Lewis County – 2025 Lodging Tax – Project Scope

Each project must include a Project Scope. Please note that your Project Scope must reflect the preliminarily approved amount and how it will be used. This information will be used to verify the expenditures listed on your reimbursement request(s). Your Project Scope must reflect the uses you presented in your original application, as that is what preliminary funding approvals were based upon. **Please do not change the format of this document, and please be brief in your explanations to fit the space provided**. PLEASE NOTE THAT THIS DOCUMENT WILL BE TIED TO THE AGREEMENTS AND WILL BE USED TO VERIFY PROJECT EXPENDITURES.

Project Submission Form	
1. Project Name:	**2. Date Submitted:**
3. Contact Person / Title:	
4. Mailing Address:	
5. Telephone No.:	
6. E-mail:	
7. Signature of Representative:	
8. Project Location (city/town):	
8a. Name of Event or Activity:	
9. Statement of Project Goals and Objectives:	
10. Project Description:	
11. How does proposed project meet purposes of the Legislation? (RCW 67.28.1816):	
12. Anticipated Project Costs:	
12a. Total grant amount County is awarding for 2025:	

13. Project Cost Analysis
Project Budget

Column A Item	Column B Use of County Funds	Column C Use of Other Funds	Column D Total Available Project Funds
Personnel (salaries & benefits)			
Marketing/Promotion Materials			
Direct Sales Activities			
Minor Equipment			
Travel/Trainings (list below)			
1.			
2.			
3.			
Contract Services (list below)			
1.			
2.			
3.			
4.			
Overhead (building rent, utilities etc.)			
Project Subtotal:			

14. PROJECT WORK PLAN

List the tasks, cost and timeframe,
Name individual(s), consultant(s),
and organization responsible for the project.

Table III

Tasks	Timeframe-Dates	Estimated Cost	Responsible Party/Name

Return completed Project Scope form to:

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351 NW North Street – 2nd Floor
Chehalis, WA 98532

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email: Rieva.Lester@lewiscountywa.gov