

# CITY OF KALAMA

## TOURISM FUNDING

### PROJECTS THAT SUPPORT OR MAINTAIN TOURISM IN KALAMA

THE CITY OF KALAMA IS TAKING APPLICATIONS FOR FUNDING CONSIDERATION OF PROJECTS THAT SUPPORT OR MAINTAIN TOURISM IN KALAMA WA. AN EXAMPLE OF SAID PROJECTS THAT QUALIFY MIGHT INCLUDE BUT ARE NOT LIMITED TO FESTIVALS OR EVENTS, ADVERTISING BROCHURES, ECT. **THE DEADLINE IS BY THE FIRST OF OCTOBER OF EACH FISCAL YEAR.**

AN APPLICATION MAY BE REQUESTED AT THE CITY HALL KALAMA WA. OFFICE OR BY CALLING: 673-4561 OR DOWNLOADED FROM THE CITY WEBSITE AT [www.cityofkalama.com](http://www.cityofkalama.com) COMPLETED APPLICATIONS MUST BE RECEIVED BY MAIL P.O. BOX 1007 98625, KALAMA WA. OR HAND-DELIVERED TO CITY HALL 320 N. 1<sup>ST</sup> ST. KALAMA.

REQUEST FOR OUTSIDE AGENCY FUNDING ARE NORMALLY HELD DURING THE BUDGET PROCESS. INCLUDED IN THE *REQUEST FOR FUNDING* PACKET IS AN INFORMATIONAL SHEET TO CLARIFY THE PROCESS UTILIZED FOR OUTSIDE AGENCY REQUESTS. IT CONSISTS OF THE METHOD FOR SUBMITTING A REQUEST, WHAT HAPPENS AFTER COUNCIL CONSIDERATION OF THE APPLICATION, AND THE MANNER BY WHICH AN AGENCY MAY RECEIVE THE FUNDS.

THE REQUEST FOR FUNDING APPLICATION SHOULD CLEARLY STATE THE AMOUNT OF SUPPORT NEEDED FOR TO BE INCLUDED IN THE CITY'S ANNUAL BUDGET ON THE APPLICATION (EXAMPLE \$500 IN THE YEAR 20XX). ALL REQUESTS FOR FUNDING WILL BE EVALUATED ACCORDING TO AVAILABILITY. ANY REQUEST THAT MEETS THE CRITERIA FOR TOURISM FUNDS WILL THEN BE PRIORITIZED ACCORDING TO ITS BENEFIT TO THE CITIZENS OF KALAMA MOST DIRECTLY, ITS MEETING THE HUMAN NEEDS OF THE PEOPLE AS A WHOLE, AND ITS PROMOTION OF KALAMA.

SUCCESSFUL APPLICANTS WILL BE NOTIFIED IN WRITING IF THEY ARE SELECTED TO RECEIVE TOURISM FUNDS.

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## **CITY OF KALAMA PROCESS OF TOURISM FUNDS**

- INDIVIDUALS, GROUPS, AND AGENCIES MAKE REQUEST FOR FUNDS FROM THE TOURISM FUND BY MAIL OR IN PERSON ON APPROVED CITY OF KALAMA FUNDING FORM.
- COUNCIL CONSIDERS THE TOURISM FUND REQUESTS AT A COUNCIL MEETING.

IF THE REQUEST IS APPROVED, THE CITY WILL SEND A LETTER ADVISING THE INDIVIDUAL/GROUP/AGENCY OF THE COUNCIL APPROVAL AND OF THE PROCESS REQUIRED TO RECEIVE FUNDS INCLUDING THE FINAL INVOICE TO BE USED TO REQUEST THE FUNDS.

IF THE REQUEST IS NOT FUNDED, THE CITY WILL SEND A LETTER ADVISING THE INDIVIDUAL/GROUP/AGENCY OF THE CITY'S INABILITY TO FUND DUE TO LEGAL RESTRICTIONS OR LACK OF ADEQUATE FUNDS AT THIS TIME.

- IF THE COUNCIL HAS APPROVED A FUNDING REQUEST, IT IS THE RESPONSIBILITY OF THE INDIVIDUAL/GROUP/AGENCY REQUESTING THOSE FUNDS TO SUBMIT AN INVOICE AND EVENT REPORT TO THE CITY OF KALAMA. ATTN.: CLERK/TREASURER: P.O. BOX 1007 KALAMA, WA. 98625
- THE INVOICE SHOULD INDICATE THE EXPENSES INCURRED ALONG WITH COPIES OF RECEIPTS IF THE CITY IS REIMBURSING DIRECT COSTS AND A SPECIFIC AMOUNT OF MONEY TO BE REIMBURSED BY THE CITY.

# CITY OF KALAMA TOURISM FUNDING REQUEST

**Application Due : October 1<sup>st</sup> of each year**

**Budget Year \_\_\_\_\_**

## **Instructions**

1. Please type or print
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach a detailed budget for the project. Use attached form or provide the equivalent information.

### **Application Information:**

**Organization/Individual:**    **Nonprofit**    **Public**    **Other**    **Private**    **Association**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_    County: \_\_\_\_\_    State: \_\_\_\_\_    Zip: \_\_\_\_\_

Nonprofit Identification Number: \_\_\_\_\_

### **Contact Person:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_    Phone: \_\_\_\_\_

### **Project Information:**

Title and brief description of project

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Timeline for project or Date of event: \_\_\_\_\_

Geographic area served by this project: \_\_\_\_\_

Number of people served by this project: \_\_\_\_\_

Amount requested from the City of Kalama \$ \_\_\_\_\_ Total project cost: \_\_\_\_\_

**Specifically how will this grant be used? How do you document your results**

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**Funding Sources for this Project:**

List all firm commitments to date to fund this project and their \$ Amount

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**List any other sources of funding you have applied for:**

Their source and \$ amount and the current Status

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

How will this project be funded in the future? \_\_\_\_\_

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**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Budget worksheet – tourism funding request**

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List all project cost in the following categories:

Estimate

Actual  
(complete w/Invoice)

**Project Management/Administration:**

Project Manager Salary/Consultant Fees/Staff Cost:

\$

\$

**Goods & Services:**

Contract Services-Consultant Fee

\$

\$

Materials/Supplies/Equipment

\$

\$

Construction Cost

\$

\$

Other Misc. Expenses

\$

\$

**Total Goods & Services:**

\_\_\_\_\_

\_\_\_\_\_

**Operations:**

Facility Rent

\$

\$

Utilities

\$

\$

Other

\$

\$

**Total Operations:**

\_\_\_\_\_

\_\_\_\_\_

**Other:**

\$

\$

**Total Cost:**

\_\_\_\_\_

\_\_\_\_\_

**List all funding sources for this project:**

\$

\$

Event Revenues

\$

\$

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Other Revenue:**

\_\_\_\_\_

\_\_\_\_\_