



City of Leavenworth – Group Funding Grant Application

2018 Deadline for Requests: March 1, 2018

(Applications will be reviewed by the City Council for Allocations on March 13, 2018.)

The purpose of the Leavenworth Group Funding Grant is intended for short term, start-up funding (max. 2 years) for new festival or events and should not be considered as a long-term revenue source for any event. The Economic Development Council Committee may recommend one additional year of funding support if, 1) funding is still available in the program for that given year, 2) the event is clearly promoting/benefiting the Leavenworth community, 3) generating overnight stays and 4) the organizers are clearly showing progress towards event sustainability. The purpose of the Leavenworth Group Funding Grant Dollars, if awarded, must be used for promotional materials designed for events that generate overnight lodging stays and are pursuant to the use of lodging tax revenue and the policies set forth by the Leavenworth City Council. Additional instructions for applying and reporting are provided on page 2.

1) Group/Organization Information:

Group Name: _____

Name of Event/Function: _____

Date of Event/Function: _____

Authorized Representative: _____

Mailing Address: _____

_____, _____

Phone: _____ Email: _____

City Use Only

Approved: Y / N

Amount: _____

Date: _____

Previous funding
dates and amounts

1) _____

2) _____

2) Funding Request and Partnerships

A) Requested Amount in this Application* \$ _____ B) Total Cost of Event: \$ _____

C) Has this event previously received City funding (Y / N)

i) Date: _____ Amount: _____ ii) Date: _____ Amount: _____

D) Estimated Overnight Stays: (See page 2) _____

E) List all partner agencies and matching funding (use separate sheet if necessary):

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3) Event Description, Community Benefit, and Budget Justification. (Two Pages Maximum)

Please provide a detailed description of the proposed event and an estimated amount of potential overnight stays. Include the goals of the event, your target market of participants, as well as your marketing and advertising plan/strategy. Also provide a list of community benefits, as well as direct benefits to your organization, as a result of this event. In the budget justification, include information on how and why the funding is needed for promoting this event. ** Funding may be used for advertising and most operational expenses.

4) Reporting Requirements

Any group applying for use of lodging taxes **must** provide as part of their reporting after the event certain information to meet State regulations. **The following items must be submitted immediately following the event/activity or the City may revoke the funding being requested and require payment back to the City for all disbursed lodging tax funds due to a lack of reporting.**

- A. Total amount spent on event.
- B. Total amount of lodging tax funds expended.
- C. The number of participants who attended the event/activity in each of the following categories:
 - a. Staying overnight in paid accommodations away from their place of residence or business;
 - b. Staying overnight in unpaid accommodations (e.g., with friends and family) *and* traveling fifty miles or more one way from their place of residence or business;
 - c. Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business;
 - d. Attending but not included in one of the three categories above.
- D. The Estimated number of participants in any of the above categories that attended from out-of-state (includes other countries).
- E. A description of methods used to determine attendance and distinguish among the visitor categories at the event/activity.

Reporting requirements are subject to changes by the State of Washington and may be amended from time to time.