



APPLICATION FOR CITY OF DUPONT LODGING TAX FUNDS

(up to 2 pages of attachments accepted)

City of DuPont
1700 Civic Drive
DuPont, WA 98327
(253)964-8121
Fax (253)964-3554

Requested Funds Information (check appropriate boxes)

Organization or Agency	Amount requested
<input type="checkbox"/> Tourism promotion or marketing activities	
<input type="checkbox"/> Tourism related facility or capital project	
<input type="checkbox"/> Event or festival	

Name of Event/Festival	Location	Date
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Organization or Agency Information (check appropriate box)

<input type="checkbox"/> Non-profit (submit 1 copy of current WA Secretary of State non-profit corporate registration)
<input type="checkbox"/> Public Agency

Contact Name	Title	Federal Tax ID Number

Mailing Address	City	State	Zip

Phone Number	Fax	Email Address

Certification

On my own behalf, or as a properly authorized representative of the organization or agency listed above, I hereby state that I understand that this is an application for DuPont Lodging Tax (LTAC) Funds which, if awarded, will result in a contract with the City of DuPont. I understand awarding of funds is subject to the following: funds will be used to reimburse lawful expenses only, funds are on a reimbursement basis and distributed after applicant has submitted receipts, invoices, expenditures, reports, etc. in accordance with State and City laws, rules, and regulations. Most events will require separate approval through the City Special Events permitting process. Awarding of any funds in no way allows applicant to hold or promote an event. I understand the City may require insurance, reimbursement of its expenses or other fees in accordance with DuPont Municipal Code, regulations and/or policies at the sole discretion of the City and that some or all of those expenses may not be covered by any funds awarded.

Name	Signature	Date

Supplemental Questions

Description of tourism related activities:

Estimate number of visitors/participants in each category:

Overall attendance at your proposed event/activity/facility: _____

Number of people who traveled more than 50 miles for your event/activity: _____

Number of visitors/participants from out of state and/or country: _____

Number of people who stayed in **paid** overnight lodging in DuPont: _____

Number of people who stayed overnight in **unpaid** accommodations: _____

Number of paid lodging room nights resulting from your proposed event/
activity/facility:
(Example: 25 paid rooms on Friday and 50 paid rooms on Saturday =
75 paid lodging nights) _____

How will your activity/event/facility promote tourism in DuPont:

How will you support DuPont Hotels, Restaurants and Businesses?

Is there a host hotel for this activity? If yes, please list: _____

Describe community appeal and/or support:

Financial Information

Budget: **Please complete Exhibit A**

Do you rely solely on City of DuPont LTAC funds? Yes _____ No _____
Do you plan to become self-funded? If so, what is your plan and progress to date? Yes _____ No _____

Other funding sources:

Source	Amount	Confirmed?
	\$	
	\$	

Have you received funds from DuPont LTAC before? Yes _____ No _____

Is this application for new funds or increased funds? New _____ Increased _____

Reason for increased funding request:

Location Information If Applicable

Event location address: _____

Inclusive date(s): _____

Special Event Permit: Date issued _____ Date applied for: _____

Submission Instructions

Application deadline is September 16, 2021. MUST BE RECEIVED in City Hall by this date.

Required documents (limit 2 additional pages of attachments with exceptions below):

- Original, signed application with 10 copies, three-hole punched
- 1 copy only of non-profit corporate registration from WA Secretary of State, if applicable. Copy of online record is acceptable; does not count toward limit on attachments; not punched
- An itemized budget is required.** If separately attached, does not count against limit on attachments

Submit to: City of DuPont
Karri Muir, Clerk
1700 Civic Dr
DuPont, WA 98327

For questions, contact:
Carma Oaksmith, Finance Director
(253)912-3300
coaksmith@dupontwa.gov

Exhibit A

Project Budget

	LTAC Funds	Other Funds	Total Cost
Personnel Salaries and benefits			
Administration Office expenses including rent, phone, copies			
Marketing and Promotion			
Permits and Fees			
Equipment Rental			
Traffic Control			
City Personnel Public Safety, Facility set-up & take down			
Insurance	Not applicable		
Golf Related Costs Green fees, range balls, carts			
Gifts, Awards and Trophies			
Food			
Entertainment			
Consultants/Officials			
Other (Please Explain)			
Total			

Additional information:

Please note: If you are hosting an event, there may be fees that apply.

If your event will be over 50 people, you will need a Special Event Permit.

If your event will have vendors, they may need a Temporary Business License.

Please see our website and fee schedule for more information:

www.dupontwa.gov