



**Application for:
City of Union Gap**

**FY 2018 Union Gap Lodging Tax & Tourism Promotion
Grant Funds**

LATEST DATE & TIME FOR SUBMIT YOUR APPLICATION

No Later than 5:00 pm on August 22, 2017

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

SUBMIT TO:

City of Union Gap
Attn: LTAC Committee
PO BOX 3008
Union Gap WA 98903



Lodging Tax Advisory Committee (LTAC)
2016 – 2017 Membership

Dan Olson, Chair
Greg Lybeck – State Fair Park
Tom Denlea – Best Western Plus Ahtanum Inn
Rich Austin – Yakima Valley Sports Commission
Paul Strater – Central Washington Agriculture Museum

City Staff

Karen Clifton – Finance & Administrator Director
Teresa Lopez – Clerk / Finance Technician

Schedule:

Application deadline..... 08/22/2017
Oral presentation to LTAC.....09/12/2017
Award letter mail out01/23/2018



ORGANIZATION / AGENCY INFORMATION

Organization/Agency	Federal Tax ID Number
Contact Name	Title
Mailing Address	City State Zip Code
Work Phone Fax	Email Address

<input type="checkbox"/>	Tourism Promotion activities				
<input type="checkbox"/>	Tourism-Related Facility				
<input type="checkbox"/>	Events/Festival:				
	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td style="width: 35%; text-align: center;">Name of Event/Festival</td> <td style="width: 20%; text-align: center;">Location</td> <td style="width: 10%; text-align: center;">Date</td> </tr> </table>		Name of Event/Festival	Location	Date
	Name of Event/Festival	Location	Date		
<input type="checkbox"/>	Non-Profit (attach copy of current non-profit corporate registration with Washington Secretary of State)				
<input type="checkbox"/>	Public Agency				
	Amount Requested: \$ _____				

CERTIFICATION

I hereby state on behalf of _____ That:
Organization / Agency Name

Tourism Promotion Activities or Tourism-Related Facilities:

This is an application for a contract with the City of Union Gap and, if awarded, my organization/agency intends to enter into a Municipal Service Contract with the City of Union Gap.

Events/Festivals:

The application has, or can obtain, general liability insurance in an amount commensurate with the exposure of the event/festival.

I understand the City of Union Gap will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and signed Request for Reimbursement form has been submitted to the City, including copies of invoices and payment documents.

Printed Name	Signature	Date
--------------	-----------	------



SUPPLEMENTAL QUESTIONS

Description of Tourism-related activities or event:

Do you rely solely on LTAC funds from the City of Union Gap: Yes NO

Have you received City funds in the past: Yes NO

Is this application for new funds Yes NO

If you answered YES to increase funds, describe the reason for the increase:

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

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

Tourism Information *The event must generate overnight stays in Union Gap Hotels/Motels*

Number of Attendees from a Fifty (50) Mile Radius are Expected: _____

Number of Union Gap Overnight Stays Expected to be Generated: _____

Marketing Information *Target should be at least a 50 mile radius away*

Type of Advertising to be Used: _____

Advertising Target Audience: _____

Please attach extra pages if needed



SUBMITTAL INSTRUCTIONS

APPLICATION DEADLINE: AUGUST 22, 2017

SUBMIT ORIGINAL AND 10 COPIES TO: City of Union Gap
Attn: LTAC Committee
107 W Ahtanum Road
PO BOX 3008
Union Gap, WA 98903

REQUIRED DOCUMENTS:

1. Completed and signed application
 2. Completed supplemental questions
 3. An itemized budget in the amount you are requesting from the City.
 4. (Example, if you are requesting \$3,000 in LTAC funds from the city, provide detail about what the \$3,000 will be used for)
 5. Optional: If you provide brochures and supplemental information about your event or organization, include 10 copies.
-
- The City Council has authorized the LTAC to advise and make recommendations to the City Council regarding the annual allocation of revenue received from the special excise taxes on lodging collected within the City. The City Council is the funding authority for all Hotel Motel Excise Tax grant funding received by the City. LTAC may recommend full or reduced funding to the City Council. The Council has the authority to either accept or deny those recommendations.