

City of Poulsbo

Finance Department



REQUEST FOR PROPOSAL 2022 Lodging Tax Funding

The City of Poulsbo is accepting applications for the 2022 calendar year. Eligible activities/projects as defined by RCW 67.28.1816 include:

Eligible activities/projects, as defined in Washington State laws.

RCW 67.28.080(5) "Tourism"

RCW 67.28.080(6) "Tourism Promotion"

RCW 67.28.080(7) "Tourism-related facility"

Allowable Uses, RCW 67.28.1816:

Lodging tax revenues under this chapter may be used, directly by any municipality or indirectly through a convention and visitor's bureau or destination marketing organization for:

- a) Tourism marketing;
- b) The marketing and operations of special events and festivals designed to attract tourists;
- c) Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW; or
- d) Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 (c)(3) and 26 U.S.C. Sec. 501(c)(6) of the internal revenue code of 1986, as amended.

City of Poulsbo departments may apply for funds as long as the request aligns with the RCWs.

Tentative Grant Schedule

Applications Due	August 6, 2021
LTAC interviews with Applicants	TBD
Recommendations to City Council	November 17, 2021
Final Budget Adoption	December 15, 2021
Tourism Services Agreement Available	January 1, 2022



Grant Application Instructions

1. Please type or print. Answer each question within the space provided. There is a maximum of 8 total pages allowed for the application, 4 pages allowed for attachments (if needed) plus the tax return or financial statement.
2. Sign and date the application.
3. **REQUIRED: Attach your organization’s most recent tax return. If no tax return is available, attach the organization’s most recent annual financial statement created by an independent source.**
4. Attach a detailed budget for the project including projected revenues, expenditures, etc.
5. **Please note – the LTAC will be reviewing all events included in grant applications to be sure that the events bring in tourists from other areas.**
6. *If your organization has received funding in prior grant cycles, the application cover sheet is required with your submission*
7. * Email the completed application by Monday, August 6, 2021, 4:00 pm to:

Missy Gaines, Senior Accountant; Finance Department ☎ ☎

SUBMISSION CHECKLIST:

1. Application Cover if your organization has received funding in prior cycles
2. Completed & Signed Application
3. Organization most recent Tax Return or Annual Financial Statement
4. Detailed Budget for projects including projected Revenues and expenditures

***Only electronic applications will be accepted. Please do not send extra brochures unless they can be electronically attached.**

Email any questions to Missy Gaines or call 360-394-9722.

The Lodging Tax Advisory Committee

The Lodging Tax Advisory Committee (LTAC) was established by the City Council in accordance with Washington State Law RCW 67.28. The committee’s purpose is to advise and recommend funding allocations on project applications to the City Council. Per Resolution #2013-07, the Lodging Tax Advisory Committee is comprised of five members:

LTAC Member	Organization	Position
Ed Stern, Councilmember	City of Poulsbo	Elected Official and Chairperson
Joye Barnett	Poulsbo Inn	Business required to collect the tax
Tracy Wall	Downtown Poulsbo Charming Cottage	Business required to collect the tax
Greg Enright	Cultural Arts Foundation NW	Organization eligible to receive these funds
Steve Swann	Poulsbo Community Orchestra	Organization eligible to receive these funds