



**CITY OF PORT ORCHARD**  
**City Clerk**

216 Prospect Street, Port Orchard, WA 98366  
Voice: (360) 876-4407 • Fax: (360) 895-9029  
pkirkpatrick@cityofportorchard.us  
www.cityofportorchard.us

---

**Request for Participation/Proposal for Lodging Tax Funding  
2011**

**Submittal Due Date: August 13, 2010 by 3:00 p.m.**

Please provide **1** Original and **9 copies** to:

***City Clerk, City of Port Orchard***  
*216 Prospect Street*  
*Port Orchard, WA 98366*

The City of Port Orchard will review applications and distribute Lodging Tax funds for projects that will promote tourism in the City and for the acquisition or operation of tourism related facilities. The fund is established under RCW 67.28. The City Council will adopt selected projects as a part of the 2011 budget.

**Conditional Consideration for the Successful Application:**

To be eligible the funds **must** pay for all or a part of the costs to promote tourism, or acquire or operate a tourism-related facility (See *definitions*).

In addition, the Committee will review the applications with the following criteria:

- Impact on tourism
- Performance indicators – measurement methods to be used
- Budget and funding source information includes other Cities' contribution
- Collaboration with other applicants/organizations
- Past performance of similar projects and growth trends, or if a new start-up, anticipated potential for success

**\*Definitions:**

**“Tourism”** means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts or souvenirs.

**“Tourist”** means a person who travels from a place of residence to a different town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage or culture.

**“Tourism promotion”** means activities 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;
- Funding marketing of special events and festivals designed to attract tourists; and
- Attracting visitors for overnight stays, arts, heritage and cultural events, and recreational, professional, and amateur sports events.

**“Tourism-related facility”** means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor, and used to support tourism, performing arts, visual arts, or to accommodate tourist activities.

**Contract Requirements:**

Successful applicants will be required to enter into a contract with the City to provide services or products used to create new tourism promotion programs or expand and enhance existing programs but may not be used to merely supplant current funding for existing programs. Approval of a proposal **does not** guarantee future funding by the City.