

Lodging Tax & Events Committee

CITY ADMINISTRATOR
ROBERT OMANS

CITY CLERK
DEBBIE LEE

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER

Agenda
August 12, 2024
8:30 AM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

MAYOR PRO TEM
STEVEN HARPER

LODGING TAX & EVENTS
COMMITTEE

STEVEN COOK - CHAIR
STEVEN HARPER
AUDREY MALEK

CITY ATTORNEY
ALEXANDRA KENYON

Join Virtually with Zoom: <https://zoom.us/j/7573184018?pwd=dERndjBJVC9GdVQ1d2ISRExwZFhXZz09>
Meeting ID: 757 318 4018 Passcode: 98922

Join by Phone: 1-(253)215-8782, Meeting ID: 757 318 4018, Passcode:98922

TextMyGov Receive city text alert notifications: text CLEELUM to 91896

DISCLAIMER: The City does not guarantee that virtual or telephonic access to the City Council meeting will be available and the City does not warrant audio quality. Attendees are encouraged to attend in-person.

1. **Call to Order/Pledge of Allegiance**
2. **Unfinished Business**
3. **New Business**
 - a. July 8, 2024, Lodging Tax & Events Committee Meeting Minutes
 - b. July 29, 2024, Special Meeting Lodging Tax & Event Committee Meeting Minutes
 - c. Non-Profit Day Senior Center 2024 Event Application
 - d. Northern Kittitas County Historical Society - Carpenter House Painting & Plumbing - 2024 Lodging Tax Fund Application
 - e. Sassy Trash Market - 2024 Lodging Tax Fund Application
4. **Other Committee Comments**
5. **Adjourn**

Upcoming Meetings:

Lodging Tax & Events Committee Meeting: September 9, 2024 @ 8:30 a.m.

Regular Council Meeting: August 12, 2024 @ 6:00 p.m.

Planning Commission Meeting: August 20, 2024 @ 6:00 p.m.

General Government Committee Meeting: August 28, 2024 @ 8:30 a.m.

Public Safety & Health Committee Meeting: August 20, 2024 @ 1:00 p.m.

Public Works & Community Development Committee Meeting: September 5, 2024 @ 12:00 p.m.

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Coal Mines Trail Commission Meeting: September 9, 2024 @ 6:00 p.m.

CLE ELUM LODGING TAX & EVENTS COMMITTEE

MINUTES

JULY 8, 2024

8:30 AM

119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order

Steven Cook - present
Steven Harper - present
Audrey Malek - absent

Matthew Lundh - Mayor
Debbie Lee - Clerk
Audrey Casassa - Utility Clerk
Rich Albo - Police Chief

Chair Steven Cook would like to move the agenda around to accommodate the Event Application representatives. They will start with New Business and end with Unfinished Business.

2. Unfinished Business

a. Potential Additional Staff Time (Events) - Discussion

Mayor Lundh discussed how additional staff time is involved with certain events and how it could be reimbursed through a Lodging Tax Application. Public Works, Police and Fire could recoup some expenses. For example, on Pioneer Days, when it takes extra personnel to help with all the activities. Department Heads could submit a request after the event was completed to be considered for reimbursement. The police have an hourly rate already calculated. The other departments could use the same formula.

Committee Member Harper does not see a problem with this and the Committee could decide what level of reimbursement would be best per event type.

3. New Business

a. Approve the minutes from the from June 10, 2024 Lodging Tax & Events Committee

MOTION: Committee Member Harper made a motion to approve the meeting minutes dated June 10, 2024; seconded by Committee Member Cook.

MOTION CARRIED: 2 yes 0 no.

b. Mouse About Foundation 2024 Event Application

Discussion was had regarding extra patrols during this event. The event will need to have a

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July 8, 2024

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fenced off area for the beer garden and someone checking identification. Mayor Lundh stated that the Mayor has the final decision on the approval of the liquor license.

MOTION: Committee Member Harper made a motion to approve the 2024 Mouse About Foundation 2024 Event Application; seconded by Committee Member Cook.
MOTION CARRIED: 2 yes 0 no.

c. UKC Jam Soccer Jamboree - 2024 Event Application

Tiffany Green is a volunteer for the Upper Kittitas County Soccer Jamboree. Tiffany reported that the goal of the jamboree was to get enough boys and girls interested in soccer to eventually start a high school soccer team. They painted Centennial Field for the jamboree and worked out the parking with Aaron Barr of Public Works. This is an invitation only jamboree so they will have a better handle on parking issues. Discussion was had about having an area map, so people have a better idea of the layout and parking requirements. She will have someone who will spot the loose soccer balls so they don't go into traffic and have two people to manage parking.

MOTION: Committee Member Harper made a motion to approve the UKC Jam Soccer Jamboree 2024 Event Application; seconded by Committee Member Cook.
MOTION CARRIED: 2 yes 0 no.

d. Cle Elum Roundup 2024 Event Application

Discussion was had about recommendations from the Cle Elum Police, and Cle Elum Roundup have hired additional security personnel from Phoenix. Chief Mills had some additional questions regarding the Fire & Life Safety Plan, tents being secured, etc. Wendy from the horse park stated she had called and left a message for the fire chief regarding these questions but had not heard back as of this morning.

They will submit a noise variance request at the July 23, 2024, Council Meeting.

MOTION: Committee Member Harper made a motion to approve Cle Elum Roundup 2024 Event Application; seconded by Committee Member Cook.
MOTION CARRIED: 2 yes 0 no.

e. Reschedule November 11, 2024, Lodging Tax & Events Committee Meeting (due to holiday)

It was decided to reschedule the November 11, 2024, Lodging Tax & Events Committee meeting due to it being a holiday. They rescheduled it for November 12, 2024, at 8:30 a.m.

f. Cle Elum Car Show - 2024 Event Application

Utility Clerk Audrey Casassa received an email this morning stating they were canceling this event.

NOTE:

Lodging Tax & Events Committee Agenda

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This was canceled, but then Mikes Tavern decided he did want to try and have this event this year after he had more discussion.

Lodging Tax & Event Committee members Harper and Cook met at 5:00 p.m. on Tuesday, July 9 to discuss the Mike's Tavern Car Show event proposal. After a brief discussion, Committee Member Harper moved to approve the event, which Committee Member Cook seconded. The motion carried, and thus the event was approved. This was the only item discussed at that time, so the meeting was adjourned at approximately 5:15 p.m.

4. Other Committee Comments

Mayor Lundh would like to start having after-action meetings to discuss areas of concern within 30 days of the actual event. This way, everything is fresh in organizers' minds and document areas of concern to avoid issues with future events. For example, extra officers may be a requirement.

This language would be added to the event application and all vendors would be required to attend along with police, fire, public works, and anyone who has a piece of the event.

Audrey will send out an invitation to Sassy Trash, Pioneer Days (CEDA) and the Chamber of Commerce. This meeting will be at City Hall and can be attended in person or virtually. The date of the meeting is July 29th at 8:00 a.m. and should be over by 10:00 a.m.

Discussion was had about the changes that need to be made to the event application for 2025, making sure all specialty permits are included. An example of this would be tents, noise variance, cooking, beer gardens, etc. This will take place during the meeting in October and have a draft completed in November and given to the Council for approval by the first of the year.

Audrey will email a word version of the Event Application and Lodging Tax Application to the Lodging Tax & Events Committee.

5. Adjourn

Meeting was adjourned at 9:22 a.m.

Steven Cook, Chair

Debbie Lee, Clerk

CLE ELUM SPECIAL MEETING

MINUTES

JULY 29, 2024

8:00 AM

119 W FIRST STREET
CLE ELUM, WA 98922

1. **Call to Order, Pledge of Allegiance, and Roll Call**

2. **Unfinished Business**

a. **After Event (Pioneer Days) Discussion**

Chamber of Commerce: Chelsea Cramer & Darbi Grimes

- Overall, the event went smoothly.
- The counts were taken by the chamber by actually counting people in the crowd. They also had people raise their hands if they were from Kittitas County or outside of Kittitas County. They had video footage of this and were able to count using this footage.
- There were concerns about not enough police presence regarding the number of people in attendance. Open containers were observed as well as underage open containers. People were also lighting sparklers.
- The Chamber had to call the police to come to the site, and they were also told that the police would assist with parking and traffic. This did not happen.
- It was discussed that next year that they would hire more officers to cover these areas.
- The Chamber had talked to the police prior to the event.
- The Chamber stated they now have the contact information for the baseball field and will make sure next year to work with them on the placement of trailers, fencing, watering, etc.

Sassy Trash Market: Cindy Crawford

- Cindy reported that the market went well.
- She had concerns regarding having to supply a Fire & Safety Plan 5 days before the event.
- Discussion was had about making sure that this is all provided prior to events. The Event Committee is working on this. This plan is also something that is now being required for Washington State.
- Cindy would like to see First Street closed all day as that would create more foot traffic. It was discussed that this is a state road and there are guidelines as to how long it can be closed.

Special Meeting Agenda

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- Suggested charging a \$100 deposit for parade entrants and, if all rules are followed, you would get 1/2 your deposit back.

Chief Mills:

- A Fire & Safety Plan will be required for all events moving forward.
- All vendors will be required to register and have all inspections prior to the event being approved. This will be clear on all applications.
- Chief Mills stated as long as the food trucks have the WA sticker he will approve them.
- Discussion was had about the threshold for business licenses, and it was also explained that if you have sales that are less than the threshold you still register but at no cost.
- The group discussed moving the fireworks location and creating a VIP section. If the fireworks were moved, they could possibly go one step higher due to the increase in the safety zone.
- Fencing off the area will need to be "hard" fencing. This is expensive. Steven Harper suggested asking for Lodging Tax Funds to help with the cost of fencing and extra police.
- Chief Mills suggested having the participants assigned numbers, and they could have them ahead of the parade and post the numbers in their windows.
- Honoring the start time of 10:00 a.m. is critical.
- Have more time to stagger vehicles.

Cle Elum Downtown Association - Jordan Peterson

- The print deadline was May 9, 2024, and some people were not happy with that.
- There was a mix-up with the musicians, but it all worked out.
- Dock Diving needed an extra day since they were coming from Colorado. They need to coordinate parking better. Possibly next year the Dock Diving could be their own event.
- 4,000 cans of water from Dru Bru. They had some left over so they were donated to the Rotary Club.
- Start registration earlier than 8:00 a.m. or have blocks of time to sign up.
- Number the stalls for organization.
- Close Railroad Street at 6:30 a.m. for no parking.
- Delay horse check in time due to the heat.
- There were several parade entrants who violated the no throwing candy rule. The drone footage caught this activity. Some of the participants were not kind to the Cle Elum Downtown Association.
- Discussion was had about how to enforce this policy. Possible solutions are to place an orange barricade type fence, issue citations, ban participants for two years, and consider a fee to join the parade.
- CEDA will have more volunteers for better crowd management. They had four but

Special Meeting Agenda July 29, 2024

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- will have at least 12 next year.
- CEDA will hire out next year for traffic management.

Public Works: Aaron Barr

- Discussion about the baseball fields and turning the sprinklers off on time and the weight of the stage. There was some damage this year to the fields. They also discussed marking the sprinkler lines and heads marked with paint ahead of time.
- If there are crossing guards, they need to be certified and go through the Department of Transportation.

Mayor Lundh is hopeful that 3 on 3 basketball will return next year after the construction on First Street is complete. Safety is the main concern for this event.

All groups thanked the City and staff for their help with the events.

3. Adjourn

Meeting adjourned at 9:34 a.m.

Matthew Lundh, Mayor

Debbie Lee, Clerk

City of Cle Elum
119 West First Street
Cle Elum, WA 98922



Telephone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

EVENT PERMIT APPLICATION

NAME OF EVENT: National Nonprofit Day

Received:



This Event permit is to help the event coordinator and the City of Cle Elum build the best possible events for our community. We know how hard you work on your events and want to make sure that you have all the tools you will need to ensure a great event. Please return this application to the City of Cle Elum City Hall at 119 W First Street.

