

CITY ADMINISTRATOR
ROBERT OMANS

CITY CLERK
DEBBIE LEE

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER

Lodging Tax & Events Committee

Agenda

September 9, 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. Approve the Lodging Tax & Events Committee Minutes Dated August 12, 2024
 - b. Mouse About Foundation 2024 Lodging Tax Application
 - c. Northern Kittitas County Historical Society "25th Jubilee" 2024 Lodging Tax Fund Application
 - d. Update Event Application - Bathroom verbiage, noise ordinance, etc.
 - e. Hope Source Match Funds
 - f. Upper Kittitas County Recreation Center - Lodging Tax Commitment
 - g. Visitor Center Discussion - Mayor Lundh
4. **Other Committee Comments**
5. **Adjourn**

Upcoming Meetings:

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

Regular Council Meeting: September 10, 2024 @ 6:00 p.m.

Planning Commission Meeting: September 17, 2024 @ 6:00 p.m.

General Government Committee Meeting: September 25, 2024 @ 8:30 a.m.

Lodging Tax & Events Committee Agenda September 9, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

Public Safety & Health Committee Meeting: September 17, 2024 @ 1:00 p.m.

Public Works & Community Development Committee Meeting: October 3, 2024 @ 12:00 p.m.

Coal Mines Trail Commission Meeting: October 7, 2024 @ 6:00 p.m.

CLE ELUM LODGING TAX & EVENTS COMMITTEE

MINUTES

AUGUST 12, 2024

8:30 AM

119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order/Pledge of Allegiance

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

Matthew Lundh - Mayor
Ed Mills - Fire Chief
Debbie Lee - Clerk
Audrey Casassa - Utility Clerk

2. Unfinished Business

3. New Business

a. [July 8, 2024, Lodging Tax & Events Committee Meeting Minutes](#)

MOTION: Committee Member Cook made a motion to approve the July 8, 2024, Lodging Tax & Events Committee Meeting Minutes; seconded by None.

MOTION CARRIED: 1 yes 0 no.

b. [July 29, 2024, Special Meeting Lodging Tax & Event Committee Meeting Minutes](#)

MOTION: Committee Member Cook made a motion to approve the July 29, 2024, Special Meeting Lodging Tax & Events Committee Minutes; seconded by None.

MOTION CARRIED: 1 yes 0 no.

c. [Non-Profit Day Senior Center 2024 Event Application](#)

Committee Member Cook approved the Non-Profit Day Event Application.

d. [Northern Kittitas County Historical Society - Carpenter House Painting & Plumbing - 2024 Lodging Tax Fund Application](#)

Charlene Kauzlarich stated she is a current volunteer with the Historical Society and serves as the treasurer. The Historical Society is requesting \$25,000.00 in lodging tax funds to help with painting the front of the Carpenter house and replacing the water line from the meter to the house and installing a sprinkler system. The total cost of this project is \$35,000.00 and the Historical Society is pledging \$10,000.00 towards the project. The

Lodging Tax & Events Committee Agenda

August 12, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

Carpenter house opened in 1989 and is open to the public from April through September. Last year their attendance was 733. The attendance projected for 2024 is 788. They have a sign in sheet to keep track of attendance.

Committee member Cook will recommend this application for approval at tomorrow's Council Meeting.

e. **Sassy Trash Market - 2024 Lodging Tax Fund Application**

Cindy Crawford was in attendance via zoom. She reported that this is the 3rd year of the Sassy Trash Market and the vendors keep track of attendance as well as using a clicker counter when people enter the market.

Committee member Cook will forward this application at tomorrow's Council Meeting. He did suggest turning in the application before the event and not after the event.

4. **Other Committee Comments**

5. **Adjourn**

The meeting was adjourned at 8:44 a.m.

Steven Cook, Chair

Debbie Lee, Clerk



2024 Lodging Tax Fund Application

Name of Applicant: MOUSE ABOUT FOUNDATION

Name of Event: MOUSE ABOUT CO-ED SOFTBALL TOURNAMENT

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: MOUSEABOUT FOUNDATION

Organization mailing address: 11809 NORTH ATLANTIC
SPOKANE, WA 99218

Organization contact person & title: DONNA COSTELLO
BOARD MEMBER + CORPORATE SECRETARY

Organization/contact phone: (425) 530-0693

Email: costello.d@portseattle.org

Organization Website: www.mouseaboutfoundation.org

Federal Tax ID Number: 88-2518354 UBI Number: 604 924 856

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: Benefit Co-ed Softball Tournament + Auction

