



LODGING TAX FUND GRANT APPLICATION

The City of Soap Lake Lodging Tax Advisory Committee has annual grants available for non-profits and other charitable groups. These grants are by application process*. Funds must fit the criteria for funding [according to RCW 67.28.1816](#) and used only for the following:

1) Tourism Promotion Activities, 2) Tourism-Related Facilities or 3) Events or Festivals designed to bring tourists to Soap Lake.

YOUR ORGANIZATION OR GROUP MUST AGREE TO

1. Plan and carry out an event or use that meets the Washington State Criteria.
2. Prepare a completed application by the deadline. Mayor and City Clerk will establish application deadlines and post them on the City website.
3. Complete the Post Event Report after the event or use offunds and submit it to the City Clerk. This is state law and requests for future funds will not be considered if you fail to complete this.
4. Submit receipts and total funds to be reimbursed to the City Clerk in a timely manner. A check will be available within 30 days.

The Lodging Tax Advisory Committee will convene and evaluate all applications and determine eligibility and funding. Applications that do not meet the submission requirements will not be eligible for funding. Priority will be given to applications that 1) Increase tourism and 2) demonstrate ability toward eventual self-sustainability.

SUBMITTAL INSTRUCTIONS

Completed and signed applications shall be submitted to the City Clerk. Submittals may be mailed (PO Box 1270, Soap Lake, WA 98851), delivered in person, or emailed to (coleyo@soaplakewa.gov). Required documents and any other supporting documentation must be included with the application.

REQUIRED DOCUMENTS

1. Completed and signed application.
2. Copy of non-profit registration with Washington Secretary of State (if applicable).
3. An itemized budget in the amount you are requesting, i.e, if you are requesting \$1,000, provide details on how the money will be used.
4. Optional: Provide flyers, brochures, or supplemental information about your event or activity.