

City of Cle Elum
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Hotel Motel Tax Funds – What are they and who can apply for them?

What is Hotel/Motel Tax?

Hotel / Motel Tax is a consumer tax on lodging charges for periods less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities. The Hotel / Motel tax in Cle Elum is currently 3%. All Hotel / Motel Tax is collected from the lodging facilities by Washington State and then is distributed back to the local government. All taxes collected locally are returned to the local government for use within their jurisdiction.

What are the funds used for?

The funds are distributed by the State Treasurer to the levying cities and counties. They may be used for promotion of tourism or construction and operation of tourism-related facilities. (DOR)

The local jurisdictions, including the City of Cle Elum, can then accept applications to distribute those funds to agencies and groups that provide Tourism Promotion, defined as; activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists. (RCW 67.28.080)

Also, lodging tax revenue may be used directly by local jurisdictions through a convention and visitor's bureau or destination marketing organization, for the marketing and operations of special events and festivals and to support the operations and capital expenditures of tourism-related facilities owned by nonprofit organizations described under section 501(c)(3) and section 501(c)(6) of the internal revenue code of 1986, as amended (RCW 67.28.1816)

Who can apply for these funds?

Non-profit agencies and groups that show a demonstrated need and ability to promote tourism in the City of Cle Elum to enhance and increase tourism in the city, as defined by RCW 67.28

The City itself can also apply for funds for tourism related activities and facilities, promotions, staff, etc.

Cle Elum Hotel/Motel Tax Fund

Purpose: To provide funds for Tourism Promotion, including activities intended to attract visitors for overnight stays, arts, heritage, and cultural events, and recreational, professional, and amateur sports events as outlined in RCW67.28

Evaluation Criteria: The submission of this application will be reviewed in its entirety by the full Hotel/Motel Tax Committee and will be selected on its merit to the following:

Type of organization (not for profit, charitable, private, etc.)

Time of Season (Off, Shoulder, High)

Amount, percentage, and source of matching funds

Benefits to community

Requirements: Successful applicants agree to:

Acknowledge City of Cle Elum as a funding source on all printed materials

Provide a brief written report and conclusion regarding the effect of the event

Provide copies of post event presentation if requested

Application Procedure: Applications must be accompanied by a completed copy of the attached Request for Funds. A representative for each organization must make an informative presentation to the Hotel/Motel Tax Committee regarding their project/event. All applications will be reviewed by the Hotel/Motel Tax Committee who will make recommendations to the City Council in regards with which events/projects to fund.

Schedule: Organizations requesting funding should allow 60 days from submission for a final decision.

Reimbursement Funding: Funds available under this program are revenues received by this city from the Transient Rental Income Section of Washington State Excise Tax levied on the lodging industry. The Hotel/Motel Tax Committee, appointed by the city, is the administrative body for these funds.

Funds will be allocated on a project only basis with full accountability for the expenditures being made to the city of Cle Elum. Once your organization has received a favorable decision for funding, you will need to submit copies of your receipts/invoices for reimbursement. Reimbursements will be made within 30 days from receipt of submission.

The applicant is responsible for all incurred financial obligations regardless of the Hotel/Motel Tax Committee decision. Applicants are required to maintain original receipts and financial records relative to funds awarded per Washington State requirements. Applicants are liable for funds not used in accordance with the award.

Please submit completed applications to:

City of Cle Elum

Hotel/Motel Tax Committee

119 West First Street

Cle Elum, WA 98922

**HOTEL/MOTEL TAX FUND
APPLICATION**

Date: _____

Organization Name: _____

IRS Status: _____

Address: _____ Phone: _____

Contact Person: _____ Title: _____

Project/Event Name: _____

Project/Events Dates: _____

Amount of Hotel/Motel Funds being Requested: _____

Please provide the following information on an additional page:

1. Complete project description including project/event objectives (no more than a paragraph)
2. Complete project/event budget including how funds would be used
3. Estimated economic impact to community /region including number of rooms per night generated
4. Co-Sponsors, partnerships and/or other organizations involved in project/event

Please provide the names and phone numbers of the people who are responsible for dispersing the Hotel/Motel funds requested.

Print Name: _____

Signature: _____ Title: _____