ADDITIONAL CONTACT INFORMATION:

Kittitas County Public Health Department (509) 962-7515
Kittitas County Chamber of Commerce (promotion) (509) 925-2002
Northern Kittitas County Tribune (newspaper) (509) 674-2511
Washington State Liquor Control Board (206) 764-4020

TYPE OF EVENT

Will your Event have OVER 50 Attendees? No ☐ Yes ☒ If yes, continue to "Major Event".

"Minor Event" (50 and Under)

Will you need any Street Closures? No ☐ Yes ☐ If yes, fill out Full Application.

Will you be putting up any Tents? No ☐ Yes ☐ If yes, fill out Full Application.

Will there be Alcohol served or available? No ☐ Yes ☐ If yes, fill out Full Application.

Do you plan on playing Music at the event? No ☐ Yes ☐ If yes, fill out Full Application.

Will you need to exceed the Noise Ordinance? No ☐ Yes ☐ If yes, fill out Full Application.
See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☐ Yes ☐ If yes, Contact the Cle Elum Fire Department.

Cle Elum Fire Department (509) 674-1748 or (509) 656-4062

Fire Chief Comments: _____

Approved: No ☐ Yes ☐

NOTE: During a burn ban you are NOT allowed to use pellets or briquettes.

"Major Event" (Over 50)

Will you need any Street Closures? No ☒ Yes ☐

Will this event require any Traffic Control Devices or Personnel? No ☒ Yes ☐

Will you be putting up any Tents? No ☐ Yes ☒

Will there be Alcohol served or available? No ☒ Yes ☐

Do you plan on playing Music at the event? No ☐ Yes ☒

Will you need to exceed the Noise Ordinance? No ☒ Yes ☐
See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☒ ~~Yes ☒~~

ALL "Major Events" must complete the Full Permit Application.

EVENT 'FULL PERMIT APPLICATION'

***NOTE: This 'Full Permit Application' requires City approval. A meeting between the event coordinator and all department heads may be required. Please plan accordingly with as much advance notice as possible.**

RETURN TO: Cle Elum City Hall
119 W First St Office (509) 674-2262
Cle Elum, WA 98922 Fax (509) 674-4097

This permit application must be completed, signed, and returned to Cle Elum City Hall along with all pertinent insurance information and diagrams.

Any misrepresentation in this permit application or deviation from the final agreed upon route and /or method of operation described herein, may result in the immediate revocation of the permit.

EVENT DESCRIPTION: Required.

Please attach additional sheets with a COMPLETE description of what the event will be.

Event Name Family Fun in the Park with UKC Nonprofits

Event date(s): 8/17/2024 Day(s) of the Week Saturday

Time: 11:00am - 1:00pm

Event location: Cle Elum City Park

Facilities to be used (check): Park ☒ Street ☐ Sidewalk ☐ Private Property ☐

Set-up: Date 8/17/2024 Time 10:00am am / pm

Take-Down: Date 8/17/2024 Time 2:00pm am / pm

Purpose of Event: Celebrating National Nonprofit Day

Event Crowd Size:

Participants _____ Spectators 200 Volunteers/Personnel 35

Has Event been produced previously? No ☒ Yes ☐

If yes, what were the dates? _____

Any change from previous years? No ☐ Yes ☐ If yes, please list changes on separate sheet.

Please attach a separate sheet listing the schedule and location of events as well as a site map. Site map shall include items such as the location of garbage receptacles, portable bathroom facility, stage, seating, vendors, street closures, etc.

APPLICANT INFORMATION:Organization Name: Upper Kittitas County Senior Center and attached list of participating organizationsMailing Address: Street PO Box 877City Cle Elum State WA Zip: 98922Applicant's Name: Lori Nevin Title: Executive Director

Contact Information: Daytime Phone 509-674-7530
Cell Phone 206-919-5328
Fax _____
E-mail centerdir23@gmail.com

Contact Person During Event: Name Lori Nevin
Daytime Phone _____
Cell Phone 206-919-5328
Fax _____
E-mail centerdir23@gmail.com

FEES AND PROCEEDS:Will you charge an admission fee? No ☒ Yes ☐ If yes, how much? _____Will alcohol be served or available? No ☒ Yes ☐Will alcohol be sold? No ☒ Yes ☐

***Applicant is responsible for obtaining all required permits from the State of Washington regarding alcohol and must abide by these state and local requirements.**

ENTERTAINMENT AND PROMOTIONS:Sound system: Acoustic ☐ Amplified ☒Describe Entertainment: Local musicians under the gazebo

Will there be vendors? No ☒ Yes ☐ If yes, each vendor must fill out the Vendor License Application available at City Hall or approved alternate.

Check type of promotion you plan to use to attract participants:

TV ☐ Radio ☒ Paper ☒ Flyers ☒ Posters ☒ Other ☐ Specify _____

STREET CLOSURES:

Is this event going to require any street closures? No ☒ Yes ☐

If Yes, please list streets requested to be closed and attach map, highlighting streets.

List Street(s) _____

INSURANCE INFORMATION:

☒ A Certificate of Liability Insurance MUST be attached to this Event Application. "City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage.

TRAFFIC CONTROL AND SECURITY:

Some activities may require traffic control and security. Please attach a separate sheet of paper detailed how your organization will deal with these issues. ☐ See Attached Pages

HOLD HARMLESS AGREEMENT(S):

Hold Harmless Agreement attached: ☒ MUST accompany this Event Permit Application
Parade Hold Harmless Agreement: ☐ *Not included in this application; Each Parade Entrant must sign and return to the event coordinator. The event coordinator is responsible for retaining all agreements.

CITY DEPARTMENT COMMENT PAGE:

☒ The following page lists the city departments that will need to be contacted. It is the responsibility of the event planner / applicant to take this form to each department for comments.

I certify under penalty of perjury that the information above is correct to my best knowledge.

Lori Nevin

Applicant's Signature

Lori Nevin (and attached)

Applicant's Printed Name

5/20/2024

Date

Executive Director

Title

7/8/24 (Jm)



HOLD HARMLESS AGREEMENT

This Agreement made this 20th day of May, 2024, between the City of
Cle Elum, referred to as "CITY" herein, and UKCSC and participants listed on the attached at,
PO Box 877, Cle Elum, WA, 98922 referred to as "USER" herein.
Mailing Address City State Zip

For the good and valuable consideration, receipt of which is acknowledged, is hereby agreed:

SECTION I

USER undertakes to indemnify CITY from any liability, loss or damage USER may suffer as a result of claims, demands, costs, or judgments against it arising out of the acts, failure to act, or activities that USER conducts under the CITY'S license or permit whether liability, loss or damage is caused by, or arises out of the negligence of USER or its officers, agents, employees or otherwise.

SECTION II

This Agreement shall commence on the date that the CITY issues its license or permit to USER and shall continue in full force until the permit and license expire. Renewal of the permit and/or associated license(s), if any, automatically renews this Agreement. The duty to indemnify the CITY for claims, demands, costs or judgments against it that arise during the Agreement survives the expiration of the Agreement.

SECTION III

CITY agrees to notify USER in writing, within 30 days, by certified mail, at USER'S address as stated in this Agreement, of any claim made against CITY on the obligations indemnified against.

SECTION IV

USER agrees to defend against any claims brought or actions filed against CITY with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed. In case a claim should be brought or an action filed with respect to the subject indemnity herein, USER agrees the CITY may employ an attorney of its own selection to appear and defend the claim or action on behalf of CITY, at the expense of USER. CITY, at its option, shall have the sole authority for the direction of the defense, and shall be the sole judge of the acceptability of any compromiser or settlement of any claims or actions against CITY.

SECTION V

Vouchers or other similar, property evidence showing payment by CITY of any loss, damage, or in expense covered under this Agreement shall be conclusive evidence, (except fraud) against USER as to fact and amount of USER'S liability hereunder.

SECTION VI

USER consents that it shall not institute any action or suit at law or in equity against CITY, nor institute, prosecute or in any way aid in the institution or prosecution of any claim, demand action, or cause of action for damages, costs, loss of services, expenses, or compensation for any damage for any damage, loss or injury either to person or property, or both, whether developed or underdeveloped, resulting or is result, known or unknown, past, present, or future, arising out of activities that USER conducts under a license/permit issued to USER by CITY.

Lori Nevin
"USER" Signature

Lori Nevin (and attached)
Print Name

Executive Director
Title



KITTITAS COUNTY RECOVERY
COMMUNITY ORGANIZATION

<https://kittitascountyrco.org/> | info@kittitascountyrco.org | 509-968-5224

Date: 05/20/2024

City of Cle Elum
119 West First Street
Cle Elum, WA 98922

To Whom It May Concern,

The Kittitas County Recovery Community Organization will be participating in the National Nonprofit Day celebration on August 17th, 2024. As an authorized representative, I agree to the terms of the application being submitted for our participation in this event.

Thank you,

Brandi Amundson

Brandi Amundson, CPC
Executive Director
Cell: (509) 312-8041
Office: (509) 968-5224
brandi@kittitascountyrco.org
www.kittitascountyrco.org

Re: * * Tonight * * National Nonprofit Day Planning

1 message

Kevin Eichhorn <director@campkoinonia.org>
To: Upper Kittitas County Senior Center <centerdir23@gmail.com>

Mon, May 20, 2024 at 1:35 PM

*Camp Koinonia will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application. From Kevin Eichhorn, Executive Director of Camp Koinonia.
I hope to make it tonight as well but will need to leave around 6pm.*

On Mon, May 20, 2024 at 8:38 AM Upper Kittitas County Senior Center <centerdir23@gmail.com> wrote:
Reminder we'll have a planning meeting tonight at UKC Senior Center 5:00pm.

If your organization will be participating on August 17, please email me a note include your name, title, phone number in a signature line, and with this statement or something like it so I can complete the City of Cle Elum Event Application.

"[name of NPO] will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application. From [name of representative]"

Lori Nevin
Executive Director
Upper Kittitas County Senior Center (UKCSC) at Centennial Center
Mobile: 206-919-5328
Office: 509-674-7530

In Christ,
Kevin Eichhorn
Director of Camp Koinonia
Cell: 509.304.9541
director@campkoinonia.org
www.campkoinonia.org

RE: * * Tonight * * National Nonprofit Day Planning

1 message

Ann Leichter <Ann@bngclub.org>

Mon, May 20, 2024 at 3:25 PM

To: Upper Kittitas County Senior Center <centerdir23@gmail.com>

Boys and Girls Club of the Columbia Basin – Kittitas County will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application. From, Ann Leichter

Program Director, Kittitas County, 509-793-5177, ann@bngclub.org

**From:** Upper Kittitas County Senior Center <centerdir23@gmail.com>**Sent:** Monday, May 20, 2024 8:39 AM

To: MARIA ADAMS <monroe_adams@comcast.net>; nkcmuseums@gmail.com; president@cleelumroundup.com; Dawn Bass <dawn_zierke@hotmail.com>; Sarah Day <days@cersd.org>; contact@swaukteanawaygrange.com; kaylene@uwcw.org; BBunch109@yahoo.com; Barbara Becker <barbarabecker23@gmail.com>; executivedirector@cleelumdowntown.org; info@roslyndowntown.org; Katie <katie@kittitascountychamber.com>; director@wahorsepark.org; mapndug@gmail.com; foe649@gmail.com; mlong@kittitasconservationtrust.org; nicky.pasi@mtsgreenway.org; brandi@kittitascountyrco.org; cmaras@inlandnet.com; valeriamarielunn@gmail.com; rosenberry2@gmail.com; dandgcarollo@gmail.com; spuntenney@hopesource.us; razzilenz@gmail.com; Ann Leichter <Ann@bngclub.org>; Jordan Peterson <jordan@cleelumdowntown.org>; Robin Read <robin@healthierkittitas.org>; Jessica Cranefield <jessica.cranefield@esd105.org>; Ashlynn Ford <ashlynnford@hotmail.com>; rcernick@gmail.com; Barbara Kinmark <Barbara@uwcw.org>; theroslynriders@gmail.com; Bonnie Hawk <hawk_bonnie@yahoo.com>; Justin Peterson <justin@kittitascountyrco.org>; Megan Clausen <megan@kittitascountyrco.org>; Kevin Eichhorn <director@campkoinonia.org>; thebartonsclan@gmail.com; rcarey770@yahoo.com; Friends of the Roslyn Library <friendsoftheroslynlibrary@gmail.com>

Subject: * * Tonight * * National Nonprofit Day Planning

Reminder we'll have a planning meeting tonight at UKC Senior Center 5:00pm.

