

**City of Newport  
Hotel/Motel Tax Fund  
APPLICATION FORM**

The City of Newport receives funds from the lodging tax imposed upon users of hotels and motels, located within the City. These funds can be expended for a narrow range of projects and activities established by Washington State law.

Application proposals for use of a portion of these funds will be considered on an on-going basis by the City of Newport through application to the Newport City Administration. To be considered for funding, proposals must meet one of the following criteria as established in State law (RCW 67.28.1815) and prohibits use of tax receipts for any other purposes. State law requires these funds be:

**“...used solely for the purpose of paying all or any part of the cost of tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities...”**

Tourism promotion is defined in RCW 67.28.080 as “...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.” Further, acquisition plans and operation plans require county ownership to qualify.

In addition, this policy requires that proposals comply with the following criteria:

1. Application requests for hotel/motel tax **must be received at least 2 weeks prior to the event** in order to qualify for funding.
2. Broad tourism promotion efforts will be given higher priority over the financing of individual festivals, concerts, or shows.
3. The city’s hotel/motel tax funding request should “leverage” other funds. Unless the requesting agency is sponsoring an event that depends entirely on volunteer efforts, hotel/motel funding should consequently not exceed 25% of the function’s total cash budget for promotion. In addition, there will be a maximum of \$1,000 per entity per calendar year.
4. Hotel/motel funding requests should be directed to those events which generate maximum economic benefit. Large events requiring overnight hotel/camping stays should therefore be favored over smaller and/or single day events.
5. Hotel/motel funding requests should be focused toward sporting, cultural, and leisure events.
6. All advertising material must state **“Paid for by City of Newport hotel/motel tax funds.”**

**If the above criteria is not followed, your event will not be funded and there will be no exceptions given.**

All applications will be reviewed by the City Administration, which will then make recommendations to the City Council as to which applications should receive funding. The final funding decision is up to the City Council. The City Administration places an emphasis on the following when evaluating each application:

- How many room night rentals will the project generate?
- How reliable is the information provided?
- Does the project promote the City of Newport outside its borders?
- What is the anticipated overall dollar expenditure within the City as a result of the event?

Please complete the following application. Please use separate applications for each individual project/event. Applications must be submitted to the City of Newport, Attn: City Clerk/Treasurer, 200 S. Washington Ave, Newport, WA 99156. Any questions concerning the application process may be directed to Nickole at 509-447-6429.

## REQUEST FOR FUNDING, PAGE 2

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Project to be Funded: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Project Date(s): \_\_\_\_\_

Has the requesting organization received hotel/motel tax funding in the past:	YES	NO
If yes, for which years and which project?		

Are you a non-profit organization exempt from taxation under IRS 501(c)(3) code? YES NO

Are you a non-profit organization exempt from taxation under IRS 501(c)(6) code? YES NO

About the Requesting Organization:

Number of full-time staff: \_\_\_\_\_

Number of part-time staff: \_\_\_\_\_

Number of volunteers: \_\_\_\_\_ Year organization incorporated: \_\_\_\_\_

Please list the Names and Titles of your Board Members:

Project Description:

Please provide a brief description of the event/project, including event schedule.

Is the project you are seeking funding for in collaboration with other agencies? If so, please name the other agencies and describe the relationship.

Total Project Cost: \_\_\_\_\_ Request as a percent of total project cost: \_\_\_\_\_ %

Project Budget: \_\_\_\_\_

Revenue:

SOURCES:	AMOUNT:

Expenditures:

DESCRIPTION:	AMOUNT:

Projected Tourism Benefits:

Expected number of participants/spectators: \_\_\_\_\_

Expected number of out-of-town participants/spectators: \_\_\_\_\_  
(those who have traveled MORE than 50 miles)

Estimated total number of people staying overnight in a hotel/motel/B&B: \_\_\_\_\_

Explain how your organization will collect and verify the above information (i.e. surveys, registration, hotels, etc.)

**Explain how this project meets the above guidelines and criteria for hotel/motel tax funding.**

**Provide a detailed outline of the Marketing Plan for the event to be funded by hotel/motel funds. Please include the different types of media by name and location of service.**

You may use additional sheets of paper if necessary to complete the application. You may also attach any additional information about your organization or project you think is relevant to this application.

**I understand the Washington State limitations placed on use of Hotel/Motel Tax funds, and certify the requested funds will be used only for purposes described in this application or as approved by the City Council. I understand use of funds is subject to audit by the State of Washington. I further understand that printed and hard-copy verification of advertising publication is required for release of funds and there will be no advance payments. All recipients will be required to note on any advertising material that "Tourism support provided by City of Newport hotel/motel tax funds" or the event WILL NOT be funded. All funds granted are to be used by the end of the City's fiscal year, which ends December 31, and there will be no carry over.**

\_\_\_\_\_  
Name Title Date

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For City use only:

Date received by Administration: \_\_\_\_\_

Date of Administration action: \_\_\_\_\_ Amount Approved: \_\_\_\_\_

Date approved/declined by City Council: \_\_\_\_\_