

**CITY OF OAK HARBOR
HOTEL-MOTEL EXCISE TAX GRANT PROGRAM**

GRANT APPLICATION FORM
2015 GRANT YEAR

Dear Applicant:

Thank you for your interest in the City of Oak Harbor's 2% Lodging Tax Grant Program. The Oak Harbor Lodging Tax Advisory Committee (LTAC) was established by the Oak Harbor City Council in accordance with state law to advise and recommend to the Council and Mayor how excise taxes on lodging collected in Oak Harbor should be allocated in order to best increase tourism in the city.

PURPOSE:

The purpose of this grant application by the LTAC is to solicit proposals from those agencies and groups actively engaged in the promotion and enhancement of tourism in the City of Oak Harbor to enhance and increase tourism in the city during calendar year 2015.

PROJECT DESCRIPTION:

Activities which will be considered eligible for assistance include, but are not limited to, those that increase tourism by advertising, publicizing and distributing information for the purpose of attracting and welcoming tourists; develop strategies to expand tourism; operate tourism promotion agencies; construct tourism-related facilities, and fund and market events and festivals designed to attract tourists. Please be aware that there are many restrictions on the use of Lodging Tax Revenues by a Municipality. Even though a particular event may be awarded grant funding, not all costs of the event may be eligible for reimbursement.

The expected outcome of such activity is to increase economic activity in the City of Oak Harbor during the calendar year 2015 through overnight lodging of tourists, providing meals, the sale of gifts, souvenirs and other items, and construction of tourism-related facilities. Each application is to develop and outline one project, which meets these requirements and provides an economic benefit to the City of Oak Harbor. The specific amount of the applicant's proposal is open, to be defined by the applicant. As a recommendation, the applicant may wish to define alternate levels of funding, indicating as their first priority the maximum amount desired and, as a second priority, the minimum acceptable amount. Some definition of the differences in the level of services to be provided under the two priorities should be included. The establishment of alternate funding levels will allow the LTAC some latitude in approving projects without the necessity of rejecting one or more projects due to a potential lack of funds.

Specific questions are included in the attached response form to assist the applicant in delineating those matters which are of concern to the LTAC and which will be part of the selection criteria. Each project should be submitted as a separate document, thereby allowing for clear understanding of each project.

The City of Oak Harbor Economic Development Coordinator will issue awards for approved projects and inform the LTAC of progress in implementing projects. The City's Finance Department will pay bills and reimburse expenses, and monitor contract compliance. The Economic Development Coordinator will also act as coordinator of the grant process, issuing and receiving the grant applications, responding to applicant questions, and notifying applicants as appropriate. For each program receiving an award, the City of Oak Harbor will request a presentation to City Council in the form of a summation of return on investments for allocated funds. In addition, each recipient of funding will be required to provide summary information to the State of Washington as required by statute.

SELECTION PROCESS:

Each application will be reviewed by the LTAC for eligible activities, the effectiveness of its proposed project in meeting the expected outcomes, need, and funding requirements. Upon completion of its review of the written application, the LTAC may request some, all, or none of the applicants make an oral presentation to them in order to more fully understand the proposed project. All applicants will be notified of the LTAC recommendations to the Mayor and Council. Those recommendations may be adopted by the Mayor/Council without further notice.

PAYMENT:

Normally, payment is provided once per month as a reimbursement of qualified expenses. The Finance Director will review the requested expenditures to ensure that they are in compliance with State Law. Please be aware that although a program may be approved, not all expenses qualify for reimbursement from the city's lodging tax. Please contact Ethan Spoo, Economic Development Coordinator should you require clarification of the qualification rules.

EQUAL OPPORTUNITY:

The city requires each contractor to provide equal opportunities for women and minorities as employees, applicants for employment, and as clients/customers. No unlawful discrimination is allowed.

Again, thank you for your interest in this grant program. Please feel free to contact Ethan Spoo, Economic Development Coordinator, at (360) 279-4513 should you have any questions.

Sincerely,

The City of Oak Harbor Lodging Tax Advisory Committee

CHECKLIST:

The following information is required. Provide attachments if not indicated on previous pages (include even if provided in a previous application). State if an item is not applicable.

All Applicants:

- Overall project budget showing revenue and expense items; identify amount and value of any in-kind contributions (show how value of in-kind was established); individual project budget must be specific as to how lodging tax monies will be spent;
- Project timeline showing proposed commencement, completion and other milestone dates;
- Three (3) letters of recommendation from outside the organization supporting proposed project;
- Copy of meeting minutes approving project and authorizing application for city monies;
- If a joint, cooperative project, describe co-sponsor project responsibility;
- Final copies of previous funding reports;
- Organizations receiving funding will be required to present a Project Summary Report to City Council.

Note: Projects must meet city and state eligibility as authorized by RCW 67.28.210. It is applicant's responsibility to familiarize themselves with state and city requirements through their own legal counsel. A contractor must comply with the Americans with Disabilities Act of 1990 to the same extent that the city would be required to comply. It is assumed that participation will be open to everyone without discrimination based on race, religion, sex or physical disability. Please limit answers to space provided within this form. An additional page may be used to outline the required budget information.

SUBMIT EIGHT (8) COMPLETE SETS (COPIES ARE ACCEPTABLE) OF APPLICATION PACKAGE (INCLUDING ATTACHMENTS); HOWEVER, IF PROVIDING BROCHURES OR CATALOGS, ONLY ONE (1) SET IS NECESSARY.

WHERE TO MAIL OR DELIVER APPLICATION:

City of Oak Harbor
Attn: Ethan Spoo
Economic Development Coordinator
865 S.E. Barrington Drive
Oak Harbor, WA 98277

QUESTIONS:

Ethan Spoo, (360) 279-4513

DEADLINES:

Applications must be received by the Finance Department or postmarked on or before Friday, October 17, 2014. Applications delivered in person must arrive at the above address by 4:30 p.m. on the deadline date. Applications sent by Fax will NOT be accepted.

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PROJECT

Project Title:	_____		
Name of Organization:	_____		
Contact Person:	_____	Title:	_____
Address:	_____		
City:	_____	State:	_____
		Zip:	_____
Phone:	_____	Fax:	_____
Amount Requested:	_____	Applicant's Match:	_____
Total Project Budget:	_____		
Previous Funds Received:	_____		
Pending Grant Applications:	_____		
Expected Start Date for the Project:	_____		
Expected Completion Date:	_____		

PROJECT SUMMARY

In the space below, please provide a one paragraph, concise summary of project and what it will accomplish and how it will promote future benefits to tourism.

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PROJECT BUDGET

Please show a demonstrated need for funds. Submit a detailed project budget for the *specific project for which funds are requested* showing income/expenses and a listing of items on which grant monies will be spent. Amounts will be subject to verification.

Monies will cover what percentage of total budget?

What expression of support for the project has been shown by the local community? (Please provide letters of support if appropriate.)

Describe use and results of any pending grant applications and purpose.

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SIGNATURE PAGE

Project Title: _____

Name of Organization: _____

Amount Requested: _____

Signature

Date

Print Name

Title