

**APPLICATION DEADLINE: August 14, 2018**

The City of Mukilteo is soliciting project proposals that support and encourage tourism, cultural activities and tourism facilities in Mukilteo, Washington. The funding source for projects awarded grant funds is the City's share of taxes collected on overnight stays (hotel/motel/lodging) within the City of Mukilteo.

State law limits the use of lodging tax funds. All applications must be for one of the following uses:

- Tourism marketing
- Marketing and operations of special events and festivals
- Operations of tourism-related facilities owned or operated by non-profit organizations
- Operations and capital expenditures of tourism-related facilities owned by municipalities or public facilities districts only

For grant funding year 2018, the Mukilteo City Council approved \$337,830 in grants funded by lodging taxes. As Lodging Tax funds vary from year to year, there is no guarantee of the total amount awarded or if any grant awards will be made.

***Grant Applications:***

Beginning July 1, 2018, the online application will be available on the [City's website](#). No paper forms will be accepted, and you must submit a separate application for each project/grant request.

All Applications must include:

- Estimates of how funding the activity will result in increases to people staying overnight, traveling 50 miles or more, or coming from another state or country. To ensure this data is collected, please include it.
- How your project will
  - generate economic benefit through overnight lodging, sale of meals and goods, and/or construction of tourism-related facilities
  - increase recognition of Mukilteo throughout the region as a destination for tourism
  - increase opportunities for tourism by developing new visitor activities

Local hoteliers will work with your organization to track information if you are submitting an application. If you need assistance, be sure to contact them prior to submission, as priority will be given to those projects which encourage and track overnight stays.

Applications must be submitted no later than 4:30 p.m. (Pacific time) on Tuesday, August 14, 2018. No late applications will be accepted after this deadline. Any questions concerning the application process may be directed to Nancy Passovoy, Executive Assistant, at 425-263-8018 or [n.passovoy@mukilteowa.gov](mailto:n.passovoy@mukilteowa.gov).

**~ Application Requirements & Instructions ~**

**General Information:**

- All applications will be reviewed by the City's Lodging Tax Advisory Committee for potential funding recommendations.
- It is highly recommended that you present your proposal to the Lodging Tax Advisory Committee. Presentations will be made in late August; staff will be in touch with all applicants to schedule.
- Recommendations from the Committee will be presented for approval at the September 4, 2018 regularly scheduled City Council meeting; grant recipients will be notified within 30 days. A Funding Agreement will be sent to you by the end of December.
- You can upload any supporting materials online. Please limit your uploads as much as possible.
- Funds will be paid on a reimbursement basis only. Organizations must first incur the expenses and then request reimbursement from the City on a specific reimbursement form that will be provided to you.

**If you received a grant in 2018, you do not need to resubmit**

- your IRS or State of Washington non-profit certification letters.
- the past two years of Income Statement and Balance Sheet

**If you DID NOT receive for a grant in 2018, you must upload the following with your application:**

- Proof of IRS certification as a non-profit.
- The past two year's Income Statement and Balance Sheet demonstrating that you have the financial ability to pay for expenditures in support of this grant

**ALL Applicants must provide:**

- Proof of liability insurance including \$1,000,000/occurrence and \$2,000,000/general aggregate. The City reserves the right to waive this insurance requirement under certain circumstances. If your organization is awarded a grant, your insurance Certificate must name the City of Mukilteo as an "additional insured." There are NO exceptions to this requirement. We expect organizations to renew their insurance prior to their project.
- Your organization's meeting minutes showing board approval of project and authorization of application.