

## **FY 2024 Lodging Tax Grant Funds**

Submittal Instructions:

**APPLICATION RELEASE: May 12, 2023**

**APPLICATION DEADLINE: July 3, 2023**

### **SUBMIT HARD COPY TO:**

Lodging Tax Advisory Committee (LTAC)  
C/O City of Yakima Finance Department  
129 North Second Street  
Yakima, WA 98901

### **OR EMAIL TO:**

[financeinfo@yakimawa.gov](mailto:financeinfo@yakimawa.gov)

### **REQUIRED DOCUMENTS:**

1. Completed and signed application (electronic signature permitted).
2. An itemized budget of the amount you are requesting from the City.
3. Optional: You can provide brochures and supplemental information about your event, organization or program.

Applications will only be accepted from entities who have previously been awarded LTAC grant funds from the City of Yakima.

Preference will be given to proposals from qualified entities for:

- 1) Funding projects concerned with operating or improving City owned facilities that generate overnight tourism;
- 2) Year-round tourism promotion and sales efforts through the destination marketing organization.

The City Council has authorized the LTAC to advise and make recommendations to the City Council regarding the allocation of revenue received from the special excise taxes on lodging collected within the City. The City Council is the funding authority for Hotel Motel Excise Tax grant funding received by the City. LTAC will first forecast lodging tax revenues, then will assure operating costs and debt service is funded. Subsequently it will recommend full or reduced funding to the City Council. The Council has the authority to either accept or deny those recommendations.

**BACKGROUND:**

State Law Excerpts RCW 67.28.1816 – Use of Lodging Tax Fund. Lodging tax revenue under this chapter may be used, directly by any municipality or indirectly through a convention and visitors bureau or destination marketing organization for:

- a. Tourism promotion;
- 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) or the internal revenue code of 1986, as amended.

RCW 67.28.080 – Definitions.

- "Municipality" means any county, city or town of the state of Washington.
- "Operation" includes, but is not limited to, operation, management, and marketing.
- "Person" means the federal government or any agency thereof, the state or any agency, subdivision, taxing district or municipal corporation thereof other than county, city or town, any private corporation, partnership, association, or individual.
- "Tourism" means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- "Tourism promotion" means activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing of special events and festivals designed to attract tourists.
- "Tourism-related facility" means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor, and used to support tourism, performing arts, or to accommodate tourist activities.
- "Tourist" means a person who travels from a place of residence to a different town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture.

**For Questions Contact:**

Jennifer Ferrer-Santa Ines  
City of Yakima Finance Department  
129 North Second Street  
Yakima WA 98901  
(509) 576-6644

**Application for City of Yakima  
FY 2024 Lodging Tax Grant Funds**

Incomplete and/or late applications will not be considered. Applications may not be changed or amended by the applicant after the submission deadline.

\_\_\_\_\_  
Organization/Agency

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

Please indicate all that apply:

- \_\_\_ Tourism promotion activities
- \_\_\_ Tourism related facility
- \_\_\_ Event/Festival:

_____ Name of Event/Festival	_____ Location	_____ Date
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\_\_\_ Non-Profit (attach copy of current non-profit corporate registration with Washington Secretary of State)

\_\_\_ Public Agency (name): \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

Description of tourism-related activities or event:

Budget Information- How will the funds be divided within the budget?

Supplies	\$ _____
Advertising	\$ _____
Operating rentals	\$ _____
Travel	\$ _____
Other ( )	\$ _____

Number of attendees from a fifty (50) mile plus radius expected:

Number of Yakima overnight stays expected to be generated:

Target markets and region(s)(should be at least a 50-mile radius away):

Type of marketing to be used:

Target audience(s):

Attach up to two additional pages of details if needed.

I understand that if selected, my organization/agency may be required to enter a service contract with the City of Yakima.

I agree to provide follow-up reports on spending of funds, bi-annually on July 31<sup>st</sup> and January 31<sup>st</sup>. Reports shall be sent to the City of Yakima Attn: Director of Finance and Budget 129 N. 2<sup>nd</sup> Street, Yakima WA. 98901 or Emailed to [financeinfo@yakimawa.gov](mailto:financeinfo@yakimawa.gov).

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(electronic signature permitted)