Project/Event Date: August 10 & 11

Project/Event Location: Cle Elum Memorial Park 321 S Cle Elum Way
Cle Elum WA 98922

Amount of Funding Requested: \$ 3,175⁰⁰

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

☒ New Project/Event ☐ Ongoing Project/Event Support

Estimated # of overnight stays: 206 (estimated 103 rooms for 2 nights each)

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. *— answers attached after Page 18*

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:

	Prior Year	Projected
A. How many participants and spectators attended last year's activity and/or will attend this year?	293 (est)	311

- B. How many days did/will your event occur? 2 2
- 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.)

we did not 206 (see below)
gather this information
last year

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)

Donna Costello

Or sign here: _____

(print name)

DONNA COSTELLO

Title:

BOARD MEMBER + CORPORATE SECRETARY

Date:

8-1-2024

NOTE Projections are based most significantly on the number of teams registered and the number of those teams coming out least 50 miles. The ^{registration} report from the foundation's website is included behind a worksheet with estimates of people traveling to the city. This is an outside source to verify the number of teams/participants

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.

MOUSEABOUT FOUNDATION 2024 LODGING TAX FUND APPLICATION QUESTIONS

1. DESCRIPTION OF PROJECT/EVENT

This is a co-ed benefit softball tournament and silent auction held August 10 and 11 for the purpose of raising funds to help support a cancer patient in the Cle Elum community who is suffering an economic hardship in the midst of their cancer treatment. The market audience includes individuals who are looking for a philanthropic opportunity while also enjoying a co-ed softball tournament as a player, a volunteer or a supporter. A total of 19 teams are registered for the tournament, 12 of which are from more than 50 miles outside of Cle Elum. In addition, some friends and family members also living outside of the Cle Elum area will travel to town either to volunteer in some capacity at the tournament and auction or just to support their team members. This brings income to the city for hotels or other housing, restaurants and groceries, general supplies and some fuel costs. An itemized list of the use of requested funds is included on the 2024 Budget page.

2. ESTIMATES OF HOW THE MONEY RECEIVED WILL RESULT IN INCREASES IN THE NUMBER OF PEOPLE TRAVELING.

Of the 19 teams registered for the tournament there are 12 teams traveling into the city from at least 50 miles away. The rosters average 13 people which is a total of 156 people who would be traveling into Cle Elum. To our knowledge these people would all be staying in paid overnight accommodations. In addition another 50 individuals are projected to be traveling into the city from at least 50 miles away. A schedule which details these estimates is included with this application. Also, to confirm the number of teams registered for the tournament, a report from the website of team registrations is also included.

3. MEASURING THE EVENT'S IMPACT ON TOURISM.

This event is date specific – August 10 and 11. This is the third year that the tournament has been held in Cle Elum by the current non-profit organization. Prior to the COVID pandemic a similar event was held by a group of local citizens. Consequently, many people are familiar with the tournament and the timing of the year for the tournament. The team registrations have been filled within a week each of the past three years and, as mentioned above, 12 of the 19 teams live outside of the local area. The reputation of the tournament, the quality of the event and the opportunity to help someone in need have all greatly aided the marketing and communication efforts.

Primary means of marketing and communication are through the Facebook page for the tournament and the website for the foundation both of which reach viewers irrespective of where they live. If monies are awarded for the current year, we will consult with local

citizens for ways to include information regarding tourism opportunities in Kittitas County in our Facebook and website communications. The tournament is held the same weekend each year, so communication will begin shortly after this tournament to “Save the Date” for next year.

4. OTHER FUNDING SOURCES

For each of the past three years, the foundation has received funds from Fire Station 61’s Fill The Boot campaign. People are also able to make a contribution to the foundation during the tournament. The primary sources of funding for the event are from Team Registration Fees, a Silent Auction, a 50/50 Raffle, Mulligan tickets and Sales from concessions, a beer garden and T- shirts. The funds from Fill the Boot and the team registration fees have been received. An overall budget for the 2024 tournament which includes in-kind volunteer hours and materials is included in this packet.

The tournament has been self sustaining every year. The ultimate goal is to raise as much money as possible that will be given to the recipient who has been chosen for the year. Any assistance granted for advertising costs and certain operating costs of the tournament (as outlined in the budget report) will reduce the use of funds raised from the various tournament sources -which will increase the amount on hand to award to this year’s recipient. The final determination of the amount to be awarded is determined a few weeks after the tournament when a final accounting of the tournament results has been made. If the project is not funded with this grant request, the tournament will still be self-sustaining; there will be less money available for this year’s recipient because those costs for which the grant is requested will be paid from tournament revenue.

