



Lodging Tax Use Application

RCW
67.28

1208 S. Lundstrom St, Airway Heights, WA. 99001-9000 Phone: 509.244.5578 Fax: 509.244.3413

The City of Airway Heights Lodging Tax Advisory Committee's (LTAC) reviews and recommends projects which encourage "tourism promotion" and cultural activities for the benefit of Airway Heights. Pursuant to RCW 67.28 "lodging tax funds may only be used for tourism promotion and the acquisition and/or operation, including maintenance, of tourism related facilities." The source of funds comes from the City's share of the lodging tax that the City collects for overnight stays in establishments within the City. The application period for project funding consideration shall be open at the request of the City council, or at the committee's own discretion.

PROJECT

Title or Event: _____

Dates: Begin _____ End _____

Type: _____

e.g. tourism promotion, acquisition, or operation

APPLICANT

Name: _____

Telephone: _____

E-mail: _____

Address: _____

Status: Co-op Non-Profit Public For Profit

PROJECT INFORMATION

Describe event or project: _____

Describe the benefit to Airway Heights:

Describe any historical or past significance of the event? _____

How will your event attract tourists to Airway Heights? _____

Who will your event attract as tourists to Airway Heights?

PROJECT MEASURABLES

How will your event put "heads in beds" in the City of Airway Heights? If applicable

How many day tourists you expect to attract? _____

How many overnight room stays? _____

PROJECT REQUEST (BUDGET)

Project Budget: \$ _____

Amount Requested: \$ _____

* Matching Funds: \$ _____

* WHILE MATCHING FUNDS ARE NOT REQUIRED, THE AMOUNT OF ADDITIONAL FUNDS, SUPPLIES, MATERIALS, AND LABOR HOURS AN ORGANIZATION BRINGS TO AN EVENT IS A GOOD MEASURE OF THAT ORGANIZATION'S COMMITMENT TO SUCCESS. **TO FIGURE THE COST OF MATCHING FUNDS USE ATTACHMENT A.**

What funding alternatives to the Lodging Tax Fund have you explored? _____

Budget Sheet

PURSUANT TO RCW 67.28 LODGING TAX FUNDS MAY ONLY BE USED FOR TOURISM PROMOTION AND THE ACQUISITION AND/OR OPERATION, INCLUDING MAINTENANCE, OF TOURISM RELATED FACILITIES

LIST ITEMS YOU WISH THE LODGING TAX ADVISORY COMMITTEE (LTAC) TO CONSIDER FOR FUNDING. ALL SUPPORT FOR FUNDED PROJECTS IS ON A REIMBURSEMENT BASIS, I.E. NO FUNDS WILL BE DISBURSED IN ADVANCE OF A PROJECT. APPLICANT MUST FIRST INCUR THE COST THEN SEEK REIMBURSEMENT FOR ACTUAL COSTS INCURRED AS IDENTIFIED ON THE **APPROVED** APPLICATION. **ORIGINAL** PURCHASE RECEIPTS MUST BE PROVIDED.

ITEM—REIMBURSABLES (\$)	CITY	MATCH	TOTAL

PROJECT TIME LINE—IF APPLICABLE

FOR MULTI WEEK EVENTS OR PROJECTS WHERE FUNDING WILL BE DISPERSED ON A SCHEDULE, PLEASE USE THE CHART TO ESTABLISH A TIMELINE AS TO WHEN YOU WILL BE UTILIZING THE FUNDING FOR YOUR PROJECT, SHOWING WHEN EACH FUNDING ITEM WILL BE ACCOMPLISHED, FOR EXAMPLE
JAN ~ ADVERTISE IN SPOKESMAN-REVIEW
FEB ~ PURCHASE BULLETIN BOARD TO ADVERTISE EVENT

Date	Funding Item—from Budget Sheet

PAST PERFORMANCE—IF APPLICABLE

IF YOUR ORGANIZATION RECEIVED PAST FUNDING FROM THE LTAC OR IF YOU’VE ORGANIZED SIMILAR EVENTS OR PROJECTS IN THE PAST, PLEASE DESCRIBE OR RESPOND TO THE FOLLOWING:

What were the project goals, i.e. overnight stays, day tourists, etc.

Project budget? _____

Were the project goals and budget met?

Unanticipated Outcomes?

I, THE UNDERSIGNED AFFIRM UNDER PENALTY THAT THE ABOVE RESPONSES ARE MADE TRUTHFULLY AND TO THE BEST OF MY KNOWLEDGE. I FURTHER AFFIRM THAT IF MY APPLICATION IS APPROVED I WILL USE THE APPROPRIATED FUNDS FOR THE PURPOSES LISTED ON THIS APPLICATION ONLY. IF I MAKE UNAUTHORIZED DISPURSEMENTS OF FUNDS I WILL NOT SEEK REIMBURSEMENT FROM THE LTAC OR CITY OF AIRWAY HEIGHTS. I UNDERSTAND THAT IF APPROVED I MUST STILL OBTAIN THE NECESSARY PERMITS AND/OR LICENSES BEFORE I PROCEED WITH THE PROJECT.

SIGNATURE: _____

DATE: _____

LTAC RECOMMENDATION
~~FOR OFFICE USE ONLY~~

COMPLETE APPLICATION: YES ___ NO ___

RECOMMEND FUNDING: YES ___ NO ___

REASON: _____

FUNDING AT WHAT LEVEL: _____

EXPLAIN:

Attachment A

Please detail the budget for your project, showing specifically the matching funds you will contribute to the overall project. Matching funds are not required however by completing this sheet it may show the LTAC your level of commitment and organization.

Project Expenses	Total Project Costs (\$)	LTAC Request Amount	LTAC % of Total Cost	Match Amount (\$)	Other Revenue (specify)	Other Revenue (specify)	Other Revenue % of Costs
<u>Personnel Costs</u>							
Salaries							
Other (Identify)							
Other (Identify)							
<i>Subtotal: Personnel Costs</i>							
<u>Operating Costs:</u>							
Rent/Lease							
Utilities							
Telephone							
Postage							
Supplies							
Mileage							
Other (Identify)							
Other (Identify)							
<i>Subtotal: Operations</i>							
<u>Professional/Services</u>							
Consultant							
Engineering							
Other (Identify)							
<i>Subtotal: Professional Services</i>							
<u>Construction Costs</u>							
Materials/Supplies							
Construction Costs							
Other (Identify)							
Other (Identify)							
Property Acquisition							
Equipment Purchase							
Other (Identify)							
Other							
<i>Subtotal: Construction Costs</i>							
TOTAL (all categories)							

Additional Attachments

Please provide the following information as attachments.

- 1) Non-Profits
 - a. Copy of state certificate of non-profit incorporation and/or copy of federal of 501c(3) status
 - b. IRS tax identification number
 - c. Copy of articles of incorporation
 - d. Copy of meeting minutes showing official approval of project and authorization of application by signed resolution of the board.
 - e. List of members of the organization's board of directors and principal staff
- 2) Public Agencies
 - a. Copy of meeting minutes approving project and authorization letter or resolution indicating approval of the project and application.
- 3) For-Profits
 - a. IRS employer tax identification number
 - b. Mission statement and brief biography of the firms principals
 - c. Most recent fiscal year balance sheet
- 4) Cooperative Projects
 - a. List co-sponsors by title and type
 - b. Describe individual project responsibilities of co-sponsors
 - c. Contractual agreement between co-sponsors