

Lisa Scott  
City of Aberdeen  
200 East Market Street  
Aberdeen, WA 98520



## LODGING TAX FUND APPLICATION

*City of  
Aberdeen  
Gateway to the  
Olympic  
Peninsula*

Community  
Development  
Department

Tel: 360-537-3238

E-mail:

lscott@aberdeenwa.gov

## Hotel/Motel Tax Fund Program

In 1974 the City of Aberdeen passed an ordinance creating what is now referred to as the Lodging Tax Fund. This fund is used to encourage tourism relating to overnight stays within the City of Aberdeen. All grant requests must be submitted to the City of Aberdeen on or before January 31, 2013.



*The City of Aberdeen's Annual  
4th of July Splash Festival*

All applicants will be required to provide the following documentation in order to be eligible for grant

funds: 1) At least 25% matching funds, 2) How the project will benefit the City of Aberdeen, specifically tourism projects that relate to overnight stays in the City of Aberdeen's Hotels and Motels, 3) Past involvement in similar projects, 4) The organization's need for future project operation and/or maintenance, 5) The organization's project schedule, 6) A copy of the organization's board members,

## Hotel/Motel Tax Fund Program Cont.

including addresses and phone numbers, and 7) All organization's that are awarded funding will be required to submit an end-of-the-year financial report detailing all income received from your event/project and all expenses associated with your event/project. All reports and invoices (with copies of bills that were paid) are to be submitted to the City of Aberdeen on or before December 2, 2013 and should be mailed or delivered to the Community Development Department, 200 East Market Street, Aberdeen, WA 98520. Failure to comply to any of the rules above may disqualify you and your organization from receiving future funding through this program. Please contact the Community Development Department for any questions regarding this program.



## CITY OF ABERDEEN HOTEL/MOTEL TAX FUND APPLICATION

The City of Aberdeen appreciates your efforts in encouraging tourism and helping to make our community an even better place to live and visit. To assist us in evaluating your request for funding, please fill out the below form as completely as possible. If appropriate, please attach any sketches, plans or diagrams that may help us visualize your project. Once completed, please return this form to the Community Development Department.

**Please provide, on a separate sheet of paper if necessary, the following information:**

1. Name & Address of Group.
2. Name and phone number of contact person(s).
3. Name, address and phone numbers of your organization's board members (You must include this in order to be considered for funding).
4. Description of the project which you are seeking funding.
5. Amount of funding you are requesting.
6. Project budget [please indicate in your budget what percentage of match you are contributing and in what form (in-kind or cash), remember you are required to have at least a 25% match].
7. Please indicate whether or not there will be a need for future funding.
8. Please indicate how this project promotes Aberdeen outside of the Grays Harbor area.
9. Has your organization been involved in similar project in the past, please describe.
10. Please provide a schedule for your project (including dates, times, etc.)
11. Please indicate how many room nights the project will generate. (Special preference will be Given to those projects that will generate overnight stays in the City of Aberdeen)

**Note:**

All organization's that are awarded funding will be required to submit an end-of-the year financial report detailing all income received from the event/project, all expenses associated with your event/project. All reports and invoices are to be submitted to the City of Aberdeen on or before December 2, 2013. Any invoices received after December 2nd will not be reimbursed. Invoices and reports are to be sent to the Community Development Department, 200 East Market Street, Aberdeen, Washington 98520. **SUCCESSFUL APPLICANTS WILL BE NOTIFIED WHEN REPORTS AND COMMUNICATIONS ARE DUE. FAILURE TO COMPLY WITH ANY OF THE ABOVE RULES MAY DISQUALIFY YOU AND/OR YOUR ORGANIZATION FROM RECEIVING FUTURE FUNDING.**