The 2024 budget which is included in this packet delineates all funding sources, including in-kind labor and materials. The budget also provides a breakdown of the each of the items included in the total grant request.

5. PARTNERSHIPS WITH OTHER GROUPS

We have not collaborated with other organizations to promote county-wide tourism.

6. PLANS TO BECOME SELF SUSTAINING.

The tournament is self-sustaining. Financial statements from 2022 and 2023 are included in this packet and the budget for 2024 also includes projected revenues and expenses.

7. ADDITIONAL INFORMATION

We have included the IRS approval of non-profit status and a one-page overview that provides some history. We have also taken steps with this year’s tournament to obtain more information from each team that will enable us to provide actual numbers of spectators and participants as well as actual room nights booked.



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

MOUSEABOUT FOUNDATION
11809 N ATLANTIC STREET
SPOKAN, WA 99218

Date:
08/19/2022
Employer ID number:
88-2518354
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
May 26, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053622001112

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

History

MouseAbout Foundation (MAF) was incorporated in 2022 as a Washington non-profit corporation. MAF provides financial assistance to individuals who have experienced economic hardships as a result of their treatment for cancer.

MAF is funded primarily through two sources: general contributions and funds received from an annual softball tournament in Cle Elum, WA. The tournament was inspired by a group of citizens in the Cle Elum community who came together in 2005 to help one of their own, Eileen Costello, who was experiencing financial hardship while suffering from cancer. They hosted a softball tournament from which funds were raised to help with those needs. The tournament continued through 2019 thanks to this selfless group of individuals and is now a significant source of funding for MouseAbout Foundation.

Eileen "Mouse" Costello, the Foundation's namesake, was an outstanding athlete who played softball both nationally and internationally. She has been inducted into many Halls of Fame and has traveled the world playing the sport she loved. Mouse started as a young teenage player in Spokane, WA, playing for the Lilacs. She additionally played for the Yakima Steelers, Doc's Blues in Vancouver, B.C., and finished her career playing for local rec teams in the Cle Elum-Roslyn area.

Not only was Mouse a great athlete and an avid Cougar fan, she was a faithful Catholic and loved children. She graduated from Washington State University with both a Bachelor's and Master's Degree in Speech Pathology and spent her career working with children in the public school system as a Speech Language Pathologist.

At Washington State she played women's varsity basketball for the Cougs. Mouse also coached youth basketball in the public school systems as well as Catholic youth organizations.

Mouse was as compassionate as they come and was always ready to help someone in need. As a result, when she knew her helping days were coming to an end, she wanted to continue to help. Hence, she requested the MouseAbout Softball Tournament be continued to help others who were experiencing financial difficulty due to cancer and its respective treatments. The Cle Elum community and many of Mouse's friends have been instrumental over the years in continuing Mouse's legacy and helping others in need in this community.



MOUSEABOUT FOUNDATION
ESTIMATED # OF INDIVIDUALS TRAVELING TO CLE ELUM

DESCRIPTION		
SOFTBALL TEAMS		
- # of teams registered	19	
- # from local area	7	
- # from more than 50 miles away (breakdown follows)	12	
- # from out of state		1
- # from in state		11
SOFTBALL PLAYERS		
- average # of players per team	13	
- # from local area	91	
- # from more than 50 miles away (breakdown follows)	156	
- # from out of state		13
- # from in state		143
TOURNAMENT VOLUNTEERS & OTHERS		
- # from local area	14	
- # from more than 50 miles away (breakdown follows)	50	
- # from out of state		7
- # from in state		43
TOTAL ESTIMATED NUMBER OF INDIVIDUALS TRAVELING		
- # from out of state		20
- # from in state		186
TOTAL ESTIMATED NUMBER OF PERSONS ATTENDING		311

NOTE: it is estimataed that everyone traveling to Cle Elum whether from other cities in Washington or out of state will be staying in overnight paid accommodations.

Total number of individuals traveling	206
Total number of hotel rooms (assume 2 people per room)	103
Total number of paid hotel nights (2 day tournament)	206

From: David Marquardt <davidmarquardt27@gmail.com>
Sent: Sunday, August 4, 2024 8:27 PM
To: Jane Costello
Subject: MouseAbout '24 Registration

Jane,

See the below team list for our team listing for this year's MouseAbout Tournament. as sourced from our website operated by Wix publishing.

