



City of Washougal Hotel/Motel Tax Application

Finance Department
1701 C Street
Washougal, WA 98671
(360) 835-8501 • Fax (360) 835-8808
www.cityofwashougal.us

For City Use Only:

Submit Applications to the Finance Department

About the Organization:

Organization Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Contact Person: _____ Title: _____

Project name: _____ Project Date(s): _____

Please list the Names and Titles of your Board Members (if applicable):

Has this organization received Hotel/Motel tax funding in the past? YES NO

If yes, for which years and project? _____

Are you a non-profit organization exempt from taxation under IRS 501(c)(3) code? YES NO

Request for Funding:

Description of Activity, event schedule, and amounts requested:

please attach additional paper if more space is required

Total Project cost _____ Total Amount Requested _____

Projected Tourism Benefits:

- Expected number of participants/ Spectators: _____
- Expected number of out-of-town participants/spectators (traveling more than 50 miles or staying overnight): _____
- Expected number of room nights generated: _____
- Explain how your organization will collect and verify the above information (i.e. surveys, registration, hotels, etc.) _____

Explain how this project meets the guidelines and criteria for hotel/ motel tax funding.

Describe the advertising method by name and location of service.

Please provide an operational budget for event giving the expected revenues, and expenditures.

*** You may use additional sheets of paper if necessary to complete the application. You may also attach any additional information about your organization or project you think is relevant to this application. ***

I understand the Washington State Limitations placed on use of Hotel/Motel Tax funds, and certify the requested funds will be used only for purposes described in this application or as approved by the City Council. I understand use of the funds is subject to audit by the State of Washington and/or the City of Washougal. I further understand that printed and hard-copy verification of advertising publication is required for release of funds and there will be no advance payments. All recipients will be required to note on any advertising material the "tourism support provided by the City of Washougal hotel/motel tax funds" or the event WILL NOT be funded. All funds granted are to be used by the end of the City's fiscal year, which ends December 31, and there will be no carry over. I agree to perform the required evaluation after the event to determine actual room stays generated by this event as required by state law (RCW 67.28) prior to reimbursement of costs.

Name _____ Title _____ Date _____

<p>CITY OF WASHOUGAL USE ONLY</p> <p>Date Received by Administration: _____</p> <p>Date Received by Action: _____</p> <p>Date Approved/Declined by Lodging Tax Committee: _____ Amount Approved: _____</p>

The City of Washougal receives funds from the lodging tax imposed upon users of hotels and motels located within the City. These funds can be expended for a narrow range of projects and activities established by Washington State Law.

Application proposals for use of a portion of these funds will be considered on an on-going basis by the City of Washougal through application to the Washougal Lodging Tax Committee. To be considered for funding, proposals must meet one of the following criteria as established in state law ([RCW 67.28.1815](#)) and prohibits use of tax receipts for any other purposes. Allowable uses include:

- Tourism marketing
- The marketing and operations of special events and festivals designed to attract tourists
- Supporting the operations of capital expenditures of tourism related facilities owned or operated by a municipality or a public facilities district.
- Supporting the operations of tourism related facilities owned or operated by nonprofit 501 (c)

Tourism promotion is defined in RCW [67.28.080](#) as "... 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 the marketing of or the operation of special events and festivals designed to attract tourists.

In addition, this policy requires that proposals comply with the following criteria:

1. Application requests for hotel/motel tax must be received at least two weeks prior to the event in order to qualify for funding.
2. Broad tourism promotion efforts will be given higher priority over the financing of individual festivals, concerts, or shows.
3. Hotel/motel funding requests should be directed to those events which generate maximum economic benefit. Large events requiring overnight hotel and camping stays should therefore be favored over smaller and/or single day events.
4. Hotel/motel funding requests should be focused toward sporting, cultural, and leisure events.

All applications will be reviewed by the City Lodging Tax Committee for approval as long as it is within the City's budget. The final funding decision is up to the City. The City Lodging Tax Committee places an emphasis on the following when evaluating each application:

- How many room night rentals will the project generate?
- How reliable is the information provided?
- Does the project promote the City of Washougal outside its borders?
- What is the anticipated overall dollar expenditure within the City as a result of the event?
- Please include an event budget as part of the application for funding.

The City Lodging Tax Committee encourages all events and organizations to work towards self-sufficiency. All recipients will be required to note on any advertising material that "Tourism support provided by City of Washougal hotel/motel tax funds" or the event WILL NOT be funded.

If approved, funding shall be provided on a reimbursement basis. Exceptions to this may be available and is at the discretion of the Lodging Tax Committee and City.

Please use separate applications for each individual project/event.

Applications must be submitted to the City of Washougal, Attn: Finance, 1701 C Street, Washougal, WA 98671.

General Information and Requirements for Qualification

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