



City of Marysville
Hotel/Motel Grant Application

Date of Application: _____

Name of Organization: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip Code: _____

Email Address: _____

Telephone Number: _____

(Home)

(Work)

(Fax)

Name of Project: _____

Date of Event: _____

Co-Sponsors, if any: _____

Name of Organization

Contact Person

Address

Telephone Number

Name of Organization

Contact Person

Address

Telephone Number

APPLICATION MUST BE SINGLE SIDED ONLY

Please attach: One (1) formal letter of commitment for each co-sponsor and two (2) copies of minutes reflecting organizational support and matching commitment, charter, and/or by-laws.

1. Does your organization maintain non-profit status with the State of Washington:

Yes No

a) If yes, please attach current State of Washington non-profit status.

b) What is your Tax Identification Number: _____

2. Give a brief description of your organization: _____

3. Describe in detail the project for which funding is being requested. Include scope of work, duration of project, and expected timeline to be followed: _____

4. Describe how the project will promote tourism in Marysville and/or how the project meets the expectations of RCW 67.28.1816:

5. What is the total cost of the project: _____
 (Attach a detailed budget for the project)
 a) Amount of funding requested: _____
 b) Balance of the project cost: _____
6. What will be the funding source for the balance: _____

7. When will the funds for the balance of the project become available: _____
8. List any other organizations that are cooperating with this proposal:

9. Please submit up to three letters of endorsement including writer's relationship with the project proponent and briefly stating his or her reasons for supporting the project.
10. Tourism participation estimates – requires an actual number estimate:
 a) Overall anticipated attendance: _____
 b) Estimated number of people traveling 50+ miles within Washington to attend event: _____
 c) Estimated number of people from outside state or country to attend event: _____
 1. Describe the estimate methodology used to determine attendance estimates: _____

- d) Estimated number of people anticipated to stay in paid overnight lodging: _____
 e) Estimated number of people anticipated to stay overnight in unpaid accommodations: _____
 f) Total projected paid lodging nights (one lodging night = one or more persons occupying one room for one night): _____
 1. Describe the estimate methodology used to determine overnight stays: _____

Please be prepared to provide the City with a final estimated number after the festival, special event, or tourism-related facility owned or sponsored by non-profit organizations or local jurisdiction as described in exhibit A.

Fully complete the application. Incomplete applications maybe dismissed as a candidate to receive funding.

Return application to the Marysville Executive office at 1049 State Ave, Marysville WA 98270.

Exhibit A

INSTRUCTIONS FOR FILLING OUT THE LODGING TAX REPORT FORM

If you have used or received lodging tax funds to support an event, festival or tourism facility, please provide the following information:

- Estimated number of tourists attending each event or tourism facility
- Estimated number of persons traveling over 50 miles to the destination and number of persons staying at the destination overnight as a result of the event or tourism facility
- Estimated room nights generated by the event, festival or tourism-related facility owned or sponsored by a non-profit organization or local jurisdiction
- Any other data that demonstrates the impact of the increased tourism attributable to the festival, event or tourism-related facility.

The attached form should be used to report this information. In the case of a special event or festival, fill out the form after the event is over. Use a separate line in the form for each event. For a tourism-related facility owned by a non-profit organization or owned or sponsored by a local jurisdiction, fill out the report after the end of the calendar year in which the facility operated, providing information that covers the entire year.

We suggest you use the worksheet below to provide a description of the methodology used to determine number of tourists, lodging stays, visitors traveling to the event, festival or using the tourism-related facility, or other data as appropriate.

Event or Tourism Facility Lodging Tax Expenditure Report Worksheet

Festivals, special events and tourism-related facilities owned by
Local Jurisdictions or Non-profit Organizations

Official Report Form is due: _____

1. Organization: _____

2. This report covers: _____

Event Name: _____

Date: _____

Tourism Facility: _____

Date: _____

3. Total Lodging Tax funds allocated to this event or facility: _____

\$ _____

4. Estimated total event attendance or user count for the facility: _____

Describe methodology used to determine this figure:

5. Estimated percentage of total attendance for event or facility by (list separately) 1) tourists; 2) people who traveled more than 50 miles; or 3) people who stayed overnight:

1. Tourists: _____ %

2. Traveled: _____ %

3. Overnight: _____ %

Describe methodology used to determine this figure

6. Estimated total room nights generated: _____

Describe methodology used to determine this figure

7. Any other information that demonstrates the impacts of the festival, event or tourism-related facility owned by a non-profit organization or local jurisdiction (please describe):

Submitted by: _____

Email or phone number: _____

Date: _____