



Parks and Recreation Department

200 East Market Street • Aberdeen, WA 98520-5242
Phone (360) 537-3229 • email • sbarnum@aberdeenwa.gov
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October 3, 2025

RE: City of Aberdeen Lodging Tax Grant Applications now available

The City of Aberdeen is accepting applications for the 2026 Lodging Tax Grant Program for events and projects that promote tourism. Attached is the grant application, budget worksheet, and traffic control costs. Applicants must be a State and/or Federal Non-Profit entity, tax exempt entity, or government agency. Grants are awarded for events held in the city limits of Aberdeen during 2026.

Complete the Application, Budget, List of Board Members, and provide any additional information by **Thursday, November 6th, 2025**.

You can reach me at sbarnum@aberdeenwa.gov if you have any questions.

Sincerely,

Stacie Barnum
Parks Director

2026 LODGING TAX FUND APPLICATION

City of Aberdeen

Application Deadline: November 6, 2025 by 4:00 pm



About the Lodging Tax Fund Grant

The Lodging Tax is an excise (sales) tax authorized by State law in [RCW 67.28](#), Public Stadium, Convention, Arts and Tourism Facilities. The City of Aberdeen receives a 2% tax paid by consumers who stay overnight in a lodging establishment such as a hotel, motel, bed and breakfast facility, or campground. Lodging Tax is a restricted resource to be used for tourism-related activities as outlined in the *What Lodging Tax Funds Can Support* section of this document. Funds are awarded on a competitive basis to eligible applicants yearly. The City's Lodging Tax and Lodging Tax Committee can be found in *Chapter 3.92* of the *Aberdeen Municipal Code*.

Applications are reviewed by the Lodging Tax Advisory Committee. The Committee's recommendations are advisory. The City Council makes the final decision on whether to approve recommendations from the Committee. The Council can choose not to approve a specific recommendation or to send recommendations back to the Committee for further consideration.

The 2026 funding cycle primarily supports programs and operations between January 1, 2026, and December 31, 2026. The Lodging Tax Advisory Committee may choose to recommend multiyear funding at their discretion.

Questions? Please contact City of Aberdeen staff regarding the funding application:

Stacie Barnum, Parks and Recreation Director

Email: sbarnum@aberdeenwa.gov Phone: (360) 537-3229

Please read these Application Guidelines fully before applying.

Application Timeline

- Applications Opens: October 3rd, 2025
- Application Deadline: November 6, 2025
- Notification of Funding Decision: December 2025
- Contracting process with funded organizations: sent out in January 2026
- Contract funding period: January 1, 2026 – December 31, 2026

Directions:

1. Fill out the application as completely as possible.
2. Attach any sketches, flyers, posters, plans or diagrams that may help us visualize your project.
3. Once completed, you can submit your application via email to sbarnum@aberdeenwa.gov or you can mail or drop off your application to

Attn: LTAC Committee
Aberdeen Parks Department
200 E. Market St.
Aberdeen, WA 98520.

What the Lodging Tax Funds Can Support

- **Tourism marketing.**
- **Marketing and operations of special events and festivals designed to attract tourists.**
- **Operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facility district.**
- **Operations of tourism-related facilities owned or operated by nonprofit organizations (but not capital expenditures).**

Contracts for Services, Reporting and Payment

Funded applicants will enter a contract with the City of Aberdeen; this is a reimbursement-based contract. The City of Aberdeen will only reimburse those costs incurred by funded applicants and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement invoice form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.

Each funded applicant is required to submit a Final Report documenting economic impact and tourism attendance upon the completion of their funded program(s) within 3 weeks after the conclusion of your event.

2026 LODGING TAX FUND APPLICATION

City of Aberdeen

Group Name: _____ Project Name: _____

Contact Name: _____ Phone Number: _____

Email: _____

Address: Street _____ City _____ Zip _____

Name of partnering organization(s), if any: _____

State and/or Federal Non-Profit entity, tax exempt entity, or government agency tax ID number:

Type of Entity: Non-Profit Tax Exempt Government Agency

Please provide the following information, use additional paper if needed:

1. Please provide a description of your event/project:

2. Amount of funding you are requesting: \$ _____

3. Can you still hold the event/project if the amount awarded is less than your request? Yes No

4. Please indicate what specifically the funding will be used for:

5. Please attach an itemized budget for the entire event/project (*Use Provided Worksheets*)

6. Please describe how you plan to market, advertise, publicize, or otherwise distribute information for the purpose of attracting visitors and encourage tourist expansion:

7. Will your project require City Staff to provide any of the following (please check all that apply):

- Traffic Control
- Road Closures
- Public Safety
- Transporting Equipment,
- Other: _____

A Fee Schedule is provided, so you can budget accordingly. The schedule can be used to provide an estimate but actual costs will be determined by the City once a Festivals & Events application has been received.

