CITY OF POULSBO
2020 LODGING TAX GRANT APPLICATION

Applicant/Organization Information ☐ Public ☐ Other ☐ Non Profit ☐ Private			
Name			
Address			
City	**State**	**Zip**	**Email**
Organization Purpose or Mission:			

Contact Person	
Name	
Title	**Phone**
Email	

Geographic area served by this project			**Number of people served by this project:**
Date of project (Start to finish):			
2020 Project	**Funding Request from the City of Poulsbo: $**	**Organization Match: $**	**Total Project Cost:**

Title and Brief Description of Project; ***please be specific on which events will receive Lodging Tax funding.***

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount

List any other sources of funding you have applied for:

Source	Amount	Status

Specifically how will this grant be used? What kinds of advertising will be used? How will you distribute the information? How do you document your successes and results?

Identify the specific tourism audience/market located more than 50 miles from Poulsbo that your organization will target with these funds.

How will this project be financed in the future?

State law RCW 67.28.1816(2) requires organizations to provide estimates of potential economic impact. In addition, *the City requires you to provide a brief description of how you calculated the estimates*. The estimates are specifically for the event, activity or facility for which you are requesting funding.

All recipients must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

	Projected	***Actual***	***Methodology (Indirect count? Direct count? Did the hotels supply counts?)***	
Overall Attendance				
Attendees who traveled 50 miles or more to attend:				
Total:				
Of total, attendees who traveled from another state or country:				
Attendees who stayed overnight:				
Paid accommodations:				
Unpaid accommodations:				
Paid lodging nights:				

1. **Is there any other information you wish to add:**

Application Certification

I attest and affirm I am an authorized agent of the organization/agency applying for funding and the information I have provided in this application is true, complete and accurate. I understand and agree to the following:

- The Lodging Tax Funds, for which the organization/agency is applying, can only be used in accordance with the purposes outlined in RCW 67.28.
- If awarded, the applicant organization/agency will enter into a Tourism Promotion Services Agreement with the City.
- If awarded, the City of Poulsbo will only reimburse those costs actually incurred by the organization/agency and only after the service is rendered, or paid for if provided by a third party, and a signed City of Poulsbo payment form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- The agency will be required to submit a mid-year and end-of-the-year report documenting economic impact results in a format determined by the City.

Signatures	
	Date