

Application Instructions for:
**2023 Okanogan County Lodging Tax & Tourism
Promotion Funds**



FINAL DATE FOR SUBMISSION:

Friday, August 26, 2022 by 5:00 p.m.

RETURN TO:
Okanogan County Commissioners' Office
ATTN: Crystal Hawley
123 5th Avenue, Room 150
Okanogan, WA 98840
(509) 422-7100

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Lodging Tax Advisory Committee **2023 Membership**

Steve Devin – Collector	Cyndi Thomson – At Large
Don Linnertz – Receiver	Janet Warner– Collector
Arnie Marchand – Receiver	Crystal Hawley - Secretary
Rachelle Haven – At Large	
Andy Hover, Chairman – Elected Official	

If you have any questions regarding the application, workshops and/or funding process please contact Crystal Hawley at 509-422-7100 or chawley@co.Okanogan.wa.us

INFORMATION ON LODGING TAX FUNDS & WHO MAY APPLY

What are “Lodging Tax Funds?”

- Lodging taxes are paid when people purchase lodging, such as renting a room at a hotel, B&B, nightly rental or staying in an RV park within the unincorporated areas of the county.

How can those funds be used?

- Washington State law (RCW 67.28.1815) requires that funds be expended “...solely for the purpose of paying all or part of the cost of tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities...”

Definitions:

“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. A Marketing and Promotion application is needed for this type of funding and it requires a 50% match.

“Visitor Information Center” means a tourist information center, providing visitors to a location with information on the area's attractions, lodgings, maps, and other items relevant to tourism. Often, these centers are operated by the local government or chamber of commerce. A VIC application is needed for this type of activity.

“Tourism-related facility” means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities. A Capital Improvement application is needed to fund this type of activity.

“Municipality” means any county, city or town of the state of Washington.

“Acquisition” includes, but is not limited to, siting, acquisition, design, construction, refurbishing, expansion, repair, and improvement, including paying or securing the payment of all or any portion of general obligation bonds, leases, revenue bonds, or other obligations issued or incurred for such purpose or purposes under this chapter.

Who can apply for funds?

- Any **non-profit organization** or **municipally owned VIC** that will use the funds for the purposes of promoting tourism in Okanogan County with the goal of increasing the number of overnight stays at lodging facilities.

Who decides which applications get funded?

- All applications are reviewed by the Lodging Tax Advisory Committee (LTAC), which is charged with making recommendations for funding to the Board of County Commissioners (BOCC), who approve or disapprove the recommendation.

How do I apply?

- Applications for Lodging Tax funds can be downloaded from county’s website or requested by email to Crystal Hawley at chawley@co.okanogan.wa.us or picked-up in the Okanogan County Commissioners’ Reception Office, 123 5th Avenue, Okanogan, WA 98840.
- LTAC Fill-in Applications can be found at www.okanogancounty.org and will be submitted by email. **The Fill-in application is not available for 2024 application!**
- **Applications must be received / returned to the Okanogan County Commissioners’ Reception office and are due by close of business on Friday, August 26, 2022. *Postmark will NOT be accepted. ***

What is the timeline for Lodging Tax funds?

June 23 th & 30 th	Application workshops*
August 26, 5:00 PM	Applications due
Sept. 23th, Time TBD	LTAC Meeting & Required Presentations
October 7 th	Award Recommendations to BOCC
Mid-December	Award announcements made
Late December	Contracts issued for 2023 Awards
March 1 st 2023, 5:00PM	Signed contracts due.

Who can I talk to if I have questions?

If you have any questions about completing the application or about the LTAC program or funding process, please call Crystal Hawley or Lanie Johns at 509-422-7100 or email at chawley@co.okanogan.wa.us or ljohns@co.Okanogan.wa.us.

◀Application Workshop and Review Information▶

Application workshops are highly recommended for all applicants. Two workshops are offered to assist applicants in completing their applications. Okanogan County staff will provide an overview of the application and the application process. They will also be available to answer questions. Please come prepared with your application and instruction packets and any questions that you may have. Applicants can choose from one of the two following sessions:

Workshop 1: 1:30-4 PM Thursday, June 23

Workshop 2: 1:30-4 PM Thursday, June 30

In addition, to the workshops, if you ask, staff will review your draft application for completeness and provide you with feedback if additional information will be required for an acceptable application. This review is optional but recommended. Draft applications for review can be emailed to chawley@co.okanogan.wa.us.

Workshops will be held in the Commissioners' Hearing Room, 123 5th Avenue, Okanogan, WA 98840

GENERAL CONDITIONS OF APPLICATION

Applications will be screened as follows:

- **Late applications will not be accepted. Applications may not be changed or amended by the applicant after the deadline for submission.**
- **Use only the 2023 application form. Do not alter the form except to fill it out.**
- **Applications must be complete; all applicable questions must be answered and applicable information must be included.**
- **Applications must be legible.**
- **Do not re-arrange the order of the questions in the application. Do not delete a question.**
- **Do not attach any materials unless specifically requested.**
- **All required financial information must be complete and must balance.**

- **Applications must be signed or digitally signed by a person authorized to bind the organization to a contract.**
- **Applicants must submit one original, signed or digitally signed application. No additional copies are required.**
- **No staples please.**

IMPORTANT INFORMATION TO NOTE

1. Insurance is NO longer an eligible cost.
2. A capital-facility project requires a proportional degree of municipality or public facilities district ownership in the facility or its permanent fixtures and contents.
3. Take-aways are NOT considered eligible expenditures by the Okanogan County LTAC.
4. If your organization is offered an LTAC award amount based on the information in this application, a contract with Okanogan County is necessary. The LTAC contracts will be sent out in December and will have a deadline to be returned by March 1, 2023.

