

City of Buckley
Lodging Tax Funds Application
Funding Year: 2026



GENERAL INFORMATION AND INSTRUCTIONS

The City of Buckley Lodging Tax Advisory Committee (LTAC) was established by the City Council in accordance with Washington State Law. The Committee's purpose is to advise and recommend to the City Council how excise taxes on lodging should be allocated to support tourism, which in turn generates revenue. The Committee is comprised of two members to represent businesses required to collect the tax, two members to represent activities authorized to be funded by the tax, and one member from the Buckley City Council.

Legislation and Application Guidelines:

Components of "tourism promotion" are described in RCW 67.28 as follows:

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 of special event/project/programs 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.

PROJECT MANAGEMENT:

State law requires that local jurisdictions that receive Lodging Tax revenues under RCW 67.28.1816 must submit an annual economic impact report. To assist the City with this reporting requirement, the City of Buckley will require that recipients of Buckley's Lodging Tax funds provide the following information related to the funded event/project/program.

- Estimated number of tourists, persons traveling over 50 miles to the destination;
- Estimated number of persons remaining at the event/project/program overnight;
- Lodging stays generated by the festival or event/project/program;
- Estimated increase in sales (within Buckley city limits) attributable to the event/project/program;
- Any other measurement that demonstrates the positive impact of increased tourism attributable to the festival or event/project/program.

Information will be required within 60 days after your agency's event/project/program is complete.

OTHER INFORMATION:

Contract: After Council adoption of allocations, a contract/agreement will be provided to your agency for signature. This will need to be signed and returned within 15 days of receipt.

Business License: A City of Buckley business license is required for any agency receiving Lodging Tax funds from the City and whose event/project/program takes place within the City limits. City of Buckley business license information can be found on the WA State Department of Revenue website at <https://dor.wa.gov/open-business/apply-business-license>.

Insurance: As part of its contract for performance, the City requires contractors to maintain liability insurance in the amount of \$1,000,000 and name the City as an additional insured on its liability insurance policy.

Reimbursement Payment: The City will reimburse actual costs incurred by your agency for the event/project/program this application is being made only after funding approval is awarded by the City Council. A signed Request for Reimbursement form and copies of invoices and payment documentation must be received within 60 days after the event/project/program. The City normally processes payments during the 1st and 3rd weeks of each month.

Application Form: Application form will be available on the City's website (www.cityofbuckley.com). If you have any questions regarding the application form or process, please call Sandi Hines at 360.761.7804.

APPLICATION SUBMITTAL INSTRUCTIONS

APPLICATION DEADLINE: No later than 5pm on **October 7, 2025**

REQUIRED DOCUMENTS:

1. Application and Supplemental Questions
 - Original (signed)
 - 8 copies paper clipped, no staplesBrochures and Other Materials (if applicable)
 - 8 copies paper clipped, no staples
2. Copy of your agency's current non-profit corporate registration (if applicable) or corporation status with the Washington Secretary of State. A copy of the online record is sufficient.

Submit all application materials to:

City of Buckley
Attn: Sandi Hines, Finance Director
PO Box 1960
933 Main Street
Buckley, WA 98321

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

APPLICATION FOR 2026 FUNDING

Name of Organization: _____

Organization mailing address: _____

Contact Name & Title: _____

Contact Email: _____ Contact Phone: _____

Website: _____

Federal Tax ID: _____ UBI No.: _____

Organization is a (circle one): Government Entity 501(c)3 501(c)6 other _____
(note: you must submit 501(c)3 or 501(c)6 approval documentation)

Founding Year: _____ Number of Staff: _____

Event/project/program name: _____

Event/project/program date(s): _____

Event/project/program location(s): _____

Amount of funding requested \$ _____ Total Cost of event/project/program \$ _____

Target Age Group(s): _____

Tourism Seasons: Indicate what season(s) your project will enhance tourism in the City of Buckley:

_____ Year-round (Jan – Dec) _____ Winter (Dec – Feb) _____ Spring (March – May)

_____ Summer (June – Aug) _____ Fall (Sept – Nov)

Provide an estimate of the number of participants who will attend the event/project/program in each of the following categories: **# of Participants**