If your organization will be participating on August 17, please email me a note include your name, title, phone number in a signature line, and with this statement or something like it so I can complete the City of Cle Elum Event Application.

"[name of NPO] will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application. From [name of representative]"

RE: 4/30/2024 UPDATE: National Nonprofit Day Planning

1 message

Robin Read <robin@healthierkittitas.org>

Tue, Apr 30, 2024 at 3:54 PM

To: Upper Kittitas County Senior Center <centerdir23@gmail.com>

"The Kittitas County Health Network will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application. From Robin Read"

Robin Read, BA, MPH (she/her/hers)

Executive Director

Cell: 509-607-1375

Email: robin@healthierkittitas.org

Mailing Address: 110 W. 6th Avenue PMB #393, Ellensburg WA 98926

Physical Location: 107 E. Mountain View Avenue, Ellensburg WA 98926

Office: 509-933-7544 Fax: 509-933-7548

www.healthierkittitas.org

From: Upper Kittitas County Senior Center <centerdir23@gmail.com>**Sent:** Tuesday, April 30, 2024 3:51 PM**To:** Robin Read <robin@healthierkittitas.org>**Subject:** Re: 4/30/2024 UPDATE: National Nonprofit Day Planning

That's great you'll be represented! Most plans are firmed up. I'll just need the statement from you to attach to the City of Cle Elum event application.

Lori

On Tue, Apr 30, 2024 at 1:50 PM Robin Read <robin@healthierkittitas.org> wrote:

RE: National Nonprofit Day - August 17th

1 message

Sandra Martinez <sandra.martinez@casaprogram.org>
To: Upper Kittitas County Senior Center <centerdir23@gmail.com>
Cc: Debbie Cernick <dcernick@casaprogram.org>

Tue, May 21, 2024 at 9:45 AM

Thank you for clarifying, Lori.

As an authorized representative, I agree to the terms of this application.

Best regards,

Sandy

From: Upper Kittitas County Senior Center <centerdir23@gmail.com>
Sent: Tuesday, May 21, 2024 9:04 AM
To: Sandra Martinez <sandra.martinez@casaprogram.org>
Cc: Debbie Cernick <dcernick@casaprogram.org>
Subject: Re: National Nonprofit Day - August 17th

Hi Sandy,

Thank you to Debbie for bringing this opportunity to your team! Yes, the event application for the City of Cle Elum includes all terms (day, time, venue, etc.) including the Hold Harmless.

Please let me know if you have other questions.

Lori

On Tue, May 21, 2024 at 8:58 AM Sandra Martinez <sandra.martinez@casaprogram.org> wrote:

Hello Ms. Nevin,

Court Advocates for Children for Kittitas County will be participating in the National Nonprofit Day celebration. To what terms am I agreeing? Is the Hold Harmless Agreement in the event application? Please confirm.

Thank you,

Sandy



May 22, 2024

City of Cle Elum
119 W 1st Street
Cle Elum, WA 98922

Re: National Nonprofit Day

Dear City of Cle Elum,

The Roslyn Downtown Association will participate in the National Nonprofit Day celebration on August 17, 2024, and as an authorized representative, I agree to the terms of this application. A copy of the RDA's Certificate of Insurance is forthcoming as our renewal date is June 1, 2024.

Sincerely,

Cheri Marusa, President
Roslyn Downtown Association

Cc: RDA Board

Re: * * Tonight * * National Nonprofit Day Planning

1 message

MARIA ADAMS <monroe_adams@comcast.net>

Tue, May 28, 2024 at 4:48 PM

To: Upper Kittitas County Senior Center <centerdir23@gmail.com>

Hi Lori,

Our Board agreed to be part of this. I will be out of town but here is the verbiage:

"Roslyn Ronald Cle Elum Heritage Club will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application. From Maria Adams"

Maria Adams

President

Roslyn Ronald Cle Elum Heritage Club

<https://rrchc.com>

(206) 755-3525

On 05/20/2024 8:38 AM PDT Upper Kittitas County Senior Center <centerdir23@gmail.com> wrote:

Reminder we'll have a planning meeting tonight at UKC Senior Center 5:00pm.

If your organization will be participating on August 17, please email me a note include your name, title, phone number in a signature line, and with this statement or something like it so I can complete the City of Cle Elum Event Application.

"[name of NPO] will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application. From [name of representative]"

Lori Nevin

Executive Director

Upper Kittitas County Senior Center (UKCSC) at Centennial Center

Mobile: 206-919-5328

Office: 509-674-7530

Fwd: National Nonprofit Day involvement

1 message

Lori Nevin <lorinevin8@hotmail.com>
To: Lori Nevin <centerdir23@gmail.com>

Wed, May 29, 2024 at 8:17 AM

Begin forwarded message:

From: Stephanie Haag <stephanie@kaleidoscopecs.org>
Date: May 28, 2024 at 12:34:38 PM PDT
To: Lori Nevin <lorinevin8@hotmail.com>
Subject: National Nonprofit Day Involvement

Lori,

Kaleidoscope will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application.

Thank you,

Stephanie Haag
Executive Director

509-593-3876
www.kaleidoscopecs.org



Re: National Nonprofit Day celebration

1 message

Sam Puntenney (she/her) <spuntenney@hopesource.us>
To: Upper Kittitas County Senior Center <centerdir23@gmail.com>

Wed, May 29, 2024 at 9:36 AM

Thanks Lori!

HopeSource will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application.**Sam Puntenney (she/her)**
Communications Manager
Tel: 509-925-1448
606 W. 3rd Ave.
Ellensburg WA 98926

From: Upper Kittitas County Senior Center <centerdir23@gmail.com>
Sent: Wednesday, May 29, 2024 11:32 AM
To: Sam Puntenney (she/her) <spuntenney@hopesource.us>
Subject: Re: National Nonprofit Day celebration

And now here's the attachment, the City's application.

Lori

On Wed, May 29, 2024 at 9:30 AM Upper Kittitas County Senior Center <centerdir23@gmail.com> wrote:
Hi Sam,
Let me know if you have any questions about this. The application referenced below is the City of Cle Elum Event application. I will fill it out for all the NPOs participating.

Lori

On Wed, May 29, 2024 at 8:17 AM Lori Nevin <lorinevin8@hotmail.com> wrote:

Begin forwarded message:

From: Stephanie Haag <stephanie@kaleidoscopecs.org>
Date: May 28, 2024 at 12:36:31 PM PDT
To: Sam Puntenney <spuntenney@hopesource.us>, Bob Bunch <bbunch109@yahoo.com>
Cc: Lori Nevin <lorinevin8@hotmail.com>
Subject: National Nonprofit Day celebration

Hi Sam and Bob,

In order to participate in the National Nonprofit Day celebration, you need to send a statement like this to Lori at the Senior Center (she is cc'd on this email). That will officially lock you in as a participant.

RE: * * Tonight * * National Nonprofit Day Planning

1 message

Nicky Pasi <nicky.pasi@mtsgreenway.org>

Tue, May 21, 2024 at 10:39 AM

To: Upper Kittitas County Senior Center <centerdir23@gmail.com>

Hello Lori,

The Mountains to Sound Greenway Trust will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application.

From,

Nicky Pasi (she/her)

Kittitas Programs Senior Manager

Mountains to Sound Greenway Trust
(509) 656-4073

Check out our blog to stay up to date on everything happening across the Mountains to Sound Greenway National Heritage Area.

Follow us: Instagram | Facebook | Twitter

From: Upper Kittitas County Senior Center <centerdir23@gmail.com>**Sent:** Monday, May 20, 2024 8:39 AM

To: MARIA ADAMS <monroe_adams@comcast.net>; nkcmuseums@gmail.com; president@cleelumroundup.com; Dawn Bass <dawn_zierke@hotmail.com>; Sarah Day <days@cersd.org>; contact@swaukteanawaygrange.com; kaylene@uwcw.org; BBunch109@yahoo.com; Barbara Becker <barbarabecker23@gmail.com>; executivedirector@cleelumdowntown.org; info@roslyndowntown.org; Katie <katie@kittitascountychamber.com>; director@wahorsepark.org; mapndug@gmail.com; foe649@gmail.com; Mitchell Long <mlong@kittitasconservationtrust.org>; Nicky Pasi <nicky.pasi@mtsgreenway.org>; brandi@kittitascountyrco.org; cmaras@inlandnet.com; valeriemarielunn@gmail.com; rosenberry2@gmail.com; dandgcarollo@gmail.com; spuntenney@hopesource.us; razzilenz@gmail.com; Ann Leichter <ann@bngclub.org>; Jordan Peterson <jordan@cleelumdowntown.org>; Robin Read <robin@healthierkittitas.org>; Jessica Crane

Fwd: Nonprofit Day

1 message

Upper Kittitas County Senior Center <centerdir23@gmail.com>
To: Lori Nevin <centerdir23@gmail.com>

Mon, Jun 3, 2024 at 1:02 PM

Begin forwarded message:

From: Stephanie Haag <stephanie@kaleidoscopecs.org>
Date: June 3, 2024 at 12:53:41 PM PDT
To: Upper Kittitas County Senior Center <centerdir23@gmail.com>
Subject: Fwd: Nonprofit Day

Stephanie Haag
Executive Director

509-593-3876
www.kaleidoscopecs.org



----- Forwarded message -----

From: Bob Bunch <bbunch109@yahoo.com>
Date: Mon, Jun 3, 2024 at 12:43 PM
Subject: Nonprofit Day
To: Lori Nevin <lorinevin8@hotmail.com>
Cc: stephanie@kaleidoscopecs.org <stephanie@kaleidoscopecs.org>

Hi Lori,

COAL will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application.

COAL will be sharing a table with Kaleidoscope at this event.

*Best regards,
Bob Bunch
The COAL Center*

Yahoo Mail: Search, Organize, Conquer



Upper Kittitas County Senior Center <centerdir23@gmail.com>

(no subject)

1 message

Ashlynn Ford <ashlynnford@hotmail.com>

Mon, Jun 24, 2024 at 1:47 PM

To: "centerdir23@gmail.com" <centerdir23@gmail.com>

Community Builders will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application.

Ashlynn Ford

Director of Youth Programs

Get Outlook for iOS

National Nonprofit Day 2024 Event Application

**RETURN THIS FORM WITH ALL PERTINENT INFORMATION TO CLE ELUM CITY HALL.
YOU WILL BE REQUIRED TO MEET WITH DEPARTMENT HEADS.**

CLE ELUM POLICE DEPARTMENT (509) 674-2991

None

Approved: No ☐ Yes ☒ (with above conditions) (Attach separate sheet if necessary)

Police Signature: Rich Albo

PUBLIC WORKS DEPARTMENT (509) 674-2262 Ext. 106

All good

Approved: No ☐ Yes ☒ (with above conditions) (Attach separate sheet if necessary)

Public Works Signature: ACB

CLE ELUM FIRE DEPARTMENT (509) 674-1748

The fire department special use permit must be filled out and approved before event. Event coordinator will be required to have fire and life safety plan in order for event. Tents must be secured properly for all weather events. All cooking will meet city requirements and be signed off on by fire department before event. Event coordinator will have list of all staff or vendors and make sure they have copies and are aware of all fire and life safety plans.