REQUIRED FINANCIAL INFORMATION

All applicants must attach their most current business financial statement which is to include balance sheet, income statement and the organization's annual operating budget.

INSURANCE REQUIREMENTS IF FUNDED*

*The Okanogan County LTACs insurance requirement will be based upon the type of activity hosted by each applicant based on the Risk Level Limits and

Categories / Classifications. A Matrix is provided below. This insurance requirement is based upon the level of risk involved with individual applicant activity or events; not the amount of money that is awarded.

A Certificate of Insurance listing Okanogan County as additionally insured and including these minimum requirements will be required for all recipients whose event qualifies as Average, Above Average or High Risk according to the Risk Level Limits and Categories / Classifications Matrix provided here:

Insurance Risk Level Limits and Categories/Classifications Matrix

Risk Level	Type of Event	Insurance Required
Low	- No alcohol/food - Low risk for injury/property damage	Not required
Average	- Event with food and/or alcohol with event host providing/serving.	<i>LESSEE:</i> General Liability Per Occurrence \$1,000,000 General Aggregate \$2,000,000 <i>AND:</i> Liquor Liability Endorsement Per Occurrence \$1,000,000 General Aggregate \$2,000,000
Above Average	- Event with food and/or alcohol with Vendor providing/serving.	<i>LESSEE:</i> General Liability Per Occurrence \$1,000,000 General Aggregate \$2,000,000 <i>VENDORS: Serving Alcohol</i> Liquor Liability Endorsement Per Occurrence \$1,000,000 General Aggregate \$2,000,000 <i>AND:</i> <i>VENDORS: Serving Food and/or Alcohol</i> General Liability Per Occurrence \$1,000,000 General Aggregate \$2,000,000
High	- Very high risk of bodily harm/property damage	<i>LESSEE:</i> General Liability Per Occurrence \$1,000,000 General Aggregate \$2,000,000 <i>OR:</i> General Liability Per Occurrence \$2,000,000 General Aggregate \$4,000,000

1. Okanogan County shall be named as an additional insured on all required policies except automobile insurance and all such insurance as is carried by the Contractor shall be primary over any insurance carried by Okanogan County. The Contractor shall provide a certificate of insurance to be approved by the County Risk Manager prior to contract execution.
2. Okanogan County shall have no obligation to report occurrences unless a claim is filed with the Okanogan County Auditor; nor shall Okanogan County have an obligation to pay premiums.

3. In the event of nonrenewal or cancellation of or material change in the coverage required, thirty (30) days written notice will be furnished Okanogan County prior to the date of cancellation, change or nonrenewal, such notice to be sent to the Okanogan County Risk Manager, 123 5th Avenue, Room 150, Okanogan, WA 98840.
4. It is further provided that no liability shall attach to the County by reason of entering into a contract with the County, except as expressly provided within the terms and conditions of that contract.

STANDARD REQUIRED DOCUMENTS

Okanogan County is requiring all organizations to submit Standard Required Documents (SRD's). These documents are important to obtain a better understanding of the organization, systems and personnel of a potential recipient. **Even if the applicant organization has submitted the SRD's with prior funding year applications, the organization must submit current documents to ensure Okanogan County has updated information.**

SRD's include:

- **Articles of Incorporation / By-laws**

Articles of incorporation and or by-laws help us establish who has the authority to bind the organization by contract.

- **Non-profit Determination**

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service or the Secretary of State of Washington.

- **List of current Board of Directors**

A list of the current Board of Directors or other governing body of the organization must include the name, phone number, address, and must identify the principal officers of the governing body.

- **Authorization to Request Funds**

Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation of this requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded. Examples include: "The board approves for (name of individual) to submit a Lodging Tax funding request through Okanogan County" or "(Name of the individual) has the governing body's authorization to make funding requests for (name of the agency)."

- **Designation of Authorized Official**

In addition to the Articles of Incorporation and/or by laws, documentation of the governing body's authorization for the representative of the organization to contractually bind the agency is also needed, and consists of a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number for each authorized individual.

- **Budget**

Copies of your organization's previous two years of expenditure and revenue budgets.

_____ I have submitted one complete, signed original application for each separate type of funding (Event & Year-Round Promotion or VIC Operations or Capital Improvements).

_____ My application will be delivered to:
Okanogan County Commissioners
Attn: Lodging Tax Grant Application
123 5th Ave North Room 150
Okanogan, WA. 98840

Invoice Request for Reimbursement Checklist

For applicant use prior to submission of requests for reimbursement by November 1.

_____ My request has all supporting documents; such as check numbers, last four of card number, receipts or statements showing paid.

_____ All invoices are listed individually on the invoice reimbursement form. (Any other list will not be accepted.)

_____ All receipts correspond with contracted scope of work provisions within the contract.

_____ I have removed staples and organized voucher reimbursement pack in the order listed on the invoice reimbursement form.

_____ My request is legible and signed.

_____ I have checked math, spelling and formatting.