

Form Name:	Lodging Tax Application 2022
Submission Time:	October 8, 2021 2:14 pm
Browser:	Chrome 94.0.4606.71 / Windows
IP Address:	209.34.142.130
Unique ID:	871311189
Location:	46.627101898193, -123.0092010498

ORGANIZATION / PROJECT INFORMATION

Organization name	Lewis County
Project name	Lodging Tax Grant Administration
Project coordinator	Rieva Lester
Amount requested from Lewis County	12435
Total project amount	12435

APPLICANT CONTACT INFORMATION

Name	Rieva Lester
Street address	351 N.W. North Street Chehalis, WA 98532
Current home phone	(360) 740-1419
Current email address	bocc@lewiscountywa.gov
Agency Tax ID Number	916001351
Organization Unified Business Identifier (UBI)	212002978
UBI expiration date	December 31, 2026
Type of organization:	Government agency
Organization's mission statement or purpose (one or two sentences):	To preserve and enhance the quality of life in Lewis County through government leadership, service, education, and administration.
Year the organization was founded:	1845
Has your organization received Lewis County lodging tax funding in the past?	Yes
When did your organization receive Lewis County lodging tax funding?	2021
How much did your organization / project receive?	14000

REQUIRED INFORMATION

PROJECT DESCRIPTION

Project name	Lodging Tax Grant Administration
1. Describe how the project promotes tourism in all of Lewis County's unincorporated areas.	This will provide administrative support for the Lodging Tax process, including: coordinating LTAC meetings, preparing agendas, coordinating the annual tourism tour, preparing PSAs, press releases and notices, preparing and updating applications, disseminating applications to LTAC members, coordinating annual meetings and presentations, preparing resolutions, preparing and distributing contracts, preparing meetings and presentations, preparing resolutions, preparing and distributing contracts, preparing reimbursement worksheets and guidelines, processing reimbursements, and preparing the annual JLARC report.
2. Describe how the project will enhance tourism and result in "heads in beds."	The entire lodging tax program helps enhance tourism.
3. List the responsible party / parties.	Lewis County
4. Describe the area the project will serve, as well as the project's expected impact.	This funding will pay for a portion (\$10,435) of an Administrative Assistant Senior's salaries and benefits (at a 121B on the salary grid) to oversee administration of the entire Lodging Tax process. The employee will track their hours through a project-tracking system.
5. Describe how the project will specifically promote tourism.	The entire lodging tax program helps enhance tourism.
6. Describe how you have collaborated with other entities throughout Lewis County to promote tourism.	Lewis County oversees the administration of this grant.
7. Describe why your project should receive funding.	Creating a one-stop shop for the LTAC members, applicants and grantees creates a more productive environment for all involved. This point person can serve as the tourism expert as it relates to the application process, use of funding and state requirements.
8. Describe how your organization would respond to potential cancellations or closures, such as those caused by COVID-19 in 2020 and 2021.	COVID-19 did not significantly decrease the administrative duties linked to administering the grants.

USE OF HOTEL / MOTEL TAX

Please indicate below the types of activities for which the lodging tax monies would be used:	TOURISM PROMOTION
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Describe the expected results (measurable outcomes) of your project, with the dollar amount for each outcome.	The county will provide up to \$600,000 in grant funding to eligible awardees.
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Total number of attendees predicted to attend:	N/A
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Describe how receiving lodging tax dollars would increase that number	N/A
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a. Projected number of attendees who will travel fifty (50) miles or more one way from their home or business to attend:	N/A
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b. Describe how receiving lodging tax dollars would increase that number	N/A
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a. Projected number of participants who will travel from another country or state to attend:	N/A
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b. Describe how receiving lodging tax dollars would increase that number	N/A
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a. Projected number of participants who will stay overnight in paid accommodations:	N/A
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b. Describe how receiving lodging tax dollars would increase that number	N/A
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a. Projected number of participants who will stay overnight in unpaid accommodations:	N/A
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b. Describe how receiving lodging tax dollars would increase that number	N/A
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10. Describe how the project provides short-term or long-term economic benefit for Lewis County	N/A
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11. Explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.	N/A
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SOCIAL MEDIA

Website address	www.lewiscountywa.gov
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BUDGET

Amount	N/A
Source	N/A
Confirmed	No
Date available	N/A

Income 2

Income 3

Income 4

Income 5

Income 6

Expense - Personnel

County	10435
Other Funds	N/A
Total	10435

Expense - Administration

County	2000
Other Funds	N/A
Total	2000

Expense - Marketing/promotion

County	N/A
Other Funds	N/A

Total	N/A
Expense - Direct sales activities	
County	N/A
Other Funds	N/A
Total	N/A
Expense - Minor equipment	
County	N/A
Other Funds	N/A
Total	N/A
Expense - Travel	
County	N/A
Other Funds	N/A
Total	N/A
Expense - Contract services	
County	N/A
Other Funds	N/A
Total	N/A
Expense - Other activities	
County	N/A
Other Funds	N/A
Total	N/A
Total Cost	
County	12435
Other Funds	N/A
Total	12435

Priority 1	Full funding
Full Funding Request	12435
Priority 2	N/A
Minimum Funding Request	12435
Applicant will / can accept no less than this amount	12435
If partial funding is received, how will that affect the project / activity? Please describe:	The county would be force to use monies from the General Fund to cover any overages.

PROJECT TIMELINE / TOURISM SEASON

What is your anticipated timeline for accomplishing this activity?	2022
Year-round	Yes
Year-round Explanation	Grant funding is available Jan. 1 - Dec. 31, 2022.

Financial Review

Balance sheet	https://lewiscounty.formstack.com/admin/download/file/11492159429
Income statement	https://lewiscounty.formstack.com/admin/download/file/11492159430
Operating budget for 2021	https://lewiscounty.formstack.com/admin/download/file/11492159431
Projected budget for 2022	https://lewiscounty.formstack.com/admin/download/file/11492159432

Financial review

Financial review	https://lewiscounty.formstack.com/admin/download/file/11492159433
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Nonprofit determination

Nonprofit determination	https://lewiscounty.formstack.com/admin/download/file/11492159434
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Personnel list

Personnel list	https://lewiscounty.formstack.com/admin/download/file/11492159435
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ACKNOWLEDGEMENT

Signature

A handwritten signature in dark ink, appearing to read "Rieva Lester", written over a horizontal line.

(Print or type applicant's name)

Rieva Lester

Date

Oct 08, 2021