Approved: No ☐ Yes ☒ (with above conditions) (Attach separate sheet, if necessary)

Fire Department Signature: Edwin L Mills

CITY COUNCIL REPRESENTATIVE (509) 674-2473

Approved: No ☐ Yes ☐ (with above conditions) (Attach separate sheet, if necessary)

City Council Signature: _____

CITY ADMINISTRATION (509) 674-2262

Administrator Approval: _____ **Date:** _____

Title	Department Heads - Event Review National Nonprofit Day 2024
File name	Dept Head Comment EDIT.pdf
Document ID	e1c8a88259b6cc29bbf75d7baaab3d669042b833
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

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Document History



07 / 11 / 2024
13:19:02 UTC-7

Sent for signature to Rich Albo (ralbo@cleelum.gov), Aaron Barr (abarr@cleelum.gov), Ed Mills (emills@cleelum.gov), Steven Cook (scook@cleelum.gov) and Rob Omans (romans@cleelum.gov) from romans@cleelum.gov
IP: 69.55.222.58



07 / 11 / 2024
13:19:47 UTC-7

Viewed by Rich Albo (ralbo@cleelum.gov)
IP: 40.94.29.134



07 / 15 / 2024
19:56:22 UTC-7

Signed by Rich Albo (ralbo@cleelum.gov)
IP: 96.41.186.13



07 / 15 / 2024
19:57:19 UTC-7

Viewed by Aaron Barr (abarr@cleelum.gov)
IP: 40.94.29.198



07 / 15 / 2024
19:57:19 UTC-7

Viewed by Aaron Barr (abarr@cleelum.gov)
IP: 40.94.29.214

07 / 16 / 2024
06:36:43 UTC-7

Signed by Aaron Barr (abarr@cleelum.gov)
IP: 69.55.222.58

Title	Department Heads - Event Review National Nonprofit Day 2024
File name	Dept Head Comment EDIT.pdf
Document ID	e1c8a88259b6cc29bbf75d7baaab3d669042b833
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

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Document History



07 / 16 / 2024
06:37:48 UTC-7

Viewed by Ed Mills (emills@cleelum.gov)
IP: 40.94.29.193



07 / 16 / 2024
06:37:48 UTC-7

Viewed by Ed Mills (emills@cleelum.gov)
IP: 40.94.29.141



07 / 16 / 2024
07:26:20 UTC-7

Signed by Ed Mills (emills@cleelum.gov)
IP: 69.55.222.58



INCOMPLETE

07 / 16 / 2024
07:26:20 UTC-7

This document has not been fully executed by all signers.



2024 Lodging Tax Fund Application

Name of Applicant: Northern Kittitas County Historical Society

Name of Event: Carpenter House Painting & Plumbing

Date Received: _____

Received By: _____

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922
509-674-2262**

Lodging Tax Funds – General Information

The City of Cle Elum imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. The committees' purpose is to advise and recommend to the legislative authority of the city how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

According to State Statute funds awarded under this process may be used for the following:

1. Tourism marketing;
2. The marketing and operations of special events and festivals designed to attract tourists;
3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

Definitions included in state law which should be considered in any application requesting funding include:

- (1) **Tourism** means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- (2) **Tourism promotion** means 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 marketing or the operation of special events and festivals designated to attract tourists.
- (3) **Tourism-related facility** means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

The Committee will review grant applications and award lodging tax funds for special events and festivals.

The Committee will compile the score sheets, rankings, and funding recommendations for further consideration.

Scoring sheets which determine the overall ranking of applications are included in this packet for your reference and information.

Local Policy on Disallowed Uses:

The Committee has determined that certain types of activities are not eligible for funding awards even if they may be tourism related. These include anything affiliated with the following: prizes for contestants, resale items, food and drink, beautification, fundraising, and membership drives. This list should not be considered comprehensive and all funding recommendation decisions are at the discretion of the committees and subject to change by majority opinion.

Application Definitions:

Below is a list of terms and phrases which have specific meaning within this application. It may be helpful for you to review these as you prepare responses so that you have a better understanding of the reviewers' expectations.

Date-specific is an event or project which occurs over less than one month.

Matching Funds is the amount of funding your organization is contributing to the project or event. This includes both direct and indirect fund support. Direct funds can be in the form of cash funding from your organization or funding secured from elsewhere but dedicated to the project or event such as other grants, loans, donations, etc. Indirect funding support includes in-kind support like labor, volunteer support, supplies, and services which directly relate to the project or event, including those provided by your organization and others.

New Projects/Events are projects/events which are in the first four years of existence. For example, a proposal for a barbeque competition which is in its third year would be defined as a new project/event. Likewise, a project by an existing museum which expands its current offerings, or a specific new strategy for appealing to a different target market that is in its first year, would be considered a new project. Ongoing general marketing and advertising campaigns or general operational support requests for organizations/event which have existed for longer than four years are not defined as a new project/event.

Ongoing Projects/Events are defined as projects/events that have been established for more than four years. Applications that qualify under this definition may be awarded up to 10% of the project's/event's expense budget.

Partnerships are agreements between events/organizations/groups which enhance the overall project/event by providing additional value-added benefits or opportunities for attendees as well as the participating partners. For instance, as part of your event, you may have partnered with a local hotel or campground for a special group rate for overnight attendees. You may have also partnered with a local restaurant to provide a special meal discount or drink offer. You may have also agreed to refer your attendees to another event simultaneously occurring in another part of the county.

Project Budget is a written description of the complete budget for your project or event. It must include anticipated revenues, expenses, and any potential profit or loss.

Seasonal means a project or event which operates at least 1 month and up to 6 months, and during at least 2 seasons (Spring, Summer, Fall, Winter).

Self-Sustaining is being able to provide for your own needs without the assistance of grant funds.

Supports County as a Tourism Destination means including strategies within your proposal which will assist in attracting tourists to our County during times of the year other than for your project/event alone. This may include cross-promotion agreements with other projects/events, it may include active marketing of other projects/events at your project/event, it may include referring attendees directly to other tourist opportunities in Kittitas County, etc.

Year-round means a project or event is ongoing and actively working to attract tourists for at least 6 months, and at least 3 seasons (Spring, Summer, Fall, Winter).

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application (including the cover sheet and instructions sheets) and answers to narrative questions to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Incomplete applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission.

Project Management:

Successful applicants shall be required, as a condition of the funding award, to enter into a contract. The agreement may include, but not be limited to, the specific amount of the award and what it may be used for, all reporting requirements associated with this funding, payment terms, and any and all other appropriate terms of the funding. The City of Cle Elum will be the contracting agent for all approved projects.

All funds awarded under this program will be available in the form of reimbursable grants. The funds will be available for reimbursement beginning January 31 and ending December 31 of the calendar year immediately following award notification. Any unexpended funds will be returned to the Lodging Tax accounts from where they came and made available for re-appropriation. All requests for reimbursement shall be made to the Treasurer's office at the following address:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

For specific information and requirements regarding the reimbursement process, please contact the Treasurer's office at 509-674-2262

Project Reporting Requirements:

State law requires that all recipients of Lodging Tax revenues must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business.

A report form will be provided as part of the contract for receiving funds. We ask that you provide this information within 60 days after your event is complete once you have critiqued your event.

In addition, any reports which are produced as a result of a grant award must be submitted within 60 days of completion as part of your project reporting requirements. This will provide evidence that the work paid for by the grant has been completed.

Applicant Categories and Eligibility:

Grants from lodging tax funds are provided for two types of applicants, New Projects/Events and Ongoing Event Support. An organization may only apply for funding from one category per year. The categories are defined as follows:

The **New Project/Events** category is for applications from events/projects which are within the first three years of existence. Applications may be considered in this category from established events (older than four years) which are proposing a new or expanded project designed to increase tourism as part of an ongoing event.

The **Ongoing Project/Event Support** category is for applications from established events (ongoing for more than four years) which may request continuing support. Grant awards are limited in this category to no greater than 10% of the event's expense budget. This category includes project/events which may be operating under a new board or organization, moving venues, changing dates, or implementing other non-substantial changes to a project/event which is ongoing for more than four years.

Other Information:

Insurance: As part of its contract for performance, a municipality may require contractors to maintain liability insurance in the amount of \$1,000,000 or more and name the municipality as an additional insured on its liability insurance policy.

Application Form: This packet is available at:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Grant Preferences:

In the review of applications, the Lodging Tax Advisory Committee or designees will grant preference to those proposals which (1) increase tourism, and (2) demonstrate ability toward eventual self-sustainability. **Applications from non-for-profit organizations will be given preference over those from for-profit entities.**

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:**Branding**

Contractors who have been approved to utilize grant awards for advertising expenditures must incorporate appropriate City of Cle Elum information as follows:

A. Websites and Social Media Sites must include the City's tourism website logo with an operational link to the site(s). The logo must be displayed on the contractor's home page, it must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

B. Print Advertising and Online Display Advertising of all types (including but not limited to newspaper, periodicals, flyers, posters, billboards, direct mail, e-newsletters, third-party websites, streaming displays, etc.) and must include the City's tourism

website logo. The logo must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

C. Video Advertising of all types (including but not limited to television, online, electronic kiosks, motion billboards, etc.) must include the City's tourism website logo. The logo must be size no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

All logos and website information may be obtained by contacting the City of Cle Elum administration.

Advertising Reimbursements

Contractors seeking reimbursement from Lodging Tax Funds for advertising expenditures must adhere to the following guidelines and requirements for each type of advertising media utilized:

A. Print Advertising:

1. Print advertising placed with any media provider which operates exclusively outside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. To operate exclusively outside of Kittitas County, the provider must not be physically located in the County and/or not distribute any media within the County.
2. Print advertising placed with any media provider which operates inside Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 A, (2)(a) above, advertising reimbursement requests must include a statement from the media provider specifying the percentage distribution to areas outside of Kittitas County. Reimbursements will be allowed for the amount distributed outside of Kittitas County, including any production costs.

B. Television Advertising:

1. Television advertising placed with any media provider outside the Yakima/Kittitas DMA will be reimbursed at 100% of the cost, including any production cost.
2. Television advertising placed with any media provider inside the Yakima /Kittitas DMA will be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 B, 2(a) above, advertising may be reimbursed at the rate of 70% of the total cost, including any production costs.

C. Online Advertising:

1. Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost.
2. Streamed media (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of recipients which are outside of Kittitas County. Reimbursements will be allowed for the percentage distributed outside of Kittitas County, including any production costs.

D. Direct Mail:

1. Direct mail advertising may be reimbursed at 100% of the cost, including any production cost, for each item mailed or shipped to a destination outside of Kittitas County. In order to receive reimbursement, a list of the addresses and a signed statement from the contractor that the list is accurate, or other proof of delivery, must be provided along with other required documentation.

E. Flyers/Posters:

1. Flyers or posters which are placed outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost. In order to receive reimbursement, a list of the locations where flyers or posters were posted outside of Kittitas County and a signed statement from the contractor that the list is accurate must be provided along with other required documentation.

F. Radio Advertising:

1. Radio advertising placed with any media provider located outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost.
2. Radio advertising placed with any media provider located inside of Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production cost.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 F, 2(a) above, advertising may be reimbursed at the rate of 30% of the total cost, including any production costs.

