



## 2023 Application for Chelan County Lodging Tax Funds: CAPITAL PROJECTS

*County Lodging Tax Revenues must be used for “supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality” per RCW 67.28.1815-1816. This application is specifically for capital expenditures of tourism-related facilities. See below for details on eligibility and definitions of these terms.*

**Application is due April 14, 2023**

### **Eligibility:**

Eligible entities include:

- Convention and visitors’ bureaus
- Destination marketing organizations
- Tourism related facilities
- Nonprofits (e.g., main street organizations, lodging associations, or chambers of commerce)
- Cities and counties

LTAC applications must explain how the proposed use of funds will increase tourism. The local LTAC will then make funding recommendations to the jurisdiction’s governing body for final award.

### **Definitions:**

**Tourism-Related Facility:** 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:** Any county, city or town of the state of Washington.” [RCW 67.28.080\(2\)](#).

**Capital:** Tangible or intangible assets having initial useful lives extending beyond a reporting period, including:

- Land and improvements to land, including right of ways and easements
- Buildings and building improvements
- Parking lots
- Vehicles
- Machinery and equipment
- Works of art and historical treasures
- Infrastructure assets, such as roads, bridges, sidewalks, water lines, sewers, drainage systems
- Intangible assets, such as easements, water rights, timber rights, and computer software

For further information on what Lodging Tax Revenues can be used for please visit:

<https://mrsc.org/stay-informed/mrsc-insight/april-2022/can-we-spend-lodging-tax-funds-on-that>



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**Email this completed application and any attachments to [CM.LTAC@co.chelan.wa.us](mailto:CM.LTAC@co.chelan.wa.us).**

Amount of Lodging Tax Requested (up to \$560,000): \$

Organization/Agency Name:

Federal Tax ID Number:

Capital Project Name:

Contact Name and Title:

Mailing Address:

Phone:

Email Address:

### **CERTIFICATION**

I am an authorized agent of the organization/agency applying for funding. I understand that:

- Funds will be used for Capital Costs of a Tourism-Related Facility.
- If awarded, my organization intends to enter into a Municipal Services Contract with the County and provide liability insurance for the duration of the contract, naming the County as an additional insured and in an amount determined by the County.
- The County funds may only be used for those costs actually incurred by my organization/agency. The County may require accounting documentation, including but not limited to original invoices, payroll records and other payment documentation.
- My agency will be required to submit a report documenting economic impact results in a format determined by the County.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed or Typed Name: \_\_\_\_\_

**Supplemental Questions: You may use this form or a separate sheet of paper for your answers if you need more room.**

1. Describe your capital project and how completing this project will help foster, enhance or allow for tourism activities to occur in Chelan County. Describe why tourists will travel to Chelan County to attend your facility.
  
2. (Estimates are required by State law) As a direct result of your proposed tourism-related service, provide an estimate of:
  - a. Overall capacity at your proposed facility:
  - b. Number of people who will travel more than 50 miles for your facility:
  - c. Of the people who travel more than 50 miles, the number of people who will travel from another country or state:
  - d. Of the people who travel more than 50 miles, the number of people who will stay overnight in Chelan County:
  
3. Describe the prior success of your facility in attracting tourists and how this capital improvement will help you be more successful in attracting tourists to Chelan County:
  
  
  
  
  
  
  
  
  
  
4. Describe your target tourist audience (location, demographics, etc.):
  
  
  
  
  
  
  
  
  
  
5. Describe how you will promote your facility to attract tourists:

6. Are you applying for Lodging Tax Funds from another community (yes or no)? If yes, list the other jurisdiction(s) and amount(s) requested:
  - a. Have you secured funding from other sources? Please list any.
  - b. Are you applying for other grant or private funding from another source? Please list any.
  - c. Will you be providing matching funds?
7. What is the overall budget for your capital improvements? What percent of the budget are you requesting from Lodging Tax Funds?
8. What is the timeline for completion of your capital project? When will you begin if granted funds and when do you foresee the work being completed?

***Email this completed application, any attachments and questions to [CM.LTAC@co.chelan.wa.us](mailto:CM.LTAC@co.chelan.wa.us).***