



CITY OF POULSBO 2022 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							

Overall Request Information

Geographic area served by this project _____

2022 Project Title	Number of People Served by this Project	Funding Request from the City of Poulsbo	Organization Match	Total Project Cost
TOTAL REQUESTED				

THIS TABLE PROVIDES A SUMMARY OF PROJECTS REQUESTING FUNDING.
ALL EVENTS REQUESTING FUNDING SHOULD BE FURTHER DESCRIBED ON THE FOLLOWING DETAILED APPLICATION PAGES IN SECTION 1.

Section 1. Title and Brief Descriptions of Project Listed on page 1 of application, seeking funding. Complete additional sections as needed per project

Project #1 Title _____

Project Description

What month(s) is the Project expected to span?

Funding Breakdown

Estimated Funding

Other: please list	Advertising	
	Operations	

Total:

Total Project Estimated Funding should match the Total Project Cost listed on page 1 of the application

Funding Sources for this Project: (List all firm commitments to date)

Source:

Amount

Total:

List any other sources of funding your organization have applied for:

Source:

Amount

Status

Specifically, how will this grant be used? What mediums of advertising will be purchased? 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?

Project #2 Title

Project Description

What month(s) is the Project expected to span?

Funding Breakdown

Estimated Funding

Other: please list	Advertising	
	Operations	

Total:

Total Project Estimated Funding should match the Total Project Cost listed on page 1 of the application

Funding Sources for this Project: (List all firm commitments to date)

Source:	Amount

Total:

List any other sources of funding your organization have applied for:

Source:	Amount	Status

Specifically, how will this grant be used? What mediums of advertising will be purchased? 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 Pousbo that your organization will target with these funds?

How will this project be financed in the future?

Project #3 Title _____

Project Description

What month(s) is the Project expected to span?

Funding Breakdown

Estimated Funding

Other: please list	Advertising	
	Operations	

Total:

Total Project Estimated Funding should match the Total Project Cost listed on page 1 of the application

Funding Sources for this Project: (List all firm commitments to date)

Source:	Amount

Total:

List any other sources of funding your organization have applied for:

Source:	Amount	Status

**Specifically, how will this grant be used? What mediums of advertising will be purchased?
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 Pousbo that your organization will target with these funds?

How will this project be financed in the future?

Project #4 Title

Project Description

What month(s) is the Project expected to span?

Funding Breakdown

Estimated Funding

Other: please list	Advertising	
	Operations	

Total:

Total Project Estimated Funding should match the Total Project Cost listed on page 1 of the application

Funding Sources for this Project: (List all firm commitments to date)

Source:	Amount

Total:

List any other sources of funding your organization have applied for:

Source:	Amount	Status

**Specifically, how will this grant be used? What mediums of advertising will be purchased?
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?

Project #5 Title

Project Description

What month(s) is the Project expected to span?

Funding Breakdown

Estimated Funding

Other: please list	Advertising	
	Operations	

Total:

Total Project Estimated Funding should match the Total Project Cost listed on page 1 of the application

Funding Sources for this Project: (List all firm commitments to date)

Source:	Amount

Total:

List any other sources of funding your organization have applied for:

Source:	Amount	Status

Specifically, how will this grant be used? What mediums of advertising will be purchased? 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 Pousbo that your organization will target with these funds?

How will this project be financed in the future?

If additional project pages are needed, please attach to the back of the application

Section 2. 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 please on a trip:

Below is an example of our reporting form that your organization will be required to complete if approved for funding. For a full copy of this report, please contact Missy Gaines, mgaines@cityofpoulsbo.com

Overall Attendance	
Predicted: _____	Actual: _____
Method: (select 1)	Direct Count Indirect Count Representative Survey
	Informal Survey Structured Estimate
Please Explain:	EXAMPLE

Paid Lodging Nights	
Predicted: _____	Actual: _____
Method: (select 1)	Direct Count Indirect Count Representative Survey
	Informal Survey Structured Estimate
Please Explain:	EXAMPLE

Section 3. Additional information your organization would like to include

Section 4. 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 an end-of-the-year report documenting economic impact results in a format determined by the City.
- The agency will be required to submit a quarterly progress report documenting economic impact results in a format determined by the City and included with quarterly reimbursement submissions.

Signatures	Title	Date