



152 W. Cedar Street, Sequim, WA 98382  
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## **LODGING TAX TOURISM SUSTAINABILITY GRANT GUIDELINES – 2021**

The City of Sequim Lodging Tax Advisory Committee (LTAC) has recommended, and the Sequim City Council has approved the use of City Lodging Tax funds for another application period for Tourism Sustainability Grants. The program is developed to assist non-profit tourism organizations in Eastern Clallam County (within the Sequim School District boundaries) to weather the impacts of the COVID-19 pandemic on the tourism industry. The intent of this grant program is to assist organizations with funding that is essential to the on-going operations of or facilities owned by the organization or to help cover the additional expenses of adapting their organization or event to adhere to new guidelines required by the State of Washington and Clallam County Health to meet the standards required for public health. The 2021 investment will be \$50,000. The grants are expected to be awarded up to \$5000. The City will monitor the need and success of the program and the Lodging Tax Advisory Committee and City Council may make additional funds available in the future if needed.

The State of Washington allows four specific uses for Lodging Tax:

- a) Tourism marketing;
- b) The marketing and operations of special events and festivals designed to attract tourists;
- c) Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or public facilities district created under chapters 35.57 and 36.100 RCW; or
- d) Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. (c)(6) of the internal revenue code of 1986, as amended.

Applicants must indicate which use of Lodging Tax this grant will support.

**TO APPLY:** Applications must be received by the City of Sequim by **4:00 p.m. on Monday, May 24, 2021**. The applications may be sent via traditional mail to: Communications and Marketing Director, Barbara Hanna, 152 West Cedar Street, Sequim, WA 98382 or emailed to [bhanna@sequimwa.gov](mailto:bhanna@sequimwa.gov).

The Sequim Lodging Tax Advisory Committee will review the applications on Wednesday, June 2 in a public meeting, which will be held over Zoom. Applicants should be available online or by phone to answer questions or provide additional information. Following the review, the LTAC will make a recommendation to the Sequim City Council for approval and applicants will be notified.

Recipients will enter into a contract with the City of Sequim and will produce a follow-up report 90 days after receiving the grant from Sequim Lodging Tax.

# SEQUIM LODGING TAX TOURISM SUSTAINABILITY APPLICATION FORM

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Name of Organization/Agency: \_\_\_\_\_

Organization is (check one)  Government Entity  501 (c)3  501 (c)6  Other

Federal Tax ID No. \_\_\_\_\_ UBI Number \_\_\_\_\_

**Representative Contact Information:**

Name, Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Amount of Lodging Tax Requested \$ \_\_\_\_\_

Project/Activity/Event \_\_\_\_\_

**Fulfills Lodging Tax Use Criteria (check all that apply):**

Tourism marketing;

The marketing and operations of special events and festival designed to attract tourists;

Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or public facilities district; or

Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations.

**Additional Information Required:** Please submit on a separate page.

- An overview of your organization and how it is a part of the tourism industry in Sequim.
- A specific explanation of how the requested funds will be used to sustain your organization during the COVID-19 pandemic including a budget.
- An estimate of how many visitors from 50 miles outside of Sequim attend your event or facility annually.
- What other types of grants and loans have you applied for and/or received related to COVID-19 relief.

I certify that I am the authorized agent of the organization applying for lodging tax. I understand and affirm that if awarded, my organization intends to enter into a contract with the City of Sequim and meet the specific requirement of that contract and that my organization is required to submit a report documenting economic impact results of the grant in a format determined by the City.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name