Each team has at least 15 members on it. Please note - the list below represents 17 of the 19 teams in this year's tournament. The remaining two teams paid via cash and are coming in from the Seattle area.

Day 1
 Full Bracket
 of 19 teams
 on next page

Filter by: All Orders

☐ Name <i>Team Captain</i>	Order number	Order date
☐ Sarah Edinger	2W85-JHFR-GD6	Jun 07, 3:13 PM
☐ Michelle Wheeler	2W8K-558F-D84	Jun 10, 1:49 PM
☐ Kelly Bacon	2W85-JF35-9ZK	Jun 07, 3:12 PM
☐ Haley Edinger	2W85-LGNM-NFN	Jun 07, 3:37 PM
☐ Delaney Gettel	2W4X-B6TC-14T	May 14, 12:40 AM
☐ Name ↓	Order number	Order date
☐ Stephanie Mifflin	2W4M-5DF1-V8L	May 11, 5:01 PM
☐ Rusty Bogart	2W4M-9SQQ-XQC	May 11, 5:54 PM
☐ Nicole Crossett	2W4M-51111-VZJ	May 11, 5:02 PM
☐ Michelle Richmond	2W4M-5DPD-CTB	May 11, 5:01 PM
☐ Kirk Peterson	2W4M-11CTK-KKZ	May 11, 7:02 PM
☐ Kimberly Jenkins	2W4M-690V-3R0	May 11, 5:12 PM
☐ Jordan Vaughn	2W4M-5C4M-QX7	May 11, 5:00 PM
☐ Griffin Scott	2W4M-5CFG-LGZ	May 11, 5:00 PM
☐ Garrett Hull	2W4M-5CTD-3K3	May 11, 5:01 PM

Names that
 Did Not Print

Brooks Bransletter

Edgar Arroyo
 Caleb Bogart

[illegible]

AUCTION TO CLOSE 30 MINUTES AFTER COMPLETION OF LAST GAME SATURDAY; APPROXIMATELY 6:30. WINNERS WILL BE ANNOUNCED IMMEDIATELY AND ALL ITEMS MUST BE PAID FOR AND PICKED UP SATURDAY.

Team Draw		POOL A	POOL B	POOL C	POOL D
1	Yank DeeZ		1 DAG	1 Tafty Shop	1 Hawk Tuah
2	Mad Batters		2 Bad News Beers	2 Where's Pat	2 Amateur Batters
3	Nodding Donkey		3 Rusty Baliz	3 Sandlot Rejects	3 Chasin 8
4	Misfits		4 Team Slim Shady	4 Costello 2.0	4 Team Costello
5	Master Batters		5 Weekend Warriors	5 The Window Guy	

**MouseAbout Foundation
Tournament Budget for 2024**

	Source of Funding		
	2024 Budget	Tournament	Lodging Fund Grant
Revenues			
Tournament Income			
50/50 Raffle Sales	750	750	
Beer Garden Sales	1,850	1,850	
Concession & T Shirt Sales	4,025	4,025	
Mulligans	5,900	5,900	
Silent Auction Items	6,500	6,500	
Team Registration Fees	6,500	6,500	
Lodging Tax Grant	3,175	-	3,175
Contributions	4,300	4,300	
Total Tournament Income	33,000	29,825	3,175
In Kind Contributions			
Volunteer Labor	4,724	4,724	-
Donated Materials	500	500	-
Total In Kind Contributions	5,224	5,224	-
Total Revenues	38,224	35,049	3,175
Expenses			
Administrative Expenses			
Website Administrator	600	300	300
Website Expenses	50	50	-
Total Administrative Expenses	650	350	300
Recipient Grants	18,500	18,500	-
Tournament Expenses			
50/50 Raffle Expenses	150	150	-
Beer Garden Expenses	1,000	1,000	-
Concession Items	1,800	1,800	-
In Kind Labor	4,724	4,724	-
Insurance	300	-	300
SaniCan Rental	50	-	50
Softballs	150	-	150
Square Devices	-	-	-
Square Fees	300	300	-
Supplies	300	225	75
Tribune Advertising	750	-	750
T Shirts & Caps	1,900	1,900	-
Umpires	1,750	-	1,750
Volunteer Appreciation	250	250	-
Total Tournament Expenses	13,424	10,349	3,075
Total Expense	32,574	29,199	3,375
Profit (Loss)	5,650	5,850	(200)

