

E-mail address: _____

Location of Proposed Event or Activities _____

. **Tell us about your Organization/Group's mission and activities (100 words or less)**

- PROJECT DESCRIPTION** (*300-word limit*) Describe how the County 2% funds will be used and briefly how they align with the LTAC program's priorities (max 10 points)

- 8. SCOPE OF WORK** (*200-word limit*) Describe the duration and dates of the event, activity, or program. For publically owned tourism facilities, describe capital improvements proposed. The involvement or the use of other local businesses and organizations. (max 15 points)

9. Visitor draw (150-word limit) Demonstrate how visitors will be drawn from over 50 miles away (max 15 points)

10. Successful proposals will show strategies to create and lengthen overnight stays, in line with the goals and definitions set forth in RCW 67.28
**Important: In 2013, the Washington Legislature added a provision to the Lodging Tax Statute (RCW 67.28) which requires:
Applicants applying for use of revenues in this chapter must provide 'estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip:*

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

To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or

From another country or state outside of their place of residence or their business.

10. County-wide benefit (200-word limit) Describe if there is broad tourism benefit, such as to all of Whidbey Island or all of Camano Island? (max 15 points)

11. Community Assets (150-word limit) Does your project distinguish and promote the unique aspects of Island County? Do aspects include items such as historical, cultural or natural amenities? (max 25 points)

12. Innovative (150 Word limit) and Shoulder Season Focus (100-word limit)

- a. Innovation: Does the project represent a new or unusual approach to furthering the goals of tourism? (max 5 points)
- b. Shoulder Season (October to May): Does the project increase tourism during the shoulder season? What percentage of measurable project outcomes occur during shoulder season? (max 15 points)

13. Project evaluation (250-word limit) Describe performance measures, surveys or other tools your organization will use that will serve to provide the attendance data for reporting purposes and increases in overnight stays. (max 20 points):

14. Community Economic Impact (300 word limit) Describe the anticipated measurable economic value of the project. Describe the specific and comprehensive strategies to leverage the 2% funds to benefit our local economy. (max 30 points)

15. Regenerative Tourism (150-word limit) Does your project promote the regenerative tourism within Island County? How does your project prevent or reduce detrimental impact of human activity in Island County? (5 points extra credit)

16. FACILITY BUDGET

Please detail the budget for your project in the table below or attach your project budget. Please indicate specifically how county grant funds will be spent, including the types of advertising and promotional materials, the vendors utilized, and the locations/venues where the advertising will be displayed.

BUDGET SHEET

Project Name: _____

BUDGET ITEM	TOTAL ESTIMATED COST	COUNTY FUNDED PORTION
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
10.	\$	\$
11.	\$	\$
12.	\$	\$
TOTAL	\$	\$

17. CASH FLOW REQUIREMENTS

If funding is for an event, rather than continuing operations, please indicate, month by month, when you anticipate applying for fund reimbursement. (**Show only county funding on this worksheet.**)

MONTH	FUNDS NEEDED
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	

18. TIMELINE

Use the chart below to break out your project into its major steps, showing when each will be accomplished and specifying the responsible party. (Not required for general operating grants.)

MONTH	TASK ITEM and RESPONSIBLE PARTY
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	

19. REQUIRED ATTACHMENTS

Please attach the following information to your application.

NON-PROFITS (Items A and B only if organization has not previously provided them.)

- A. Copy of state certificate of non-profit incorporation and/or federal copy of 501 (c) (3), (4), or (6) letter
- B. Copy of articles of incorporation
- C. Copy of most recent proposed and approved budget of the organization
- D. Copy of meeting minutes showing official approval of project and authorization of application OR a signed resolution of the board of directors authorizing the application
- E. List of members of the board of directors

PUBLIC AGENCIES

- A. Copy of meeting minutes approving the project and authorization of application OR a letter/resolution indicating official approval of project and application
- B. Copy of most recent proposed and approved budgets of the organizations involved

COOPERATIVE PROJECTS

- A. Benefits of cooperative approach
- B. List of co-sponsors by title and type
- C. Project responsibilities for each individual co-sponsor
- D. Copy of most recent proposed and approved budget

20. State mandated reporting: Award recipients are required, at the conclusion of the project or grant period to provide a report to Island County with the actual numbers to items a thru f below. RCW 67.28.1816 requires that local governments annually report information about expenditures of lodging tax revenue. The Joint Legislative Audit and Review Committee (JLARC) has established an online system to collect data about lodging tax expenditures as required by state law. The deadline for the County to report 2020 lodging tax expenditures is 5/01/2024.

Please complete items a thru f below:

- a. Anticipated overall attendance: _____
- b. Anticipated number of attendees who will travel from out of County to attend: _____
- c. Of those travelling from out of County, how many do you anticipate will travel from another state or country? _____
- d. Anticipated number of attendees who will stay overnight: _____
- e. The estimated number of overnight stays generated at commercial lodging establishments (paid lodging nights): _____
- f. The estimated number of attendees who will stay overnight in unpaid lodging, ie: with family or friends: _____

21. SUBMISSION

DEADLINE: 4:30 p.m., July 31, 2023

Applications received after the deadline will not be considered at this time.

At its sole discretion, the Lodging Tax Advisory Committee may consider the application as an off-cycle request. The applicant is responsible for confirming timely delivery.

Applications must be delivered to:

Email Delivery	Hand Delivery	Mail Delivery
To: j.roll@islandcountywa.gov	Island County Commissioner’s Office 1 NE 7 th Street Coupeville, WA 98239	Board of Island County Commissioners Attn: LTAC Grants 1 NE 7th Street Coupeville, WA 98239