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2024

Name of Organization: Northern Kittitas County Historical Society

Organization mailing address: 302 W. 3rd
Cle Elum, WA 98922

Organization contact person & title: Charlene Kauzlarich
Treasurer

Organization/contact phone: (509) 929-0996

Email: nkcmuseums@gmail.com

Organization Website: www.nkcmuseums.org

Federal Tax ID Number: 94-3091028 UBI Number: 601820533

Organization is a (select one):

☐	Government Entity
☒	501(c)3
☐	501(c)6
☐	Other

(note: you must submit 501(c)3 or 501(c)6 approval documentation – see sample document)

Project/Event Name: Carpenter House Painting & Plumbing

Project/Event Date: July 2024

Project/Event Location: 302 W. 3rd, Cle Elum WA 98922

Amount of Funding Requested: \$25,000

For which funding category do you qualify (check one) (see instructions for definitions):

☒ New Project/Event ☐ Ongoing Project/Event Support

Estimated # of overnight stays: 92 (32 motel, 60 camping)

Tourism Seasons: From the list below, what season will your project enhance tourism? Please indicate the appropriate season.

	Season:	Months:
☒	Year-round	January – December
☐	Off season	November – February
☐	Shoulder season	October or March - May
☐	High season	June – September

APPLICATION QUESTIONS

Please answer each question completely, in the order listed, on a separate sheet attached to this application. Please include any supporting data within the response narrative.

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.
2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:
 - I. Away from their place of residence or business and staying overnight in paid accommodations;
 - II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or
 - III. From another country or state outside of their place of residence or business.

You must provide the evidence utilized in determining your projections.

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:
 - I. Is your project/event year-round or is it seasonal or date-specific?
 - II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?
 - III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?
4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?
5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?
6. Please 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.
7. **Additional information:** Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.
8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application it may not be

necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than 1 year, please also submit actuals from the previous three years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions.

Please assure your budget, and actuals from previous years (if applicable), are in the following basic format:

Revenues:

Cash
Donations/Sponsorships
Sales
Vendor Fees
Grants
Etc.

Total Revenues

In-Kind Contributions:

Volunteer Labor
Donated Services
Donated Materials
Etc.

Total In-kind

Expenses:

Venue
Insurance
Services
Advertising
Security
Etc.

Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has your event received Lodging Tax funds in previous years?
Yes ☐ No ☒

If yes, please list each year and the amount received for that year.

All applicants must also provide the following information regarding the event/project:

A.	Prior Year	Projected
How many participants and spectators attended last year's activity and/or will attend this year?	<u>733</u>	<u>788</u>

B. How many days did/will your event occur? _____ 4 months

C. How many room nights were and /or will be booked as a result of your project/event?

(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)

_____ 92 (32 motel/60 camping)

10. **Application Certification:**

The applicant here certifies and affirms: 1. That it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, military status, sexual orientation, creed, place of birth, or disability; 2. That it will abide by all relevant local, state and federal laws and regulations and; 3. That it has read the information contained in the Instructions on pages 1 and 2 and understands and will comply with all provisions thereof.

Certified by:

(signature)

Charlene Kauzlarich

Or sign here: _____

(print name)

Charlene Kauzlarich

Title: NKCHS Treasurer

Date: July 26, 2024

Lodging Tax Grant Application Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Partnerships	5 Yes = 5 No = 0	Question 5	
Length of Impact	15 Date specific = 5 Seasonal = 10 Year Round = 15	Question 3	
Attracts Tourists from at least 50 miles away	15 yes = up to 15 No = 0	Question 3	
Supports County as Tourism Destination	15 yes = up to 15 No = 0	Question 2, 3, 5, 7	
Attributable Lodging Stays	20 0 = 0 1-30 = 5 31-100 = 10 101-250 = 15 More than 250 = 20	Question 9	
Applicant's Matching Funds	20 Less than 5% = 0 5% - 25% = 5 25% - 49% = 10 50% - 99% = 15 100% or more = 20	Question 4, 8	
Sustainable Future Funding Identified	10 yes = 10 No = 0	Question 6	

Applicant Checklist

For applicant use prior to submission

- ☐ My application title page states: Request for Proposals, Lodging Tax Fund (YEAR).
- ☐ My application is for a new project/event and/or for an ongoing project/event as defined on page 2 of the application packet.
- ☐ I have attached proof of non-profit status if applicable which matches the sample document provided.
- ☐ I have included an itemized list in response to item 1 in the application of how any grant funds awarded will be utilized.
- ☐ I have attached additional information in response to item 7 in the application, if needed, which includes written information limited to one page and other attachments limited to three pages.
- ☐ I have attached a project budget, properly formatted according to item 8 in the application.
- ☐ If this event is ongoing for more than one year, I have also submitted actual financial data from the previous three years if applicable, formatted properly according to item 8 in the application.
- ☐ The application certification in item 10 is signed and dated by the proper authority.
- ☐ I have included one copy of the entire original application according the submittal instructions on page 4.
- ☐ My application is being delivered to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Submission Checklist

For office use only

Please mark “yes” or “no” to each criteria below:

☐

Applicant filled out the proper application version for this grant cycle.

☐

Applicant answered each question.

☐

A budget is attached which includes revenues, expenses and anticipated profit or loss (plus previous 3 years actuals for ongoing projects/events).

☐

The applicant has signed and dated the certification statement required in item 10 of the application.

☐

The application was submitted on time.

☐

Proof of non-profit status is included (if applicable).

Please date stamp the application and initial.

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC)

ACTIVITY INFORMATION:

Year: _____

Organization: _____

Activity Name: _____

Activity Type: Event/Festival ☐ Marketing ☐ Facility ☐

Event/Festival- encompasses specific activities such as fairs, festivals, celebrations, etc.

Marketing- encompasses activities which advertise the municipality or town (if lodging tax funds were used to advertise for a specific event/festival, this expenditure falls under the "Event/Festival" category).

Facility- encompasses activities related to facility acquisition, upkeep, renovation, etc.

Start Date: _____

End Date: _____

Funds Requested: _____

Funds Awarded: _____

Total Activity Cost: _____

Notes:

OVERALL ATTENDANCE: *Organizations should provide an estimate of the predicted attendance and a *method for determining the actual attendance. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.*

Predicted: _____

Actual: _____

*Method: _____

(See explanation of Method on last page)

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, etc.).*

ATTENDANCE 50+ MILES: *Determine the number of people who traveled more than 50 miles to attend the activity and select the method to tell us how the attendance was quantified.*

Predicted: _____

Actual: _____

*Method: _____

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC) Continued

Please Explain: *Enter notes about the specific type of method used to determine the attendance 50+ miles count (such as surveys or hotel room reservations, etc.).*

ATTENDANCE OUT OF STATE, OUT OF COUNTRY: *(number of people)*

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

ATTENDANCE PAID FOR OVERNIGHT LODGING:

Enter the total number of people who paid for overnight lodging while attending the activity. Organizations using lodging tax funds should quantify this figure and a method for determining it. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

PAID LODGING NIGHTS:

Enter the total number of lodging nights associated with this activity. A lodging night is one or more persons occupying a room for a single night. Organizations using lodging tax funds should quantify this figure and select the method used to determine it.

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the number of lodging nights (hotel room reservations, interviews, raffle, etc.).*

***Method:** Select the method used to determine the overall attendance from these categories to tell us how the overall attendance was quantified.

- **Direct Count:** Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.
- **Indirect Count:** Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey:** Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey:** Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate:** Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet)
- **Please Explain:** Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, raffle tickets sold, etc.). You may also enter N/A or Other.

REQUEST FOR PROPOSALS, LODGING TAX FUND 2024 – NARRATIVE

- 1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.***

NKCHS is seeking \$25,000 for two essential maintenance projects at the historic Carpenter House Museum.

The first project is painting the front of the building and the fence, for a total cost of \$10,000 (see attached painting bid). The cost to paint the whole house (\$35,000) is too far out of our reach at this time, so our attention will concentrate on the front and fence which are the primary focus points to our visitors. Sprucing up the peeling and dirty paint will show visitors that our community takes pride in maintaining this historic residence.

The second project needing immediate attention is replacement of the water line from the city meter to the house and installation of an irrigation system for the lawn – the cost of which is estimated at \$25,000 (see attached estimate). The current water line is very old, rusty, and too small to provide adequate water pressure. The one functioning water faucet in the yard is not enough to keep the lawn and flowerbeds watered efficiently. This plumbing project will provide the home with good clean water and enough water pressure and faucets to enable efficient lawn irrigation.

The Carpenter House Museum has brought thousands of visitors to Cle Elum since it opened in 1989. It was visited by 733 people in 2023 and, based on current visitorship, we predict our 2024 count to reach 788 people (a 7.5% increase). Although its regular visitor season runs from April through September, it is used year-round for monthly meetings of the historical society and High Country Artists as well as for special events, workshops, and group tours. In addition to providing a glimpse into how the Carpenter Family lived there over 100 years ago, it offers a number of special activities each month to attract visitors, including:

- New Art Exhibits

- Receptions with refreshments

- Lawn activities (rock painting, musical jam session, ice cream social)

- History lectures

- Workshops (painting, card making, macramé)

- Meeting Space for Various Groups

Itemized List of how grant funds will be utilized:

\$20,000 paid toward plumbing updates

\$ 5,000 paid toward painting project

2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:

I. Away from their place of residence or business and staying overnight in paid accommodations;

32 motel nights and 60 camp nights

II. To a place fifty miles or more away from their place of residence of business for the day or staying overnight; or

172 traveling fifty miles or more from their residence

III. From another country or state outside of their place of residence or business.

27 from another country or state outside their residence

The above figures are derived from the actual count from our museum's GUEST BOOK (see sample attached) from 2023 and multiplied by a projected 7.5% increase for 2024. .

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:

I. Is your project/event year-round or is it seasonal or date specific?

Our project is year-round.

II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?

Offer an aesthetically pleasing exterior to our visitors

Offer art exhibits, workshops, lectures, events, and meeting space

Advertise through Facebook

Provide timeline of activities/events being offered on our website

Publish regular newsletters of NKCHS activities

Cross promote our activities through visits with CAMAH, Rotary, Kiwanis, Heritage Club, etc.

III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?

NKCHS is a member of the Cascade Association of Museums, Art, and History (CAMAHA) which is a cooperative organization with 22 different organizations that promote tourism in Kittitas County. In addition to cross-promoting our individual organization activities, we promote our activities on our websites, brochures, and social media advertising.

We will continue to promote our museum activities online through Facebook and website posts in addition to posting event brochures around the county as well as in the Tri-Cities and Wenatchee areas.

The tool that we use to measure our impact on tourism is a museum GUEST BOOK (copy attached) which provides us with number of visitors, how many miles traveled, where they're from, and where they're staying while here.

- 4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?**

We have applied for \$5,000 from the Cle Elum Downtown Façade Improvement Fund, but have not yet received a response on that application. We are hopeful these two Cle Elum funding agencies will support our requests for funding, as we hope to keep the Carpenter House a major draw for tourists. NKCHS has funds of \$10,000 on hand to provide a match for this grant. If our funding requests are not approved, we will still proceed with the project but postpone the plumbing request until other funding sources are explored.

- 5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?**

NKCHS has partnered with several organizations over the years, starting with the High Country Artists in 2000. This partnership, formed 24 years ago, was arranged for HCA to maintain and operate the Carpenter House in lieu of paying a rental fee. Our Memorandum of Agreement with HCA provides non-profit

501c3 coverage, requires HCA to staff the house with museum docents and pay its utility bills while at the same time allows them to provide art workshops and exhibit their art in the home. Income is derived from membership dues, donations, workshop fees, and art sale commissions of 25-30% - all of which goes towards maintenance and operation of the Carpenter House.

NKCHS spearheaded the efforts in 2011 to create the Cascade Association of Museums, Art and History (CAMAH) to collaborate and partner with other organizations (22 currently) in order to cross-promote our historic sites in an effort to encourage county-wide tourism. The Memorandum of Agreement between NKCHS and CAMAH which provides CAMAH with non-profit 501c3 coverage has been in effect since inception in 2011. We are actively involved in CAMAH and attend quarterly meetings to update each other on what's happening at each of our sites so that we can pass that information on to our visitors by way of the CAMAH brochure, website, and personal invitation. Our collaboration with CAMAH has had a very positive impact on our operations, most notably, through shared resources we were able to create 360° videos of both the Telephone and Carpenter House Museums to add to our website as well as convert old movie reel films of our local area into dvd formats for use in presenting our local history talks – all of which are used to attract more visitors to our museums.