8. LTAC Grants require a 25% match. Please describe the 25% match you are contributing and in what form (in-kind or cash). You may attach on a separate sheet if necessary:

9. Will you require funding in the future? Yes No

If yes, please explain:

10. Please estimate the total number of attendees that will travel more than 50 miles: _____

11. Please estimate the number of stays overnight in paid accommodations: _____

12. Has your organization been involved in a similar project in the past? Please describe:

13. Please provide a schedule for your project, including dates, times, etc.:

CERTIFICATION

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

- This is an application for a contract with the City of Aberdeen and, if awarded, my organization/agency intends to enter into a contract with the City of Aberdeen.
- The applicant has, or can obtain, general liability insurance in an amount commensurate with the exposure of the event/festival.
- I understand the City of Aberdeen 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 a signed Request for Reimbursement form has been submitted to the City including copies of invoices and payment documentation.

Signature

Printed Name

Date

Return completed forms to the Aberdeen Parks Department, attn: Stacie Barnum, 200 E Market, Aberdeen WA 98520 or email completed forms to sbarnum@aberdeenwa.gov. Applications due by **4:00 p.m. on Thursday, November 6, 2025**.

ORGANIZATION: _____

LIST OF BOARD MEMBERS:

NAME

ADDRESS

City of Aberdeen, Lodging Tax Grant
2026 PROPOSED Budget Report

EVENT NAME:

Please provide the following information for your event's PROPOSED budget:

Income:

	DESCRIPTION	AMOUNT \$
Donor Name:		
Grant:		
Grant:		
Income from Fees:		* vendor fees, entrance fees, etc
Income from Sales:		* tshirt sales, etc
Misc.		
Misc.		

TOTAL INCOME:

continued on page 2

Expenses:

TOTAL EXPENSES

*THIS IS FOR ALL EVENT EXPENSES

Complete this Budget Reporting form and submit with your Application to:

Aberdeen Parks
attn: Stacie Barnum
200 E Market
Aberdeen WA 98520
sbarnum@aberdeenwa.gov

2021 Traffic Control Fee Schedule

Description	Days	Time	Placement Cost	Pickup Costs	Equipment Costs	Total Costs
Creation of traffic control plans						
Closure or Revisions of 1-4 Streets or Alleys	M-F	8:00am - 4:00pm	100.00	0.00	50.00	150.00
Closure or Revisions of 1-4 Streets or Alleys	M-F	4:00pm - 6:00am	125.00	125.00	50.00	300.00
Closure or Revisions of 1-4 Streets or Alleys	Sat & Sun	12:00am - 11:59pm	125.00	125.00	50.00	300.00
Closure or Revisions of 5-10 Streets or Alleys	M-F	8:00am - 4:00pm	100.00	0.00	50.00	150.00
Closure or Revisions of 5-10 Streets or Alleys	M-F	4:00pm - 6:00am	250.00	250.00	50.00	550.00
Closure or Revisions of 5-10 Streets or Alleys	Sat & Sun	12:00am - 11:59pm	250.00	250.00	50.00	550.00
Closure or Revisions of 11-16 Streets or Alleys	M-F	8:00am - 4:00pm	150.00	0.00	50.00	200.00
Closure or Revisions of 11-16 Streets or Alleys	M-F	4:00pm - 6:00am	275.00	275.00	50.00	600.00
Closure or Revisions of 11-16 Streets or Alleys	Sat & Sun	12:00am - 11:59pm	275.00	275.00	50.00	600.00
Closure or Revisions of 17-20 Streets or Alleys	M-F	8:00am - 4:00pm	200.00	0.00	50.00	250.00
Closure or Revisions of 17-20 Streets or Alleys	M-F	4:00pm - 6:00am	300.00	300.00	50.00	650.00
Closure or Revisions of 17-20 Streets or Alleys	Sat & Sun	12:00am - 11:59pm	300.00	300.00	50.00	650.00
Closure or Revisions of >21 Streets or Alleys	M-F	8:00am - 4:00pm	150.00	0.00	100.00	250.00
Closure or Revisions of >21 Streets or Alleys	M-F	4:00pm - 6:00am	375.00	375.00	100.00	850.00
Closure or Revisions of >21 Streets or Alleys	Sat & Sun	12:00am - 11:59pm	375.00	375.00	100.00	850.00
Parade closure < 3 Hour duration	M-F	8:00am - 4:00pm	500.00	0.00	200.00	700.00
Parade closure < 3 Hour duration	M-F	4:00pm - 6:00am	750.00	375.00	200.00	1325.00
Parade closure < 3 Hour duration	Sat & Sun	12:00am - 11:59pm	750.00	375.00	200.00	1325.00

Each closure/revision is counted according to the certified traffic control plan

Any location that requires traffic control to be placed is considered a closure/revision

Advanced warning signs are considered part of the closure/revision and are not to be counted