



CITY OF LEAVENWORTH WASHINGTON

2024 Leavenworth Fund Lodging Tax Grant Program

\$175K is available to non-profit organizations for activities that encourage tourism in the City of Leavenworth

Applications due Thursday, August 31, 2023 by 4:00 PM

INFORMATION & APPLICATION PACKET

Return to: Leavenworth City Hall
c/o Sue Cragun, Executive Assistant
700 US 2 / PO Box 287, Leavenworth WA 98826
(509) 548-5275 / Cell (509) 668-9077 / scragun@cityofleavenworth.com

2024 LEAVENWORTH FUND

Lodging Tax Grant Program

The City of Leavenworth announces an opportunity for funding from the Leavenworth Fund! 2024 Lodging Tax Grant Program requests are now being accepted by the City of Leavenworth. Applications for the Leavenworth Fund **Lodging Tax Grant Program** are due:

Thursday, August 31, 2023 by 4:00 PM.

What is the Lodging Tax Fund?

Funding for this program comes from the City of Leavenworth Lodging Tax Fund, which receives a percentage of hotel/motel taxes from lodging establishments inside the city limits. The City collects a tax on charges for overnight lodging. These funds are distributed by the Department of Revenue back to the City of Leavenworth for the funding of tourism related capital facilities, non-event operations, and event marketing and operations.

If you are applying for a Lodging Tax grant for a particular project/activity, you are not qualified to apply for a General Fund grant for the same project/activity.

The Leavenworth Fund will prioritize requests that do not exceed 50% of total costs. The Leavenworth Fund wants to complement funding, not be the only funder.

What can be funded with Lodging Tax Revenue?

Lodging taxes can be used for:

- Tourism Promotion/Marketing
- Marketing and operations of special events, activities, and festivals designed to attract tourists
- Supporting the operations and capital expenditures of tourism-related facilities owned or operated by non-profit organizations

Who may apply?

Lodging Tax Grant Program is open to non-profit 501(c)(3) or 501(c)(6) organizations with the demonstrated ability to achieve tourism related goals as outlined below:

- Increase hotel/lodging occupancy in the City of Leavenworth by creating overnight stays.
- Increase the number of visitors to the City from more than 50 miles away.

Other types of organizations may work with a non-profit fiscal sponsor to submit an application. Applicants must submit formal paperwork confirming the fiscal sponsorship.

Applicants (non-profit organizations) may be located within or outside the City limits of Leavenworth; however, Lodging Tax grant funding shall be used to support tourism related activities, events, and/or projects within the Leavenworth Fund Boundary (*see page 12*).

All applications must include estimates of how funding the project/activity will result in increases to people staying overnight, traveling 50 miles away or more, or coming from

another state or country. To ensure this data is collected, the City is required to have applicants provide additional information in the lodging tax application.

- Maximum grant request is \$10,000, not to exceed 50% of program cost.
- An application does not guarantee funding. Funding may be granted at an amount different than requested.
- Applicants may submit multiple requests.

Selection and award process:

Funding of the program and specific awards are dependent on recommendations of the City Council’s Economic Development Committee. The Committee will receive all applications and recommend a list of candidates and funding levels that will be forwarded to the City Council for final determination. Funds will be awarded on a competitive basis.

REQUIRED INFORMATION CHECKLIST

- 1. Grant Application:** Please fill out the grant application in its entirety without modification and sign and date as requested. Grant application consists of pages 5-11.
- 2. Financial Documentation:** All applicants must attach their itemized budget detailing the intended use of the grant request on the [Sources and Uses Worksheet](#). Be sure to include the Leavenworth Fund grant request in the funding section.
- 3. List of Current Board of Directors:** A list of the current Board of Directors or other governing body of the agency must include the name, phone number, and email addresses.
- 4. List of Partner Organizations:** A list of partner organizations supporting the proposed project/activity must include organization name, address, key contact, phone number, and email address.
- 5. Type of Organization:** All organizations must provide verification of 501(c)(3) or 501(c)(6) status, non-profit/profit determination or government agency verification.
- 6. Letter from fiscal sponsor:** If you are working with a fiscal sponsor, please provide letter from fiscal sponsor stating such. Letter must be on business letterhead.
- 7. Prior Funding:** If you received funding in 2022, provide a synopsis of the project/activity that the funding was used for, measurable outcomes, how it enhanced tourism within the City of Leavenworth, and how the City was recognized for its contribution.
- 8. Insurance Certification:** See page 10 for insurance requirements. Insurance certificate must include the endorsement naming the City of Leavenworth as additional insured.
- 9. Work Plan:** All applicants must attach a work plan, detailing timeline, goals, objectives, and planned outcomes for the proposed project/activity. See page 11 for template.
- 10. Submittal Process:** Grant application and required information must be combined into one (1) PDF document in the order of this checklist. Use a separate page/s for each item of required information.