NKCHS has collaborated with the Cle Elum Downtown Association on projects such as providing historic information for their website and a proposed walking history tour of Cle Elum, and is currently working with the Kittitas County Chamber to produce a mural for the wall of the Farm and Home building.

6. *Please 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.*

We are sharing our need for funding assistance to our membership and inviting those who can to help us with their donations. We will also continue our current fund raising endeavors which include annual membership drives, donations, workshops, and grants applications.

7. *Additional information: Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.*

Our mission at NKCHS since inception in 1965 is to preserve and disseminate Northern Kittitas County history by such means deemed appropriate by the Board of Directors, including cooperation with other societies and organizations with like interests and goals. We are committed to taking whatever steps necessary to preserve our two museums which connect our visitors to the community's cultural heritage. Cultural heritage is central to protecting our sense of who we are. It gives us an irrefutable connection to the past – to certain social values, beliefs, customs and traditions that allows us to identify ourselves with others and deepen our sense of unity, belonging and community pride. The Carpenter House has attracted visitors from around the world since 1989. Maintaining it is crucial to attracting visitors for many decades to come.

- 8. *Project budget: Please attach a copy of the complete budget for this project/proposal.***

CARPENTER HOUSE PAINTING & PLUMBING BUDGET

REVENUES:

NKCHS Cash	\$10,000	
Cle Elum Lodging Fund Grant	<u>\$25,000</u>	
TOTAL REVENUES:		\$35,000

EXPENSES:

Painting	\$10,000	
Plumbing	<u>\$25,000</u>	
TOTAL EXPENSES:		<u>\$35,000</u>

PROFIT/LOSS: -0-

4 Painting Interior- Exterior- Residential-Commercial Licensed-Bonded-Insured Drywall repair E-Mail: 4painting2533941346@gmail.com Baltazar Juarez cell: 253-394-1346 License #4PAINP*860RD	DATE: 7 / 02 / 2024
	NKCHS
	302-W 3 rd St Cle Elum WA 98922
	To Company Name:
	Phone Number Historical Home
Propostal	
1. Scope of work for exterior painting 2. Wood fens on the right side of the house the fans get scraping & pressure wash prime spray back roll (2) coats of paint coast for this fen for all the preparation & painting including labor 3. materials -----\$2,220.00 4. Main front of the house only this include scraping the paint is flaking send all areas is Nassery 5. Pressure wash the front of the house & prime all the areas the need oil primer 6. Spray back roll (2) coats of Sherwin Williams super paint Low Luster 7. Coast for painting all this front of the hose include labor materials -----\$7,200.00	
Notes:	
Any other adicional work be extra chage The taxes will charge on the final invoice	
Total Amount	\$

Thank you for visiting our Museum!

We very much appreciate you signing our GUEST BOOK. Information obtained here is very important to us in applying for needed grant funds to keep our Museum doors open.

Date	Name	Zip Code	Miles Traveled to Get Here	# of Nights Staying in Town	Lodging: M = Motel C = Camping P = Private
6/11	Lisa Benson	98422	1.5		
6/11	Nancy Barber	06209	900	5	children KS
6/11	^{Marge &} Duane Skeen	98926	36	—	
6/11	Sarah Pennington	98926	22.5	8	
6/11	Joanne Ferry	98922	7	—	—
6/11	Kathy Craig	98922	8	—	—
6-16	Shun Pan	98922	6		
6-16	Jackie Seung				
6-17	Jerome Edwards	89509			NV
6-17	Octavia Harte	98199	100	2	P WA
6-17	Heidi Oertel	98199	100	2	P WA
6-17	Eric Harte	98199	100	2	P WA
6-22	Gretchen Bell	12901	3000	—	P NY
6-24	Matthew Aoudy	1—	13	—	P NY
6/25	Jess Vachon	98922		—	
6-25	Take Knapp	98922			
6/25	Dora Carol Wehner	98926			
6/25	Jane Cullum	98941	4		
6/25	Luca Thomaselli	98941	3	N/A	P

6-22
BHA

McGuire's Landscaping & Winter Services LLC
P.O. box 21
South Cle Elum, WA 98943
509-304-4161
mcguires.landscaping@yahoo.com

Estimate



ADDRESS

Carpenter House Museum
302 W. 3rd Street
Cle Elum, WA 98922

SHIP TO

Carpenter House Museum
302 W. 3rd Street
Cle Elum, WA 98922

ESTIMATE #	DATE	
1342	03/22/2024	

ACTIVITY	QTY	RATE	AMOUNT
Manual Labor installing new water main to house installing full irrigation system with drip lines and double check valves installing 2 frost free hydrants backfilling all ditches and spreading grass seed in all areas worked	1	6,500.00	6,500.00T
Equipment Use TOOL CAT 5600 , E35 MINI, TRENCHER , DUMP TRUCK	1	5,500.00	5,500.00T
materials all materials for new water main poly pipe and fitting brass ford fittings and brass shut off valves main shut off and irrigation shut off	1	1,200.00	1,200.00T
Local Topsoil Local topsoil mixed 3-1 landscape mounds and grass areas also for some leveling in low areas	10	55.00	550.00T
Lawn Grass Seed reseed areas that have been trenched for irrigation and water line replacement	1	150.00	150.00T
Irrigation materials all materials for full irrigation system and drip system to planting beds time clock with modules 1" schedule 40 PVC and fittings hunter valves and heads valve boxes and under matts wire for zones swing pipe and fittings blue stripe and fittings drip system heads and fittings double check valve and pipe fittings with shut offs	1	8,700.00	8,700.00T

SUBTOTAL	22,600.00
TAX	1,830.60
TOTAL	\$24,430.60

Accepted By

Accepted Date

Internal Revenue Service

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: January 22, 2003

Northern Kittitas County Historical Society
P.O. Box 462
South Cle Elum, WA 98943

Person to Contact:

Ms. Smith #31-07262
Contact Representative

Toll Free Telephone Number:

8:00 a.m. to 6:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

94-3091028

Dear Sir or Madam:

This is in response to the amendment to your organization's Articles of Incorporation filed with the state on July 3, 2000. We have updated our records to reflect the name and address change as indicated above.

Our records indicate that a determination letter issued in May 1989 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Northern Kittitas County Historical Society
94-3091028

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

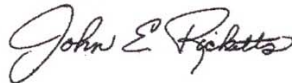
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services



2024 Lodging Tax Fund Application

Name of Applicant: Cyndi Crawford
Sassytrashmarket@gmail.com

Name of Event: 2024 Sassy Trash Market

Date Received: 7-29-24

Received By: [Signature]

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922
509-674-2262**

Lodging Tax Funds – General Information

The City of Cle Elum imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. The committees' purpose is to advise and recommend to the legislative authority of the city how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

According to State Statute funds awarded under this process may be used for the following:

1. Tourism marketing;
2. The marketing and operations of special events and festivals designed to attract tourists;
3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

Definitions included in state law which should be considered in any application requesting funding include:

- (1) **Tourism** means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- (2) **Tourism promotion** means 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 marketing or the operation of special events and festivals designated to attract tourists.
- (3) **Tourism-related facility** means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

The Committee will review grant applications and award lodging tax funds for special events and festivals.

The Committee will compile the score sheets, rankings, and funding recommendations for further consideration.

Scoring sheets which determine the overall ranking of applications are included in this packet for your reference and information.

Local Policy on Disallowed Uses:

The Committee has determined that certain types of activities are not eligible for funding awards even if they may be tourism related. These include anything affiliated with the following: prizes for contestants, resale items, food and drink, beautification, fundraising, and membership drives. This list should not be considered comprehensive and all funding recommendation decisions are at the discretion of the committees and subject to change by majority opinion.

Application Definitions:

Below is a list of terms and phrases which have specific meaning within this application. It may be helpful for you to review these as you prepare responses so that you have a better understanding of the reviewers' expectations.

Date-specific is an event or project which occurs over less than one month.

Matching Funds is the amount of funding your organization is contributing to the project or event. This includes both direct and indirect fund support. Direct funds can be in the form of cash funding from your organization or funding secured from elsewhere but dedicated to the project or event such as other grants, loans, donations, etc. Indirect funding support includes in-kind support like labor, volunteer support, supplies, and services which directly relate to the project or event, including those provided by your organization and others.

New Projects/Events are projects/events which are in the first four years of existence. For example, a proposal for a barbeque competition which is in its third year would be defined as a new project/event. Likewise, a project by an existing museum which expands its current offerings, or a specific new strategy for appealing to a different target market that is in its first year, would be considered a new project. Ongoing general marketing and advertising campaigns or general operational support requests for organizations/event which have existed for longer than four years are not defined as a new project/event.

Ongoing Projects/Events are defined as projects/events that have been established for more than four years. Applications that qualify under this definition may be awarded up to 10% of the project's/event's expense budget.

Partnerships are agreements between events/organizations/groups which enhance the overall project/event by providing additional value-added benefits or opportunities for attendees as well as the participating partners. For instance, as part of your event, you may have partnered with a local hotel or campground for a special group rate for overnight attendees. You may have also partnered with a local restaurant to provide a special meal discount or drink offer. You may have also agreed to refer your attendees to another event simultaneously occurring in another part of the county.

Project Budget is a written description of the complete budget for your project or event. It must include anticipated revenues, expenses, and any potential profit or loss.

Seasonal means a project or event which operates at least 1 month and up to 6 months, and during at least 2 seasons (Spring, Summer, Fall, Winter).

Self-Sustaining is being able to provide for your own needs without the assistance of grant funds.

Supports County as a Tourism Destination means including strategies within your proposal which will assist in attracting tourists to our County during times of the year other than for your project/event alone. This may include cross-promotion agreements with other projects/events, it may include active marketing of other projects/events at your project/event, it may include referring attendees directly to other tourist opportunities in Kittitas County, etc.

Year-round means a project or event is ongoing and actively working to attract tourists for at least 6 months, and at least 3 seasons (Spring, Summer, Fall, Winter).

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application (including the cover sheet and instructions sheets) and answers to narrative questions to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Incomplete applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission.

Project Management:

Successful applicants shall be required, as a condition of the funding award, to enter into a contract. The agreement may include, but not be limited to, the specific amount of the award and what it may be used for, all reporting requirements associated with this funding, payment terms, and any and all other appropriate terms of the funding. The City of Cle Elum will be the contracting agent for all approved projects.

All funds awarded under this program will be available in the form of reimbursable grants. The funds will be available for reimbursement beginning January 31 and ending December 31 of the calendar year immediately following award notification. Any unexpended funds will be returned to the Lodging Tax accounts from where they came and made available for re-appropriation. All requests for reimbursement shall be made to the Treasurer's office at the following address:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

For specific information and requirements regarding the reimbursement process, please contact the Treasurer's office at 509-674-2262

Project Reporting Requirements:

State law requires that all recipients of Lodging Tax revenues must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business.

A report form will be provided as part of the contract for receiving funds. We ask that you provide this information within 60 days after your event is complete once you have critiqued your event.

In addition, any reports which are produced as a result of a grant award must be submitted within 60 days of completion as part of your project reporting requirements. This will provide evidence that the work paid for by the grant has been completed.

Applicant Categories and Eligibility:

Grants from lodging tax funds are provided for two types of applicants, New Projects/Events and Ongoing Event Support. An organization may only apply for funding from one category per year. The categories are defined as follows:

The **New Project/Events** category is for applications from events/projects which are within the first three years of existence. Applications may be considered in this category from established events (older than four years) which are proposing a new or expanded project designed to increase tourism as part of an ongoing event.