schedule on next page

**MouseAbout Foundation
Revenues and Expenses from Softball Tournament
2023 and 2022**

	<u>2023 Actual</u>	<u>2022 Actual</u>
Revenues		
Tournament Income		
50/50 Raffle Sales	500	-
Beer Garden Sales	1,751	-
Concession & T Shirt Sales	4,016	5,709
Mulligans	5,853	3,943
Silent Auction Items	6,492	4,637
Team Registration Fees	5,987	5,600
Contributions	4,450	3,400
Total Tournament Income	<u>29,049</u>	<u>23,289</u>
In Kind Contributions		
Volunteer Labor	4,200	4,000
Donated Materials	503	-
Total In Kind Contributions	<u>4,703</u>	<u>4,000</u>
Total Revenues	<u>33,752</u>	<u>27,289</u>
Expenses		
Administrative Expenses		
Website Expenses	626	-
Total Administrative Expenses	<u>626</u>	<u>-</u>
Recipient Grants	15,000	14,500
Tournament Expenses		
50/50 Raffle Expenses	121	-
Beer Garden Expenses	986	-
Concession Items	1,776	1,121
In Kind Labor	4,200	4,000
Insurance	297	54
SaniCan Rental	50	50
Softballs	130	261
Square Devices	149	171
Square Fees	266	-
Supplies	254	-
Tribune Advertising	580	580
T Shirts & Caps	2,135	706
Umpires	1,500	1,320
Volunteer Appreciation	500	607
Total Tournament Expenses	<u>12,944</u>	<u>8,870</u>
Total Expense	<u>28,570</u>	<u>23,370</u>
Profit (Loss)	5,182	3,919



2024 Lodging Tax Fund Application

Name of Applicant: Northern Kittitas County Historical Society

Name of Event: 25th Jubilee

Date Received: 8-19-24

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

Organization/contact phone: (509) 929-0996

Email: charlene.kauzlarich@gmail.com

Organization Website: 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: 25th Jubilee

Project/Event Date: Jan-Dec 2025

Project/Event Location: Carpenter House Museum

Amount of Funding Requested: \$ 30,000

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?	733	788

B. How many days did/will your event occur? _____ 12 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)



Or sign here: _____

(print name) Charlene Kauzlarich

Title: Treasurer

Date: August 19, 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 \$30,000 to fund operations and marketing for our 2025 Jubilee. Plans are currently underway to create a series of historical and cultural activities to be held at the Carpenter Museum between April and September 2025. We will be offering a series of artistic workshops, exhibits, and special historical lecture engagements that will be geared toward attracting visitors from Wenatchee, the Tri-Cities, Yakima, and the west side of Snoqualmie Pass.

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:

Planning	\$ 8,050
Marketing	\$ 9,550
Operations	<u>\$17,400</u>
	\$35,000 (Includes NKCHS Match of \$5,000)

- 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 2025.

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 exciting lineup of artistic workshops, exhibits, and special historical lectures
Advertise through Facebook
Post event brochures in Wenatchee, Tri-Cities, Yakima, Bothell, and Marysville
Provide timeline of activities/events being offered on our website
Publish and distribute newsletters of NKCHS activities online and in the mail
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 (CAMAH) 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 Wenatchee, Tri-Cities, Yakima, Bothell, and Marysville areas. We will also be mailing brochures and newsletters to art galleries and historical societies around the Pacific Northwest.

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?**

No, we've not applied for funding from other sources yet, as we wanted to start our application process locally first. NKCHS has \$5,000 on hand in matching funds. If grant funding is not secured, we will need to scale down the number of outside instructors, advertising, and printing planned for our 2025 Jubilee.

- 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 (CAMAHA) 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 CAMAHA which provides CAMAHA with non-profit 501c3 coverage has been in effect since inception in 2011. We are actively involved in CAMAHA 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 CAMAHA brochure, website, and personal invitation. Our collaboration with CAMAHA 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 will be asking our membership to help with their donations as well as seeking ad sponsorships and creating possible fundraising auctions. 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. Our 2025 Jubilee will highlight the successes we have had these past many years at the Carpenter House and create added interest for guests to visit our museums.

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

See attached budget.