Failure to provide a complete application as a single PDF at time of submittal will result in disqualification.

Application for LEAVENWORTH FUND Lodging Tax Grant Funding

Amount of Lodging Tax Requested: \$ _____

APPLICANT INFORMATION

Organization/Agency:
Federal Tax ID Number:
Project/Activity Name:
Contact Name/Title:
Mailing Address:
Phone Number:
Email Address:
<input type="checkbox"/> Non-Profit <input type="checkbox"/> Public Agency

CERTIFICATION

I hereby certify that I have the authority to speak for and bind this organization to contract with my signature. I also certify that the information supplied in my application is true and correct and that I have read and understand the procedures, policies, and guidelines that govern this grant program. Further, I acknowledge that any variance to the procedures and guidelines governing this program may result in non-reimbursement of any or all expenditures related to this grant.

If my festival/event/service/project is funded with a City of Leavenworth grant, I will include the City of Leavenworth logo in all advertising. Further, the City of Leavenworth will be listed in advertisements and print materials (where possible) as a sponsor. The logo will appear in a size that is noticeable and proportionate in relation to the ad layout. Documentation of sponsorship credit is required to be submitted to the City following the event.

Reimbursement Grant: The City of Leavenworth agrees to reimburse for expenses described within the application based on compliance withal policies and guidelines set forth in this program, as well as those established by State statutes and City auditing/accounting principles. Any expenses, deemed by the City of Leavenworth, to not be allowed, by either the policies of this grant program, or statutes governing the use of Lodging Tax Funds, will be denied. All funds must be expended within the year of award.

As required by State statute, a post event and/or special project report, detailing the total, approximated number of persons attending the event and/or benefitting from the special project must be submitted. The detailed information may be found within this application packet.

Signature:	Date:
Printed or Typed Name:	

PROJECT/ACTIVITY INFORMATION

Project/Activity Name	
Amount of Lodging Tax Request	
Date/s of Project/Activity	
Where is the Project/Activity being held?	
Have you put on the Project/Activity elsewhere in the past? Where/when?	
Will you charge admission and/or sell tickets?	
How many employees and/or volunteers will be used?	
What is your overall Project/Activity cost?	
What percentage of your overall Project/Activity cost does this grant request represent?	

Project/Activity Description:

Please provide a detailed description of the proposed project/activity. Include information on the area the project/activity will serve, its expected impact, and responsible party(s). Describe how the project/activity will enhance tourism and/or result in "heads in beds."

1. Describe your targeted audience, expected results, and measurable outcomes of the project/activity. Please address admission fees and/or ticket sales, if any.

2. How will your Proposal attract, serve, and/or facilitate tourism in the City of Leavenworth?
(promote travel to the City of Leavenworth, promote retail sales, provide tourist entertainment, encourage longer stays/return visits, provide other specific short or long-term economic benefits)

3. What other funding is being used to support this project/activity?

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4. Is there a plan to continue this project/activity beyond this year that grant funding is being awarded? Describe the plan and commitment from other sources for continued funding if applicable.

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5. Has your organization received grant funding from the City of Leavenworth in past years? Please list years and amounts of funding received.

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WASHINGTON STATE REQUIRED INFORMATION FOR LODGING TAX

Applicants must provide estimates of how funding will result in increases in the number of people traveling for business or pleasure on a trip as required by [RCW 67.28.1816](http://www.wa.gov/RCW/67.28.1816)

Name of Project/Activity:	NUMBER ESTIMATED	NUMBER ACTUAL
Overall Attendees Method to calculating results:		
Attendees Traveled 50+ Miles Method to calculating results:		
Attendees Traveled Out of State/Country Method to calculating results:		
Attendees Paid Overnight Lodging Method to calculating results:		
Attendees Not Paid Overnight Lodging Method to calculating results:		
Stayed Overnight PAID Lodging Method to calculating results:		
Stayed Overnight UNPAID Lodging Method to calculating results:		

Total Cost of Funded Activities \$ _____

I swear under penalty of perjury under the laws of the State of Washington that the foregoing information is true and correct to the best of my knowledge.

Signed _____ Title _____ Date _____

Place of Execution _____, Washington

INSURANCE REQUIREMENT

The City of Leavenworth does not maintain insurance that will respond to claims against the applicant in connection with the proposed project/activity by the applicant, its members, or those attending the project/activity. Depending on the type of project/activity you are planning, and the project/activity and risk level of your group, you may be required to obtain liability insurance in accordance with City of Leavenworth policy, provide endorsement naming the City of Leavenworth as an additional insured on the policy, and be responsible for providing proof of such insurance.