The **Ongoing Project/Event Support** category is for applications from established events (ongoing for more than four years) which may request continuing support. Grant awards are limited in this category to no greater than 10% of the event's expense budget. This category includes project/events which may be operating under a new board or organization, moving venues, changing dates, or implementing other non-substantial changes to a project/event which is ongoing for more than four years.

Other Information:

Insurance: As part of its contract for performance, a municipality may require contractors to maintain liability insurance in the amount of \$1,000,000 or more and name the municipality as an additional insured on its liability insurance policy.

Application Form: This packet is available at:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Grant Preferences:

In the review of applications, the Lodging Tax Advisory Committee or designees will grant preference to those proposals which (1) increase tourism, and (2) demonstrate ability toward eventual self-sustainability. **Applications from non-for-profit organizations will be given preference over those from for-profit entities.**

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:

Branding

Contractors who have been approved to utilize grant awards for advertising expenditures must incorporate appropriate City of Cle Elum information as follows:

A. Websites and Social Media Sites must include the City's tourism website logo with an operational link to the site(s). The logo must be displayed on the contractor's home page, it must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

B. Print Advertising and Online Display Advertising of all types (including but not limited to newspaper, periodicals, flyers, posters, billboards, direct mail, e-newsletters, third-party websites, streaming displays, etc.) and must include the City's tourism

website logo. The logo must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

C. Video Advertising of all types (including but not limited to television, online, electronic kiosks, motion billboards, etc.) must include the City's tourism website logo. The logo must be size no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

All logos and website information may be obtained by contacting the City of Cle Elum administration.

Advertising Reimbursements

Contractors seeking reimbursement from Lodging Tax Funds for advertising expenditures must adhere to the following guidelines and requirements for each type of advertising media utilized:

A. Print Advertising:

1. Print advertising placed with any media provider which operates exclusively outside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. To operate exclusively outside of Kittitas County, the provider must not be physically located in the County and/or not distribute any media within the County.
2. Print advertising placed with any media provider which operates inside Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 A, (2)(a) above, advertising reimbursement requests must include a statement from the media provider specifying the percentage distribution to areas outside of Kittitas County. Reimbursements will be allowed for the amount distributed outside of Kittitas County, including any production costs.

B. Television Advertising:

1. Television advertising placed with any media provider outside the Yakima/Kittitas DMA will be reimbursed at 100% of the cost, including any production cost.
2. Television advertising placed with any media provider inside the Yakima /Kittitas DMA will be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 B, 2(a) above, advertising may be reimbursed at the rate of 70% of the total cost, including any production costs.

C. Online Advertising:

1. Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost.
2. Streamed media (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of recipients which are outside of Kittitas County. Reimbursements will be allowed for the percentage distributed outside of Kittitas County, including any production costs.

D. Direct Mail:

1. Direct mail advertising may be reimbursed at 100% of the cost, including any production cost, for each item mailed or shipped to a destination outside of Kittitas County. In order to receive reimbursement, a list of the addresses and a signed statement from the contractor that the list is accurate, or other proof of delivery, must be provided along with other required documentation.

E. Flyers/Posters:

1. Flyers or posters which are placed outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost. In order to receive reimbursement, a list of the locations where flyers or posters were posted outside of Kittitas County and a signed statement from the contractor that the list is accurate must be provided along with other required documentation.

F. Radio Advertising:

1. Radio advertising placed with any media provider located outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost.
2. Radio advertising placed with any media provider located inside of Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production cost.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 F, 2(a) above, advertising may be reimbursed at the rate of 30% of the total cost, including any production costs.

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2024
Name of Organization: Serendipity Crafts & Vintage Collectibles
Organization mailing address: 7181 Upper Pesh Point Rd.
Cle Elum, WA 98922
Organization contact person & title: Cyndi Crawford
owner + coordinator
Organization/contact phone: (509) 961-3033
Email: sassyTrashMarket@gmail.com
Organization Website: facebook.com/SassyTrashMarket
Federal Tax ID Number: — UBI Number: 604-255-778

Organization is a (select one):

☐
☐
☐
☒

Government Entity

501(c)3

501(c)6

Other

Sole proprietor

(note: you must submit 501(c)3 or 501(c)6 approval documentation – see sample document)

Project/Event Name: 2024 Sassy Trash Market
Project/Event Date: July 6-7, 2024 Sat. + Sun.
Project/Event Location: Wright Ave, between 1st St. + Railroad St.,
Cle Elum, WA 98922
Amount of Funding Requested: \$ 5,245⁰⁰

For which funding category do you qualify (check one) (see instructions for definitions):

☐

New Project/Event

☒

Ongoing Project/Event Support

Estimated # of overnight stays: 30-50

Tourism Seasons: From the list below, what season will your project enhance tourism? Please indicate the appropriate season.

Season:	Months:
☐ Year-round	January – December
☐ Off season	November – February
☐ Shoulder season	October or March - May
☒ High season	June – September

APPLICATION QUESTIONS

Please answer each question completely, in the order listed, on a separate sheet attached to this application. Please include any supporting data within the response narrative.

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.
2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:
 - I. Away from their place of residence or business and staying overnight in paid accommodations;
 - II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or
 - III. From another country or state outside of their place of residence or business.

You must provide the evidence utilized in determining your projections.

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:
 - I. Is your project/event year-round or is it seasonal or date-specific?
 - II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?
 - III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?
4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?
5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?
6. Please 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.
7. **Additional information:** Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.
8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application it may not be

necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than 1 year, please also submit actuals from the previous three years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions.

Please assure your budget, and actuals from previous years (if applicable), are in the following basic format:

Revenues:

Cash
Donations/Sponsorships
Sales
Vendor Fees
Grants
Etc.

Total Revenues

In-Kind Contributions:

Volunteer Labor
Donated Services
Donated Materials
Etc.

Total In-kind

Expenses:

Venue
Insurance
Services
Advertising
Security
Etc.

Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has your event received Lodging Tax funds in previous years?

Yes ☒

No ☐

If yes, please list each year and the amount received for that year.

All applicants must also provide the following information regarding the event/project:

A.	How many participants and spectators attended last year's activity and/or will attend this year?	Prior Year	Projected
		2023/2024	4,000

- B. How many days did/will your event occur? 2 days 2 days
- C. How many room nights were and /or will be booked as a result of your project/event? (+2 more for setup+teardown)
- (You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)
- 30-50 35

10. **Application Certification:**

The applicant here certifies and affirms: 1. That it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, military status, sexual orientation, creed, place of birth, or disability; 2. That it will abide by all relevant local, state and federal laws and regulations and; 3. That it has read the information contained in the Instructions on pages 1 and 2 and understands and will comply with all provisions thereof.

Certified by:
(signature)

(print name)

Title:

Date:

Or sign here:

Lodging Tax Grant Application Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Partnerships	5 Yes = 5 No = 0	Question 5	
Length of Impact	15 Date specific = 5 Seasonal = 10 Year Round = 15	Question 3	
Attracts Tourists from at least 50 miles away	15 yes = up to 15 No = 0	Question 3	
Supports County as Tourism Destination	15 yes = up to 15 No = 0	Question 2, 3, 5, 7	
Attributable Lodging Stays	20 0 = 0 1-30 = 5 31-100 = 10 101-250 = 15 More than 250 = 20	Question 9	
Applicant's Matching Funds	20 Less than 5% = 0 5% - 25% = 5 25% - 49% = 10 50% - 99% = 15 100% or more = 20	Question 4, 8	
Sustainable Future Funding Identified	10 yes = 10 No = 0	Question 6	

Applicant Checklist

For applicant use prior to submission

- ☒ My application title page states: Request for Proposals, Lodging Tax Fund (YEAR).
- ☒ My application is for a new project/event and/or for an ongoing project/event as defined on page 2 of the application packet.
- ☐ I have attached proof of non-profit status if applicable which matches the sample document provided.
- ☒ I have included an itemized list in response to item 1 in the application of how any grant funds awarded will be utilized.
- ☒ I have attached additional information in response to item 7 in the application, if needed, which includes written information limited to one page and other attachments limited to three pages.
- ☒ I have attached a project budget, properly formatted according to item 8 in the application.
- ☒ If this event is ongoing for more than one year, I have also submitted actual financial data from the previous three years if applicable, formatted properly according to item 8 in the application.
- ☒ The application certification in item 10 is signed and dated by the proper authority.
- ☒ I have included one copy of the entire original application according the submittal instructions on page 4.
- ☒ My application is being delivered to:

Handed to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Submission Checklist

For office use only

Please mark "yes" or "no" to each criteria below:

- ☐ Applicant filled out the proper application version for this grant cycle.
- ☐ Applicant answered each question.
- ☐ A budget is attached which includes revenues, expenses and anticipated profit or loss (plus previous 3 years actuals for ongoing projects/events).
- ☐ The applicant has signed and dated the certification statement required in item 10 of the application.
- ☐ The application was submitted on time.
- ☒ Proof of non-profit status is included (if applicable).

Please date stamp the application and initial.

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC)

ACTIVITY INFORMATION:

Year: 2024

Organization: Serendipity Crafts + Vintage Collectibles Sassy Trash Market, LLC

Activity Name: 2024 Sassy Trash Market Activity Type: Event/Festival ☒ Marketing ☐ Facility ☐

Event/Festival- encompasses specific activities such as fairs, festivals, celebrations, etc.

Marketing- encompasses activities which advertise the municipality or town (if lodging tax funds were used to advertise for a specific event/festival, this expenditure falls under the "Event/Festival" category).

Facility- encompasses activities related to facility acquisition, upkeep, renovation, etc.

Start Date: July 6, 2024

End Date: July 7, 2024

Funds Requested: \$5,245⁰⁰

Funds Awarded: _____

Total Activity Cost: _____

Notes:

OVERALL ATTENDANCE:

*Organizations should provide an estimate of the predicted attendance and a *method for determining the actual attendance. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.*

Predicted: 3500

Actual: _____

*Method: Indirect Count

(See explanation of Method on last page)

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, etc.).*

ATTENDANCE 50+ MILES: *Determine the number of people who traveled more than 50 miles to attend the activity and select the method to tell us how the attendance was quantified.*

Predicted: 500

Actual: _____

*Method: Informal surveys and indirect count.

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC) Continued

2024 pg. 2/2

Please Explain: Enter notes about the specific type of method used to determine the attendance 50+ miles count (such as surveys or hotel room reservations, etc.).

ATTENDANCE OUT OF STATE, OUT OF COUNTRY: (number of people)

Predicted: 300 **Actual:** _____

***Method:** Informal surveys and indirect count

Please Explain: Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).

ATTENDANCE PAID FOR OVERNIGHT LODGING:

Enter the total number of people who paid for overnight lodging while attending the activity. Organizations using lodging tax funds should quantify this figure and a method for determining it. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.

Predicted: 30 people **Actual:** _____

***Method:** Indirect Count, Informal Count

Please Explain: Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).

PAID LODGING NIGHTS:

Enter the total number of lodging nights associated with this activity. A lodging night is one or more persons occupying a room for a single night. Organizations using lodging tax funds should quantify this figure and select the method used to determine it.

Predicted: 18 **Actual:** _____

***Method:** Informal surveys and indirect count

Please Explain: Enter notes about the specific type of method used to determine the number of lodging nights (hotel room reservations, interviews, raffle, etc.).

• **Method:** Select the method used to determine the overall attendance from these categories to tell us how the overall attendance was quantified.

- **Direct Count:** Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.
- **Indirect Count:** Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey:** Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey:** Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate:** Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet)
- **Please Explain:** Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, raffle tickets sold, etc.). You may also enter N/A or Other.

-City's Copy-



March 19, 2024

Request

2024 City of Cle Elum Lodging Tax FUND

Sassy Trash Market

**Description of Event, Supplemental Information, Budget
New Project/Events Category**

“Calling ALL Vintage & Artisans, Market Tourists, Explorers, & Shoppers!”

