

Form Name:	Lodging Tax Application
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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	14000
Total project amount	14000

APPLICANT CONTACT INFORMATION

Name	Rieva Lester
Street address	351 N.W. North Street Chehalis, WA 98532
Current home phone	(360) 740-1419
Current work 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, 2025
Type of organization:	501(c)3 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?	2020
How much did your organization / project receive?	\$13,387

For organizations that received funding for fiscal year 2020: How did COVID-19 affect your event(s) / project(s)? (Please include details about any unspent lodging tax grant funding.)

COVID-19 did not lessen the administrative duties linked to administering the grants.

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."

This provides administration of the entire grant process.

3. List the responsible party / parties.

Board of County Commissioners' Office.

4. Describe the area the project will serve, as well as the project's expected impact.

This funding will pay for 25 percent (\$14,000) of an Office Assistant Senior's salaries and benefits (at a 15A 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.

This provides administration of the entire grant process.

6. Describe how you have collaborated with other entities throughout Lewis County to promote tourism.

This provides administration of the entire grant process.

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. By adding the administrative support, this individual will be 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.

Reach out to awardees to determine rollbacks, etc.

USE OF HOTEL / MOTEL TAX

Please indicate below the types of activities for which the lodging tax monies would be used:

TOURISM PROMOTION

Describe the expected results (measurable outcomes) of your project, with the dollar amount for each outcome.

Oversee the grant process.

Total number of attendees predicted to attend:

N/A

Describe how receiving lodging tax dollars would increase that number

N/A

a. Projected number of attendees who will travel fifty (50) miles or more one way from their home or business to attend:

N/A

b. Describe how receiving lodging tax dollars would increase that number

N/A

a. Projected number of participants who will travel from another country or state to attend:

N/A

b. Describe how receiving lodging tax dollars would increase that number

N/A

a. Projected number of participants who will stay overnight in paid accommodations:

N/A

b. Describe how receiving lodging tax dollars would increase that number

N/A

a. Projected number of participants who will stay overnight in unpaid accommodations:

N/A

b. Describe how receiving lodging tax dollars would increase that number

N/A

10. Describe how the project provides short-term or long-term economic benefit for Lewis County

This provides administration of the entire grant process.

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

SOCIAL MEDIA

Website address

www.lewiscountywa.gov

BUDGET

Amount

N/A

Source

N/A

Confirmed

Yes

Date available

N/A

Income 2

Income 3

Income 4

Income 5

Income 6

Expense - Personnel

County

N/A

Other Funds

N/A

Total

N/A

Expense - Administration

County	\$14,000.00
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Other Funds	N/A
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Total	\$14,000.00
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Expense - Marketing/promotion

County	N/A
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Other Funds	N/A
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Total	N/A
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Expense - Direct sales activities

County	N/A
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Other Funds	N/A
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Total	N/A
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Expense - Minor equipment

County	N/A
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Other Funds	N/A
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Total	N/A
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Expense - Travel

County	N/A
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Other Funds	N/A
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Total	N/A
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Expense - Contract services

County	N/A
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Other Funds	N/A
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Total	N/A
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Expense - Other activities

County	N/A
Other Funds	N/A
Total	N/A

Total Cost

County	\$14,000.00
Other Funds	N/A
Total	\$14,000.00
Priority 1	\$14,000
Full Funding Request	\$14,000.00
Priority 2	N/A
Minimum Funding Request	N/A
Applicant will / can accept no less than this amount	\$14,000

If partial funding is received, how will that affect the project / activity? Please describe: If funding to provide administrative oversight is not approved, Lewis County will have to support the Lodging Tax process using General Fund dollars with limited staff resources.

PROJECT TIMELINE / TOURISM SEASON

What is your anticipated timeline for accomplishing this activity?	Ongoing throughout 2021
Year-round	Yes

Financial Review

Balance sheet	https://www.formstack.com/admin/download/file/8983339059
Income statement	https://www.formstack.com/admin/download/file/8983339060
Operating budget for 2020	https://www.formstack.com/admin/download/file/8983339061
Projected budget for 2021	https://www.formstack.com/admin/download/file/8983339062

Financial review

Financial review	https://www.formstack.com/admin/download/file/8983339063
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Nonprofit determination

Nonprofit determination<https://www.formstack.com/admin/download/file/8983339064>

Personnel list

Personnel list<https://www.formstack.com/admin/download/file/8983339065>

ACKNOWLEDGEMENT

Signature

(Print or type applicant's name)Rieva Lester

DateOct 06, 2020
