

**Application Instructions for:
2025 Okanogan County Lodging Tax Funds**

Please read carefully, there have been updates.

FINAL DATE FOR SUBMISSION: Tuesday, September 3, 2024 by 5:00 p.m.



**RETURN COMPLETED APPLICATIONS TO:
Okanogan County Commissioners' Office
ATTN: LTAC Secretary
123 5th Avenue, Room 150
Okanogan, WA 98840
(509) 422-7100**

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Lodging Tax Advisory Committee Members 2024-25

Commissioner Andy Hover, Chair
Lanie Johns, Secretary
Steve Devin – Collector
Don Linnertz – Receiver
Arnie Marchand – Receiver
Janet Warner - Collector
Jennifer Farmer – At Large
Vacant– At Large

In Section 1 (Page 1) check the box that applies to what type of funding type you are applying for, you must submit separate applications for each type of funding you are applying for.

If you are applying for Year-round Promotion/Event, or VIC Operations fill out pages 1-5. If you are applying for a Capital Improvement Project, you must fill out all pages, along with page 6 (Appendix C).

Applications must be complete, and the organization applying must have a public facing website with a domain and submit all required backup documentation required on the application.

If you have questions regarding the application, workshops and/or funding process please contact Lanie Johns at 509-422-7105 or ljohns@co.okanogan.wa.us

INFORMATION ON LODGING TAX FUNDS & WHO MAY APPLY

What are “Okanogan County 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 Okanogan 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...”

Marketing & Promotion & Events (50% Match required)

Marketing & Promotion Costs Eligible for County Reimbursement	Costs NOT Eligible for County Reimbursement
<ul style="list-style-type: none"> • Tourism event marketing and promotion through written or electronic media • Event Radio and TV Ads • Digital Advertising for search and social media • Ad Printing • Promotional Mailers Postage • Partnership Ads • Display ads • Event promotion websites • Ad Campaigns 	<ul style="list-style-type: none"> • Event take a-ways (freebies) • Travel • Conventions • Subsistence • Lodging • Souvenirs • Insurance

Capital Improvements (must be County or Municipal property improvements)

Costs Eligible for County Reimbursement	Costs NOT Eligible for County Reimbursement
<ul style="list-style-type: none"> • Tourism Infrastructure 	<ul style="list-style-type: none"> • Insurance

Visitor Information Center Operations

Costs Eligible for County Reimbursement	Costs NOT Eligible for County Reimbursement
<ul style="list-style-type: none"> • Facility operations, i.e. utilities, staffing, telephone, facility beautification • Visitor Software/technology • Building Maintenance 	<ul style="list-style-type: none"> • Volunteer appreciation lunches or items • Insurance

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.

"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.

"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 entity/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 requested by email to Lanie Johns at ljohns@co.okanogan.wa.us or picked-up in the Okanogan County Commissioners' Reception Office, 123 5th Avenue, Okanogan, WA 98840.
- LTAC Applications can also be found at [Lodging Tax Advisory Committee \(okanogancounty.org\)](https://www.okanogancounty.org)
- Applications must be received / returned to the Lodging Tax Advisory Committee c/o County Commissioners' Reception office and are due by close of business on **Tuesday, September 3, 2024**.

Important Dates and LTAC Timeline

June 21 st & 28 th	Application workshops (see table below)
September 3, 5:00 pm	Applications due
September 27, 9:00am	LTAC Meeting & Required Presentations
October 18 th	Award Recommendations to BOCC
Mid-December	Award announcements made
Late December	Contracts issued for 2025 Awards
March 3 rd 2025, 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 Lanie Johns at 509-422-7105 or email at ljohns@co.Okanogan.wa.us

◀ Application Workshop and Review Information ▶

Application workshops are highly recommended for all applicants. Okanogan County staff will provide an overview of the application and the application process and will be available to answer your questions. Please come prepared with your application and instruction packets.

Workshop 1: 1:30-4 PM Friday, June 21

Workshop 2: 1:30-4 PM Friday, June 28

Upon written request staff can review your draft application and provide you with feedback if additional information is required to complete your application. This review is optional but recommended **AFTER** attending one of the two workshops. Draft applications can be emailed to ljohns@co.okanogan.wa.us.

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

GENERAL CONDITIONS OF APPLICATION

- **Late applications will not be accepted.** Applications may not be changed or amended by the applicant after the deadline.
- Only use the 2025 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 attach any materials unless specifically requested.
- All required financial information must be complete and proposal budgets must be balanced.
- Applications must be hand or digitally signed by the person authorized to bind the organization to a contract.
- No staples please.

STANDARD REQUIRED DOCUMENTS

Okanogan County requires all organizations to submit Standard Required Documents and to resubmit any time material changes are made in the organization.

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

Articles of incorporation and 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/Designation of Authorized Official**

A copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded must be submitted allowing the applicant to submit the funding request and enter into a contract. Examples include: "The board approves for (name of individual) to submit a Lodging Tax funding request and, if awarded, enter into a contract with Okanogan County".

- **Financial Reports / Budgets**

Copies of your organization's current financial statements or Profit and Loss statements plus the previous two years of expenditure and revenue budgets.

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. This insurance requirement is based upon the level of risk involved with individual applicant activity or events; not the award amount.

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 in **TABLE 1** below.

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.

TABLE 1: Insurance Risk Level Limits and Categories/Classifications Matrix

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