

The City Of Zillah

THE HEART OF WINE COUNTRY

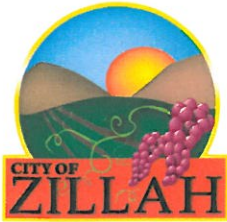
Memo

To: Hotel-Motel Funding Applicants
From: Sharon Bounds, City Clerk/Treasurer *SB*
Date: August 3, 2011
Re: Hotel-Motel Applications for Funding

It's that time of year again! Time to submit your Tourism Fund request.

As regulations continue to evolve relating to the use of the fund we have taken greater lengths to perfect our process. I've attached a funding application for those of you wishing to apply. Please read through it and call me if you have any questions at 829-5151.

The applications need to be received at City Hall by September 30, 2011 in order to be considered for the 2012 Budget. Council will review your request on October 17th and you are invited to attend and make a presentation at that meeting. If you plan to attend or if you would to provide information for us to put into the Council packets for that meeting please contact me by October 12th.



City of Zillah, WA
Hotel/Motel Application
2012 Budget Year

Organization Requesting Funds _____

Mailing Address _____

Contact Person _____ Phone # _____

Email Address _____

Tax Status (examples: profit, non-profit, 501C (3)) _____

Amount Requested: _____

Proposed use of funding (be specific): _____

How will this proposed program enhance tourism? _____

How will you fund the program if you do not receive Hotel/Motel Funds? _____

If your project is funded, you agree to the following:

1. Funds will be used solely for tourism promotion.
2. Money will not be spent on the cost of the actual event or festival with the exception of payment of marketing costs, which are designed to attract tourists.
3. Anything not specifically listed on the application and approved as a use of funding by the committee will not be authorized.
4. Advertising must target tourists using appropriate venues to best draw tourists to Zillah.
5. **Those organizations which have projects funded in 2012 will be required to submit an "End of Event Report" with any application submitted for 2012 Funding.** The report will be required upon completion of the event (or no later than 30 days after completion of the event) in 2012 or your organization may forfeit any consideration of funding in 2013.
6. All invoices must be submitted to your organization. Invoices may not be sent directly to the City of Zillah from any vendor. **Your organization will be required to pay all invoices prior to submitting for reimbursement.** Upon payment of the invoice to your vendor, and after obtaining a receipt, your organization may submit a reimbursement form to the City of Zillah with all the required documentation. Documentation must include, at a minimum, copies of detailed invoices, receipts, ads, pamphlets, brochures, and promotional materials. The City of Zillah will review all documentation for completeness and will submit all required documentation for reimbursement from the City of Zillah. Checks will not be made out or sent to third parties.

I understand that the City of Zillah will recommend funding for those events or organizations that have a long-term benefit to the community as related to tourism. Some events will not be funded because they do not directly affect the current focus but should be kept in mind for future funding as plans and other factors provide opportunity. I am willing to coordinate my event with the City of Zillah in order to assist with increasing hotel/motel money available.

I understand that the City of Zillah may request additional information not listed above. I also understand that the City of Zillah will not process my reimbursement request if all information is not provided. I further understand that upon completion of my event, I am required to submit an end of event report no later than 30 days after completion of my event.

Signature & Title

Date

Application Deadline: _____



Hotel/Motel Tax End of Event Report

Organization _____

How successful or unsuccessful was the event? _____

How many participants were there for the event? _____

How did this event promote tourism in the City of Zillah? _____

What was the impact on local businesses and how did you determine such impact? _____

What worked or did not work before, during, and after the event? _____

What will be done in the future to enhance your event? _____

Signature _____ Date _____