2025 JUBILEE BUDGET

REVENUES

NKCHS Cash	5,000	
Cle Elum Lodging Fund Grant	30,000	
TOTAL REVENUES		35,000

EXPENSES

PLANNING:

Advertising	2,800	
Event Coordinator	5,000	
Permits	250	
	<u>8,050</u>	

MARKETING:

Internet	2,000	
Postage	850	
Printing	3,500	
Subscriptions	200	
Supplies	3,000	
	<u>9,550</u>	

OPERATIONS:

Annual Report	20	
Dues	100	
Equipment	3,000	
Instructors	3,500	
Insurance	2,700	
Lodging	900	
Trash Disposal	180	
Utilities	7,000	
	<u>17,400</u>	

TOTAL EXPENSES		35,000
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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.

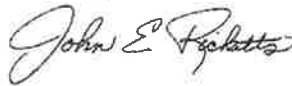
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and 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

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: _____

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 _____

Event date(s): _____ Day(s) of the Week _____

Time: _____

Event location: _____

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

Set-up: Date _____ Time _____ am / pm

Take-Down: Date _____ Time _____ am / pm

Purpose of Event: _____

Event Crowd Size:

Participants _____ Spectators _____ Volunteers/Personnel _____

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: _____

Mailing Address: Street _____

City _____ State _____ Zip: _____

Applicant's Name: _____ Title: _____

Contact Information: Daytime Phone _____

Cell Phone _____

Fax _____

E-mail _____

Contact Person *During Event*: Name _____

Daytime Phone _____

Cell Phone _____

Fax _____

E-mail _____

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: _____

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.

Applicant's Signature

Date

Applicant's Printed Name

Title



HOLD HARMLESS AGREEMENT

This Agreement made this _____ day of _____, _____, between the City of
Cle Elum, referred to as "CITY" herein, and _____ at,

_____, _____, _____, _____ 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.

'USER' Signature

Print Name

Title

**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

Police Chiefs Conditions: _____

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

Police Signature: _____

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

Public Works Conditions: _____

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

Public Works Signature: _____

CLE ELUM FIRE DEPARTMENT (509) 674-1748

Fire Chiefs Conditions: _____

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

Fire Department Signature: _____

CITY COUNCIL REPRESENTATIVE (509) 674-2473

City Council Representative's Conditions: _____

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

City Council Signature: _____

CITY ADMINISTRATION (509) 674-2262

Administrator Approval: _____ **Date:** _____



Ph. 509.925.1448
Fax 509.955.1854
606 W. 3rd Avenue
Ellensburg, WA 98926

August 29, 2024

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

Dear Mayor Lundh,

For several years, HopeSource has provided essential transportation services to the residents of Kittitas County, made possible through the unwavering support of our community. On behalf of HopeSource, I extend our heartfelt gratitude for your continued commitment to our mission.

We are reaching out to request a match fund of \$24,000 annually, or total \$48,000 for our Kittitas County Connector (KCC) programs during 2025-2027 period. KCC connects Cle Elum, Roslyn, Ronald, and Ellensburg, providing greater opportunities and options for employment, healthcare, and other essential services. We are currently working on completing the KCC implementation by connecting the City of Ellensburg and the City of Kittitas for even greater access.

Your support will ensure that our program remains available to both current and future passengers, highlighting the community's dedication to our work and the value of our services within the broader support network.

Attached, you will find a Match letter template, outlining key points you may wish to include. We kindly ask that you customize it to reflect your organization's unique perspective and the impact that accessible transportation has on both your organization and the community.

Please email the completed letter to me by Friday, September 6th. Your support is crucial in helping us continue to provide these essential transportation services to residents of Kittitas Valley.

Thank you sincerely for your invaluable support.

Keiko Walsh
Program Manager - Transportation
kwalsh@hopesource.us

[YOUR ORGANIZATION'S LETTERHEAD]

[DATE]

Susan Grindle
Chief Executive Officer
HopeSource
606 W. 3rd Ave.
Ellensburg, WA 98926

Re: Matching Funds for WSDOT Consolidated Grant Program

[ORGANIZATION NAME] is pleased to continue this partnership with HopeSource and the many agencies supporting public transportation in Kittitas County. We are willing to commit a total of [DOLLAR AMOUNT] toward the matching funds needed for HopeSource's application for the 2025-2027 biennium WSDOT Consolidated Grant Program:

- Sustain Dial-A-Ride services in Kittitas County
- Sustain the Kittitas County Connector Bus

We continue to recognize the value public transportation brings to our community, providing many residents with access to employment, education, healthcare, social and other essential services.

Please contact [NAME] at [XXX-XXX-XXXX] or [EMAIL ADDRESS] if you have questions.

Sincerely,

[SIGNATURE]

[NAME]

[TITLE]