Sassy Trash Market is requesting **\$5,245.00** for 2024 Lodging Tax Funds.

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.

The request is for the **Sassy Trash Market** to again be an **ANNUAL** ONE-OF-A-KIND 2-day tourist event as a part of the Cle Elum Pioneer Days, July 6-7, 2024. The event will draw tourists, vendors, workers, and shoppers from all over the state, as well as far away as Wyoming. This event is part of the Cle Elum’s Pioneer Days event 80+ vendor booths to sell their projects, artwork, crafts, and vintage & collectible items, and others finds or creations in a FULL-BLOCK MARKET.

2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:

I. Away from their place of residence or business and staying overnight in paid accommodations;

II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or

III. From another country or state outside of their place of residence or business.

The tourist we draw in will be spending tourist \$ for lodging, restaurants, meals, entertainment, shopping local businesses, shop the events. The “Sassy Trash Market” is the second year of what will **be an ANNUAL** Event. We will start set-up on Thursday, July 4, “Open for Business” on July 6-7, tear-down on Sunday, July 7, 2024, in downtown Cle Elum. We are taking over a FULL BLOCK, N. Wright Ave, between E. 1st Street & E. Railroad Street. The market is open both days from 10:00 am to 5:00 pm. Our goal is to bring in over 3,000+ tourists and guests from all over the Pacific Northwest, and further. The goal also includes giving tourists a reason to come to the Cle Elum area for the 4th of July weekend and many times after.

The Sassy Trash Market event, downtown Cle Elum in July, will give incredibly talented local & distant artisans, crafters, and collectors a venue for many locals and tourists to shop, relax, & enjoy the celebration.

This event is scheduled during the high tourist season to provide an incentive for greater tourism and visitors to Cle Elum during this event, before & return trips. Marketing plans to be delivered through social media, television, radio, print media, and printed flyers, posters, and postcards to be mailed out all over the Pacific Northwest. Interest has already been shown from Cle Elum, Washington to Montana, as well as Missouri, plus.

We are very excited to bring this event to downtown Cle Elum! We are going to draw a lot of visitors to our event which will allow them to fall in love with this beautiful city and surrounding area. Just as it was for us, tourists will make this their future home or vacation tourist location.



3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:

I. Is your project/event year-round or is it seasonal or date-specific?

II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?

III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?

Results / Measurements:

Sassy Trash Market is projected to be an annual event so we will collect informal data and reactions through our online tools, volunteer support, public reaction, zip code tracking and through traffic to our event and social media platforms. We will have a guestbook out at the Selfie Photo Booth set-up in order to track as many visitor zip codes as possible. The vendors are also invited to track zip codes. With the privacy laws these days, acquiring actual lodging stays, we will do our very best to survey our vendors, their workers, & guests to see how they stayed during the market. We will find all creative means to gather this information.

Vendors have been asked to and have been advertising in their areas all over Washington State, Idaho, Montana, Oregon, Wyoming, Canada, & further. Part of their registration requirements is to advertise in their local cities & towns. Each year will be bigger & bigger!

4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching

fund determination may be determined. What changes would occur if the project couldn't be funded?

Additional Funding:

We have collected registration fees from Vendors. Some vendors traded their event fees for helping with the market itself. If funding is not approved, then we will need to remove items not reimbursable and sadly lessen the quality of the event. Search for grants and donations to off-set the event costs.

5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?

Partnerships:

Yes, we have been working with organizers of other event & small businesses, i.e. Shelleigh@ No Rhyme or No Reason Market (organizes 4 markets a year). Christeen@ Pickets Vintage Shop, Kalispell, Montana, Little Red Cottage Market, Missoula, Montana. We have worked with, are working with, and will continue to work with the Cle Elum Downtown Association, multiple vendors and community members to make this, and future events, even more successful.

6. Please 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.

Self-Sustaining Plans:

Sassy Trash Market and the Cle Elum Downtown Association will coordinate resources and fill the market to the brim! We have also worked with the City of Cle Elum to provide a shopping experience in a safe and secure environment. This being the third year of this event, we kept the fees seriously low. Keeping it low enough to draw in the vendors as well as helping with the market expenses. Each of the first 3 years will purchase equipment, supplies, banners & such to be self-sustaining the fourth year +.

The interest in our market this year was so great we could have filled up the other half of N. Wright Ave. We turned many vendors away but will re-invite them for next year.

This year we had all the expenses of establishing the event. Next year, and after, we will have purchased or made much of what we need to continue at lower cost. Next year on, there will be a greater profit, though event provide isn't the goal. The goal is that the vendors have amazing sales which supports us all. It is a win-win!

7. Additional information:

Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.

Sassy Trash Market is requesting **\$5,245.00** for 2024 Lodging Tax Funds.

The Sassy Trash Market is an event that we plan to bring back every year in the future to increase tourism in the beautiful City of Cle Elum. It is planned to be bigger each year. We appreciate your help with the large expenses to make this annual event self-sustaining. The Event isn't projecting much profit, if any, this being the first year. The goal is for the vendors to be successful and want to return next year. They will talk up the event and we will grow even quicker than this year.

Thank you for considering our request to make the third year of the Sassy Trash Market **SUCCESSFUL** for our tourists, as well as the locals here in Cle Elum.



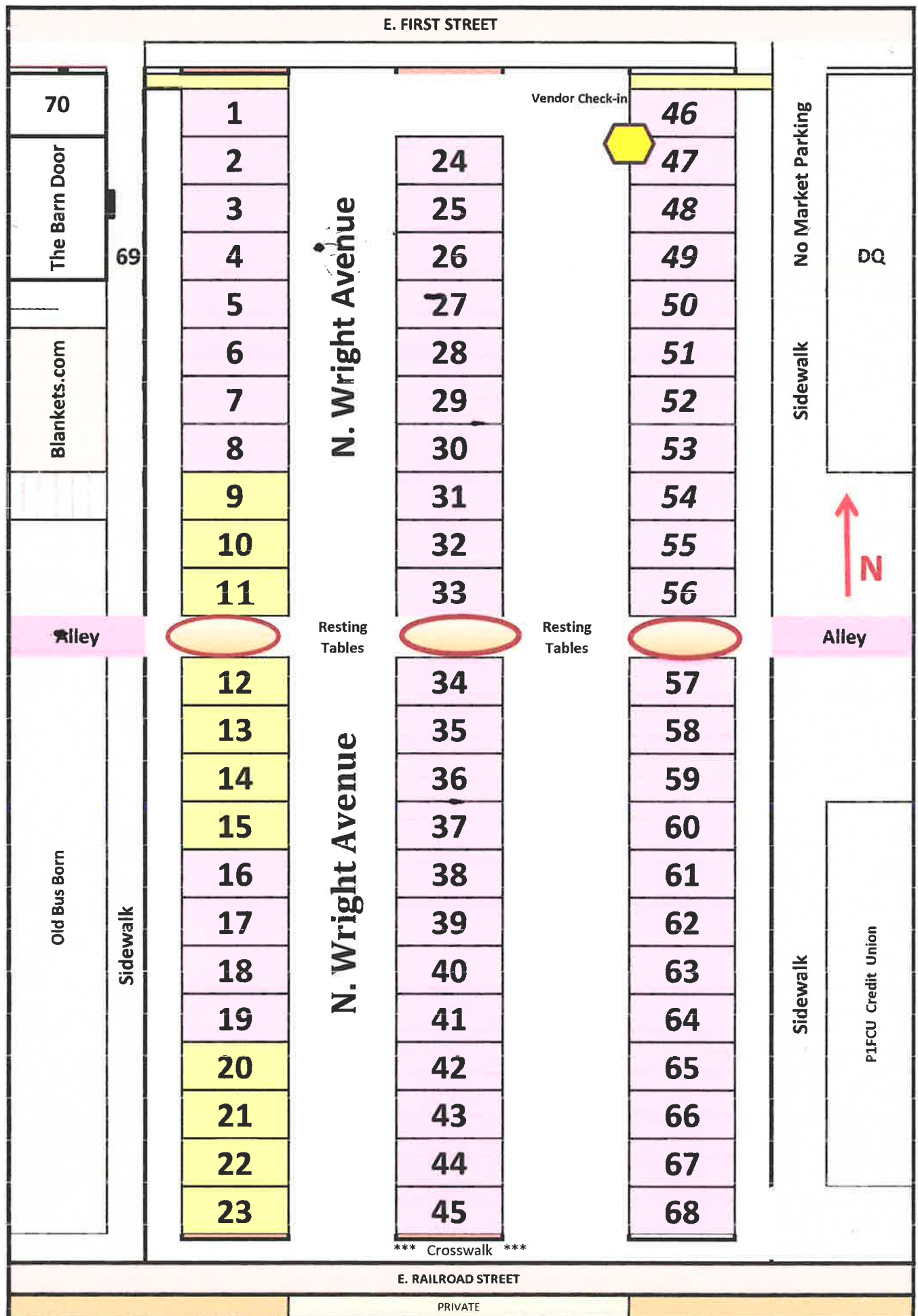
8. Project Budget:

Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application, it may not be necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than 1 year, please also submit actuals from the previous three years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions.

(See attached)

Sassy Trash Market, 2024				
Event Dates: JULY 6 + 7, 2024 (FULL dates, July 4-July 6, including set-up, tear-down)				
Revenue:	2024	2023	2022	Notes
Paid Vendor Registration	\$5,000.00	\$5,000.00	\$3,250.00	
NKC Tribune Matching	\$0.00	\$0.00	\$387.00	Sponsorship
Revenue Total	\$5,000.00	\$5,000.00	\$3,637.00	
Expenses:				
Portable Toilets + Wash/Hand Sanitizer Station	\$690.00	\$650.00	\$580.00	Rental
Protective Canopies/Tents	\$0.00	\$425.00	\$2,867.09	Safety for shoppers
Newspaper Ads	\$300.00	\$0.00	\$774.00	Event Advertising
Dumpster Rental	\$100.00	\$55.00	\$55.00	Rental
Promotion Advertising (Media, shirts, vendor bags, & Print)	\$500.00	\$789.00	\$1,897.10	additional ads, plus other advertising.
Local parking lot, rented	\$500.00	\$0.00	\$389.00	
Volunteers	\$1,550.00	\$1,250.00	\$1,125.00	75 hours
Workers	\$1,250.00	\$1,500.00	\$1,500.00	100 hours
Event Signage & Decor	\$400.00	\$524.00	\$820.00	Decor
Postage & postcards x150 + @stamp \$.60 + production \$1.26= \$1.86 ea +	\$380.00	\$300.00	\$167.50	Sending, Vintage Shops, Chambers, groups, possible vendors, more.
Security (2-3 people x 5 nights)	\$4,500.00	\$3,500.00	\$2,500.00	5 nights/days
Pioneer Days Selfie Booth	\$75.00	\$120.00	\$388.00	
Total Project Cost	\$10,245.00	\$9,113.00	\$13,062.69	
Total BALANCE Request	\$5,245.00	\$4,113.00	\$9,425.69	
In Kind - Serendipity Crafts & Vintage Collectibles				
Trailer Rentals (Private)	\$1,200.00	\$1,000.00	\$1,000.00	So far, 2x \$500 ea
Folding tables	\$582.00	\$110.00	\$1,189.00	
Workers & Helpers	\$1,000.00	\$500.00	\$1,000.00	Plus, Gas & meals



XBP Confirmation Number: 206065410

**Receipt for Payment to:
City of Cle Elum**

Date/Time: 07/29/2024 10:40:51 AM
Transaction #: 223482415
Payment Method: Visa
Transaction Status: Successful

Items

TEMPORARY DUMPSTERS	2797 55.08
2797	

Total: 55.08

**Cynthia Crawford
519 4th Ave East
Kalispell, MT 59901**

**Payment Service Provided By
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