organization Address \***

**Organization is a: \*** Business

Non-Profit

(Note: Please submit W-9 for business or IRS Designation Letter for non-profit.)

Click here to view sample documents (redacted).

**Upload Proof of Organization Status** Acceptable file formats include: JPG. PDF or TIFF

**Project Contact Information**

**First Name\***

**Last Name\***

**Phone Number\***

**Email\***

**Project or Event Information**

**Project/Event Name\***

**Service Categories** Check all categories that apply to this application

Tourism promotion/marketing

Operation of a special event designed to attract tourists

Operation of a tourism related facility

Other

**Event Dates**

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

Event Dates

**Start Dates\* End Dates**

**Project/Event Location\***

**New or Ongoing Project/Event?\***

Ongoing Project/Event (More than four years in existence)

New Project/Event (Four or fewer years in existence)

**Amount of Funding Requested\***

If you selected "Ongoing Project/Event" above this amount may not exceed 10% of the total expense budget of this project

**Funding Request Max**

**Tourism Seasons\*** From the fist below what season will your project enhance tourism? Select any which apply

Year-round (January - December)

Off Season (November - February)

Shoulder Season (October or March - May)

High Season (June - September)

**Application Questions: Part 1**

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

response narrative.

1| Project/Event Description

Please provide a description of your project/event.

**Response 1: Project/Event Description\***

2500 character limit

**Video Link** Please provide us link to a brief video summary of your organization's event/project You MUST be present at the Q&A meeting to qualify for funding.

**List of Intended Use of Funds\***

2| Supporting Kittitas County as a tourism destination.

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

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

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

**You must provide the evidence utilized in determining your projections.**

**Response 2.1\*** Why would tourists travel to Kittitas County to attend your event/activity/facility?

2500 character limit

**Response 2.2\*** Describe the prior success of your event/activity/facility in attraction tourists.

2500 character limit

**Application Questions: Part 2**

3| Impact

**Response 3: Measuring Results\*** Describe how you will promote your event/activity/facility to attract tourists.

2500 character limit

**Application Questions: Part 3**

4| Collaboration

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

**4.1 Collaboration\***

2500 character limit

**4.2 Promoting Local Business\*** Describe how you will promote lodging establishments, restaurants and business located in Kittitas County

2500 character limit

**4.3 Host Hotel\*** Is there a host hotel for your event or grant project? If yes, list the hotel.

No

Yes

5| Future Plans

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

**Future Plans\***

2500 character limit

**Application Questions: Part 4**

6| Additional Information

Provide any additional information which will assist the Lodging Tax Advisory Committee in evaluating your project and its benefit to tourism.

**Additional information**

2500 character limit

**Supporting Documents**

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

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

7| Previous Lodging Tax Grant Information

**Previous Years Awarded Lodging Tax Grants\***

Has your event received Lodging Tax funds in previous years?

No, this event/project has not previously received Lodging Tax Funding.

Yes, 1 year previous

Yes, 2 years previous

Yes, 3 or more years previous

Overall Attendance

**Past Actual\* Projected\***

Number of people travelling more than 50 miles for your event?

**Past Actual\* Projected\***

Number of people traveling from outside WA State for your event?

**Past Actual\* Projected\***

The number of overnight guests who stay in paid accommodations in Kittitas County

for your event

**Past Actual\* Projected\***

Number of paid lodging room nights resulting from your event/activity/facility?

**Past Actual\* Projected\***

**Prior Year Paid Overnight Stay Data**

In addition to field above, you may upload the evidence to support the prior years' room/night information

You may upload up to three single pages (US Letter), of information. If you a single multi-page document, only the first three pages will be considered. The following formats will be accepted: JPG. PDF or TIFF

**Past Methodology\*** What methodology did you use to calculate the prior years' actual numbers?

Direct Count (preferred)

Indirect Count

Representative Survey

Informal Survey (preferred)

Structured Estimate

Other

**Projected Methodology\*** What methodology will you use to calculate the upcoming numbers?

Direct Count (preferred)

Indirect Count

Representative Survey

Informal Survey (preferred)

Structured Estimate

Other

**Methodology Narrative\*** Please explain.

2500 character limit

**Application Questions: Part 5**

8| Funding

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

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

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

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

Yes No

**Funding Shortfalls\*** What changes will be made if funding for your request is not available or recommended?

2500 character limit

**Matching Funds Percentage**

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

9| Project Budget Overview

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

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

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

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

**Verification of In-kind Contributions**

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

Budget Year

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Edit if necessary** | 2021 | 2022 | 2023 | 2024 |

Revenues From Consolidated Lodging Tax Grant

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Past Actual 3** | **Past Actual 2** | **Past Actual 1** | **Projected** |
| LTAC Grant Funding |  |  |  |  |

All Other Revenues

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Account Name** | **Past Actual 3** | **Past Actual 2** | **Past Actual 1** | **Projected** |
|  |  |  |  |  |

In-Kind Contributions (except volunteerism)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Account Name** | **Past Actual 3** | **Past Actual 2** | **Past Actual 1** | **Projected** |
|  |  |  |  |  |

Contributions of Volunteer Time

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Past Actual 3** | **Past Actual 2** | **Past Actual 1** | **Projected** |
| **Number of Hours** |  |  |  |  |

**Calculated Value of Projected Volunteer Time**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Past Actual 3** | **Past Actual 2** | **Past Actual 1** | **Projected** |
| **Revenue Totals** |  |  |  |  |

Expenses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenses** | **Past Actual 3** | **Past Actual 2** | **Past Actual 1** | **Projected** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Past Actual 3** | **Past Actual 2** | **Past Actual 1** | **Projected** |
| **Expense Totals** |  |  |  |  |

Profit & Loss

|  |  |  |  |
| --- | --- | --- | --- |
| **Past Actual 3** | **Past Actual 2** | **Past Actual 1** | **Projected** |
|  |  |  |  |