A. Minimum Scope of Insurance

Applicants shall obtain insurance of the type described below:

1. Commercial General Liability insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover products liability. The City shall be named as an insured under the Applicants Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 20 12 or a substitute endorsement providing equivalent coverage.

2. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

B. Minimum Amounts of Insurance

Applicant shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.

2. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

HOLD HARMLESS

The Permittee shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the Permittee or on the Permittee’s behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the City.

Date: _____

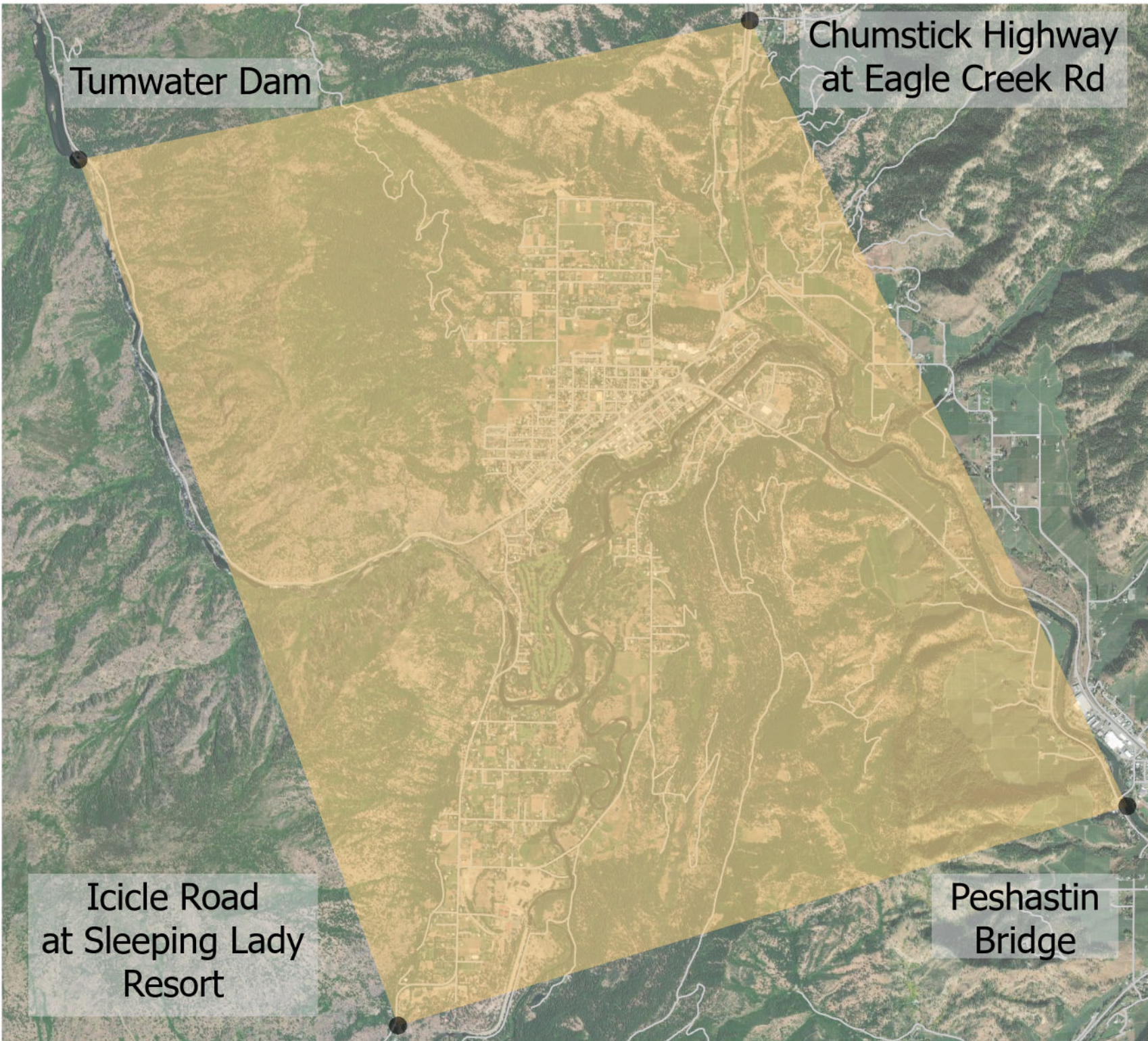
Signature of Applicant: _____

Organization/Title: _____

Organization Name: _____

Project Name: _____

GOALS (WHAT/WHY) What is your project intending to accomplish?	OBJECTIVES (HOW) How will the goal be achieved?	PLANNED OUTCOMES FOR GRANT PERIOD & MEASURES (RESULTS) The expected result of your goals.	TIMELINE (WHEN) Dates by which the proposed objectives will be implemented & the planned outcomes achieved.



2024
Leavenworth
Fund
Lodging Tax
Grant Program
Boundaries