



CITY OF  
**UNION GAP**  
1883

## **FY 2026 Lodging Tax Grant Funds**

Submittal Instructions:

**APPLICATION RELEASE: August 4, 2025**

**APPLICATION DEADLINE: August 15, 2025**

### **SUBMIT HARD COPY TO:**

Lodging Tax Advisory Committee (LTAC)  
C/O City of City of Union Gap  
102 West Ahtanum Road  
Union Gap, WA 98903

### **OR EMAIL**

[teresa.lopez@uniongapwa.gov](mailto:teresa.lopez@uniongapwa.gov)

### **REQUIRED DOCUMENTS:**

1. Completed and signed application (electronic signature permitted).
2. An itemized budget of the amount you are requesting from the City.
3. Optional: You can provide brochures and supplemental information about your event, organization or program.

Preference will be given to proposals from qualified entities for:

- 1) Funding projects concerned with operating or improving City owned facilities that generate overnight tourism;
- 2) Year-round tourism promotion and sales efforts through the destination marketing organization.

The City Council has authorized the LTAC to advise and make recommendations to the City Council regarding the allocation of revenue received from the special excise taxes on lodging collected within the City. The City Council is the funding authority for Hotel Motel Excise Tax grant funding received by the City. LTAC will first forecast lodging tax revenues, then will assure operating costs and debt service is funded. Subsequently, it will recommend full or reduced funding to the City Council. The Council has the authority to either accept or deny those recommendations.

### **BACKGROUND:**

The City of Union Gap Lodging Tax Advisory Committee (LTAC) was established by the Union Gap City Council in accordance with Washington State Law as outlined in RCW 67.28.1817. The committee's purpose is to advise and recommended to the Union Gap City Council how excises taxes on lodging should be allocated to support tourism which in turn generates revenue.

**Funding:**

The City of Union Gap determines funding allocation during each Fiscal Year based on projected Lodging Tax Revenue. Allowed use of Lodging tax fund by RWC 67.28.1816 including paying all or any part of the cost of tourism promotion or tourism-related facilities.

**Funding period:**

Applicants should anticipate funding for one year.

**Contract:** The City of Union Gap support for funded projects is reimbursement-based. No funds will be provided in advance. Normally payments is provided once per month as a reimbursement of expenses.

**Project Description:**

Activities that will be considered eligible for assistance include but are not limited to, those that:

- Increase tourism by advertising
- Publicize and distribute information for the purpose of attracting and welcoming tourism.
- Develop strategies to expand tourism
- Operate tourism promotion agencies
- Fund and market events and festivals designed to attract tourist

**Project Management:**

The City of Union Gap will issue contracts for approved projects, reimburse expenses, and monitor contract compliance. The Finance Technician/Deputy Clerk will act as coordinator of the application process, issuing and receiving the applications, responding to applicants' questions, and notifying applicants as appropriate.

**Reporting Requirements:**

RCW 67.28.1816 requires local government to annually report lodging tax expenditures including information about expenditures of lodging tax revenue. The Joint Legislative Audit and Review Committee (JLARC) has established an online reporting system to collect data about lodging tax expenditures as required by state law.

Entities applying to use lodging tax funds must provide a significant amount of information to the City of Union Gap in the application process. This information now includes:

- Estimates on how the funds will increase the number of people traveling for business or pleasure to stay overnight in paid accommodations; or
- Estimates of how the funds will increase the number of people traveling more than 50 miles from their residence; or
- Estimate of how the funds will increase the number of people traveling outside their state or country.

**For Questions Contact:**

Teresa Lopez  
City of Union Gap Deputy City Clerk  
102 West Ahtanum Road  
Union Gap, WA 98903  
(509) 248-0432

**Application for City of Union Gap  
FY 2026 Lodging Tax Grant Funds**

Incomplete and/or late applications will not be considered. Applications may not be changed or amended by the applicant after the submission deadline.

\_\_\_\_\_  
Organization/Agency

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

Please indicate all that apply:

- \_\_\_ Tourism promotion activities
- \_\_\_ Tourism related facility
- \_\_\_ Event/Festival:

\_\_\_\_\_  
Name of Event/Festival

\_\_\_\_\_  
Location

\_\_\_\_\_  
Date

\_\_\_ Non-Profit (attach copy of current non-profit corporate registration with Washington Secretary of State)

\_\_\_ Public Agency (name): \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

Description of tourism-related activities or event:

Budget Information- How will the funds be divided within the budget?

Supplies	\$ _____
Advertising	\$ _____
Operating rentals	\$ _____
Travel	\$ _____
Other ( )	\$ _____

Number of attendees from a fifty (50) mile plus radius expected:

Number of Yakima overnight stays expected to be generated:

Target markets and region(s) (should be at least a 50-mile radius away):

Type of marketing to be used:

Target audience(s):

Attach up to two additional pages of details if needed.

I understand that if selected, my organization/agency may be required to enter a service contract with the City of Union Gap.

I agree to provide follow-up reports on the spending of funds. Reports shall be sent to the City of Union Gap Attn: Deputy City Clerk 102 West Ahtanum Road, Union Gap, WA, 98903 or Emailed to [teresa.lopez@uniongapwa.gov](mailto:teresa.lopez@uniongapwa.gov)

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(electronic signature permitted)