- Stay **overnight in paid accommodations** away from their place of residence or business:
- Stay **overnight in unpaid accommodations** (with friends or family) and travel **50 miles or more one way** from their place of residence or business:
- Stay for the **day only** and **travel more than 50 miles or more one way** from their place of residence or business:
- Attend but are not included in one of the categories above:
- Estimated number of participants in **any of the above categories** that attend from **out-of-state** (including other countries):

APPLICATION QUESTIONS

Please answer each question below completely. Please include any supporting data within your response.

1. Identify the specific tourism audience/market located more than 50 miles from Buckley that your organization will target with these funds.
2. Describe in detail the tourism promotion activities (refer to page 1) that will be performed or provided with the funding request, that specifically target the tourism audience/market listed in question #1 above. Be very specific, if funded you will be held to this plan by written contract.
3. What tools will you use to measure your event/project/program's impact on tourism in Buckley? Please be specific and provide examples.
4. Describe how you will encourage support of Buckley businesses, restaurants, and retail.
5. If your organization collaborates with other organizations, such as the Chamber of Commerce, please describe how this is accomplished.

6. Will your proposed event/project/program become self-sustaining in the future? Yes No
7. Have you received City of Buckley Lodging Tax funds in the past for any event/project/program?
Yes No If Yes, which event/project/program?
8. Have you received City of Buckley Lodging Tax funds in the past for this specific event/project/program?
Yes No
9. Does your organization rely solely on Buckley LTAC funds for this event/project/program?
Yes No
10. If no, please list other sources of funding.
11. Will your event/project/program be viable if you only receive partial funding? Please explain.
12. Discuss/list any projected vendors at the event/project/program?
13. Please provide any additional information that you feel will assist the Buckley LTAC in evaluating your project and its benefit to tourism in the City of Buckley.

Project Budget – Please complete the Budget Worksheet below for your event/project/program (not agency) budget. Include all expenses, including marketing, promotional, and operational expenses. Capital expenses will not be allowed, such as equipment, building improvements, etc. Include the projected sources of revenue/funding for each expense item. Please include all expenses and anticipated funding sources for this event/project/program.

Budget Worksheet

Expense Item	Funding Sources			
	Agency Funds	In-Kind Donations	LTAC Funds	Total Cost
Total Projected Cost of Event/Project/Pgm				

Application Certification:

The applicant hereby 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, creed, place of birth, or degree of handicap; 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 hereof.

Certified by: (signature) _____ Date: _____

Print name: _____ Title: _____

THANK YOU FOR YOUR APPLICATION

EVALUATION & RANKING

The Buckley LTAC will review applications, hear presentations, rank applications according to the rating system, and make recommendations to the City Council for funding allocations. In the review of applications, the LTAC will recommend preference to those proposals which (1) demonstrate the opportunity to increase overnight lodging, (2) increase tourism in Buckley, and (3) demonstrate ability towards event/project/program self-sustainability.

Money allocated to projects is expected to result in a return of economic investment to the citizens of the City of Buckley. Non-Profit organizations will be given preference. Projects during the off and/or shoulder season are encouraged.

Criteria	Points Possible	Application Question	Points Awarded
Complete Application	5 points Yes = 5, No = 0		
Event/Festival/Project Located in the City of Buckley	10 points Yes = 10, No = 0	#3	
Stakeholder Support/Partner	10 points Yes = 10, No = 0	#5	
Promotes City Tourism	25 points Yes = 25, No = 0	#2, #4, #5, and #7	
Attributable Lodging Stays	Up to 10 points 0 = 0 1-10 = 3 11-20 = 5 21-30 = 7 31 + = 10	#1 and #2	
Facilitate Expansion of Overnight Tourism	0 - 20 points	#1 and #2	
Sustainable Future Funding Identified	10 points Yes = 10, No = 0	#6	
Agency is a Non-Profit	10 points Yes = 10, No = 0		

Total Points Possible

/100