



2024 POULSBO TOURISM GRANT AWARDEE PROCESS

The Lodging Tax Advisory Committee expect awardees to submit the [CITY OF POULSBO LODGING TAX PROGRESS REPORT](#) online depending on the applicable project to comply with the Tourism Promotion Agreement. Report(s) are due no later than the second Friday after the conclusion of the quarter funds were spent in. Any report(s) questions reach out to the City of Poulsbo Special Event Coordinator: Lin Hino lhino@cityofpoulsbo.com (360) 394-9771

Report(s) received after these dates are at risk of not being reimbursed:

1. Q1 purchases from 1/1/2025 - 3/31/2025: Report(s) due by Wed, April 16th, 2025
2. Q2 purchases from 4/1/2025 - 6/30/2025: Report(s) due by Wed July 16th, 2025
3. Q3 purchases from 7/1/2025 - 9/30/2025: Report(s) due by Wed, October 15th, 2025
4. Q4 purchases from 10/1/2025 - 12/31/2025: Report(s) due by Wed, January 14th, 2026

Lodging Tax Report: <https://form.jotform.com/240667182611051>

The Lodging Tax Advisory Committee expects awardee reports to be submitted thorough the online portal quarterly to contain the following data and analysis depending on what the applicable project is:

1. Event attendance numbers
2. Attendee/visitor zip codes outside of a 50 miles radius of Poulsbo
3. Number of nights attendees/visitors stayed in Poulsbo lodging (Hotels/AirBNB/VRBO/Family)
4. Website traffic / marketing metrics

Lodging Tax Reimbursement Process:

The City of Poulsbo will only reimburse costs incurred by the organization/agency and only after the service/event is rendered or paid for if provided by a third party. Lodging Tax claims for reimbursement are due no later than the second Friday after the conclusion of the quarter funds were spent in. Claims received after this date are at risk of not being reimbursed. The below is required for a reimbursement to be processed:

1. A signed Claims Form is provided by the City of Poulsbo detailing each invoice being submitted on a separate line. It is acceptable to use multiple claim forms per reimbursement packet as needed. (Detailed example below)
2. Copies of ALL receipts/invoices being requested for each of the submitted claims.

Claims Form:

A template of the quarterly report and claim form will be sent to each grant recipient as a fillable Excel spreadsheet, you will need to save it as a PDF to sign. The claim form template asks for Vendor information, which is your business information. Award recipients should update the quarter they are requesting in the comments section, as well as the descriptions below each invoice. The invoice number should match the receipt name. Specific instructions on how to fill out the claim forms can be found within the spreadsheet on the "instructions" tab. Example of the claim form filled out included:

Invoice #	Invoice Date	ACCOUNT CODING INFORMATION				Amount
		Organization	Account	Project	Account	
2222	02/14/23	18174000055730	50000411			\$95.66
	Description:	VistaPrint Square Business Cards for EVENT NAME				
3333	03/01/23	18174000055730	50000411			\$150.00
	Description:	FB advertisement				

As a reminder, reimbursements for event-based expenses will be issued only after the event has occurred.

Please reach out to the Finance Department if there are any questions – particularly if there is any doubt as to the validity of an invoice you wish to process. The Finance Department will reach out if there are any questions or issues with submitted claims. Once they are approved, payment will be remitted to the awardee.

City of Poulsbo Finance Contact: Larissa Campbell: lcampbell@cityofpoulsbo.com | (360) 394-9725 | Fax: (360) 779-5112