

Guidelines:

About the Program

Activities to promote tourism are funded through a tax on lodging at hotels, motels, inns, bed and breakfasts, camps, and other lodging facilities in which guests stay for a short time.

The funding is allocated to activities that promote tourism in the City of Port Orchard.

Eligibility

Applicants may consist of convention and visitors bureaus, destination marketing organizations, nonprofits, including main street organizations, lodging associates, or chambers of commerce, and additionally the cities or towns themselves.

Activities which will be considered for funding include, but are not limited to, those that increase tourism by *RCW 67.28.1816*:

(1) 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.*

The expected outcome of such activities would be to increase economic activity during the funding year and subsequent years by increasing the number of guests lodged in the area, additional meals, sales of souvenirs and gifts.

In addition, Applicants applying for use of revenues must provide the City of Port Orchard **estimates** of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip:

- (a) Away from their place of residence or business and staying overnight in paid accommodations;
- (b) To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- (c) From another country or state outside of their place of residence or their business.

Reporting Requirements, if Awarded

If a recipient received lodging tax funds the previous year, the previous year's reporting **MUST** be included with the application.

All recipients must submit a report to the City of Port Orchard by January 31, 2019, describing the **actual** number of people traveling for business or pleasure on a trip:

- (a) Away from their place of residence or business and staying overnight in paid accommodations;
- (b) To a place fifty miles or more one way from their place of residence or business for the

day or staying overnight; or

(c) From another country or state outside of their place of residence or their business. A municipality receiving a report must: Make such report available to the local legislative body and the public; and furnish copies of the report to the joint legislative audit and review committee and members of the local lodging tax advisory committee.

Ineligible Items for Reimbursements, if Awarded

- Items purchased and no sales tax was paid, even if there were no requirements to pay at the time of purchase. (For example, marketing materials bought out of state, but if were bought at Staples...tax would apply.)
- Items spent on beautification of the City or a business, only items that are for an operation expense of an event designed to attract tourists will be accepted.
- Late fees.
- Finance charges.
- Items purchased for events that are not promoting Port Orchard.

Reimbursement Process, if Awarded

The following must be submitted with the Claim for Reimbursement form:

- Each item must include proof of purchase and payment, which includes a copy of the invoice stating it has been paid and a copy of the check for payment.
- If requesting reimbursement for advertising, a copy of the ad must be submitted.
- If requesting reimbursement for signage, a copy of the signage must be submitted.
- If requesting reimbursement for operations, and you are claiming a percentage of the cost, the percentage must be included on each invoice. (For example, if your organization is requesting reimbursement of 50% of the total invoice, 50% must be indicated on the invoice.)

Application Process

The LTAC Application for 2018 funding is available with a submission deadline set for September 5, 2017, by 4:00 pm.

- Applications may be submitted by any organization, group, or business (not-for-profit, municipality, etc.) interested in promoting tourism in the eligible areas noted above.
- Applicants will be requested to provide an oral presentation to the Lodging Tax Advisory Committee (LTAC).
- Committee recommendations are completed and submitted to the City Council in October to be included in the following year's budget.
- Insurance Requirements if awarded and depends on the type of service being provided outlined in the application.

2017 Meeting Schedule

Accepting Applications	8/10/2017 to 9/5/2017
Committee Reviews Applications	9/6/2017
Interview Applicants	Week of 9/11/2017
Committee Discusses Applications	Week of 9/18/2017
Committee Recommendations to Council	9/26/2017
Contracts Ready for Signature	Beginning of January 2018

All meetings are open to the public and are held at City Hall located at 216 Prospect Street in Port Orchard.