



AGENDA

CLALLAM COUNTY LODGING TAX ADVISORY COMMITTEE

223 East 4th Street, Room 160

Port Angeles, Washington

Thursday, May 13, 2021 – 2:30 p.m.

****ATTENTION****

In response to the current Governors order Clallam County has moved Phase 3 of the Healthy Washington Roadmap to Recovery Plan. To be in compliance with the Healthy Washington Roadmap to Recovery Plan the following general requirements for COVID safety for meetings held in the Board of Commissioners Board Room are as follows:

1. All attendees are encouraged to provide contact information on a sign in sheet which will be retained for 28 days for contact tracing purposes.
2. Public seating areas and Board member seating must be arranged to ensure physical distancing is maintained.
3. Meeting attendees must wear a proper face covering and maintain six feet of physical distance between other persons.
4. No food or drink should be consumed in the BOCC Board Room.
5. Meeting organizers shall clean or arrange to have cleaned high-touch surfaces before and after each meeting.
6. Hand sanitizing stations will be available in the BOCC Board Room.
7. Keep doors and windows open where possible to improve ventilation.
8. The Chair of the meeting shall ensure masking and social distancing practices are enforced and practices by all event attendees.

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

Public comment and questions can be directed to the Clerk of the Board at (360) 417-2256 or agores@co.clallam.wa.us

- I. **CALL TO ORDER, ROLL CALL**
- II. **REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA**
- III. **APPROVAL OF MINUTES FOR THE MEETINGS ON:**
 - **April 8, 2021**
- IV. **PUBLIC COMMENT**
- V. **BUSINESS**
 - a. **Review of financial LTAC projections for 2021 – Mark Lane**
 - b. **Review and vote to approve to forward recommendations to the BOCC - “Keeping the Lights On COVID” RFP**
 - c. **Review and vote to approve to forward recommendations to the BOCC - “2021 LTAC Funding Requests” RFP**

AGENDA for the Meeting of May 13, 2021
LODGING TAX ADVISORY COMMITTEE
Page 2

VI. PUBLIC COMMENT

VII. ADJOURNMENT

LTAC 2021 meeting dates:

- June 10, 2021
- July 8, 2021
- August 12, 2021
- September 9, 2021
- October 14, 2021
- November 10, 2021
- December 9, 2021

LTAC

Draft Minutes

April 8, 2021



CLALLAM COUNTY LODGING TAX ADVISORY BOARD MINUTES of April 8, 2021

MEETING OF THE LODGING TAX ADVISORY BOARD (LTAC)

Chair Randy Johnson (Clallam County Commissioner and Chair of LTAC) called the meeting to order at 2:32 p.m., Thursday, April 8, 2021. Also present were Pamela Dahl (Aramark Properties), Lissy Andros (Forks Chamber of Commerce)(phone), Linda Keen (Quillayute River Resort)(video), Donya Alward (Red Lion)(video), Ryan Malane (Black Ball Ferry Line)(video), Marc Abshire (Port Angeles Chamber of Commerce)(video), Vanessa Fuller (Dungeness River Audubon Center)(video), Lorri Mittman (Peninsula Adventure Sports)(video). Chair Johnson appeared in person to convene the meeting.

APPROVAL OF AGENDA

ACTION TAKEN: Dahl moved to adopt the agenda as presented, Keen seconded, motion carried.

APPROVAL OF MINUTES

- **March 11, 2021**

Keen requested to modify the minutes to reflect that she was absent.

ACTION TAKEN: Fuller moved to approve the minutes as modified, Dahl seconded, motion carried

BUSINESS

a. Current lodging tax funding balance and forecast for 2021

Mark Lane, Clallam County Chief Financial Officer, provided an update.

Year to date to the end of March 2021 total LTAC revenue has been \$167,632 compared to last year this is an increase of 51.1%; incurred \$302,833 in expenditures, leaving an operating deficit of \$135,202, and a current ending fund balance of \$815,331.

Lane amended his projection for 2021 to a total projected revenue of \$1,066,958.

Lane discussed the American Rescue Plan Act and how it may benefit LTAC as well as reimbursement from the stimulus fund.

b. Keeping the Lights On COVID – 4th call - request for proposals

- **Approve to issue a notice to call for proposals**

ACTION TAKEN: Malane moved to issue notice, Keen seconded, motion carried

- **Approve to issue a press release to call for proposals, motion carried**

c. LTAC funding for 2021 – 3rd call - request for applications

- **Approve to issue a notice to call for applications for 2021 Hotel/Motel Funds**

ACTION TAKEN: Dahl moved to issue notice, Fuller seconded, motion carried

- **Approve to issue press release to call for applications for 2021 Hotel/Motel Funds**

ACTION TAKEN: Dahl moved to issue press release, Fuller seconded, motion carried

d. Black Ball Ferry update

Malane stated there is no update, he is still waiting to hear Canada's stance on opening the border.

CLALLAM COUNTY LODGING TAX ADVISORY BOARD
MINUTES of April 8, 2021
Page 2

e. Review - Keeping the Lights On COVID – 2nd and 3rd call – updates

Discussion held regarding the information provided by awardees.

ACTION TAKEN: Fuller moved to approve the recaps from all of the awardees, Abshire seconded, motion carried.

f. Future allocations of LTAC funds – marketing, capital, events

Discussion held.

Abshire advised of a ground transportation infrastructure challenge in Clallam County and his concern that Black Ball will not be able to provide ground transportation support in Clallam County. He asked if tax funds can be used to address this issue to allow Black Ball to continue this service until an alternate solution is found.

Members discussed the impacts on the events, community and tourism of not having Black Ball continue to provide this service.

Malane responded on behalf of Black Ball.

Johnson will ask the Prosecuting Attorney's Office about the legality of using LTAC funds for ground transportation.

NEXT MEETING – May 13, 2021 at 2:30 p.m.

ADJOURNMENT

Meeting concluded at 4:11 p.m.

LTAC

Financial Report

Mark Lane

CLALLAM COUNTY
HOTEL/MOTEL TAX--FUND 19925
STATEMENT OF SOURCES, USES AND RESERVES
YTD APRIL 2021 ACTUALS, REVISED 2021 PROJECTION & 2021 BUDGET WITH 5 YEAR LOOK BACK

	BUDGET	PROJECTIONS	ACTUALS--CURRENT YEAR WITH 5 YEAR LOOK BACK						ACTUALS--YTD PRIOR YEAR	
	2021 ADJUSTED BUDGET (BASED ON CURRENT COMMITMENTS AND BUDGET REVISIONS APPROVED BY BOCC)	PROJECTED YEAR-END 2021--UP 37.3% FOR YEAR --JAN-APRIL ACTUALS UP 58.6%, MAY-JULY UP 575% (REFLECTS HEIGHT OF COVID IMPACT ON 2020), AUG-DECEMBER UP 2.2%	YTD APRIL 2021	2020	2019	2018	2017	2016	YTD THRU APRIL 2020	% CHANGE VS PRIOR YEAR
REVENUE (SOURCES OF FUNDING)										
291.31331.00.0030 HOTEL/MOTEL TRANSIENT LODGING TAX	370,000	540,742	119,442	392,878	499,196	481,653	394,239	313,770	75,381	58.5%
291.31331.00.0040 HOTEL/MOTEL LODGING ADDITIONAL TAX	380,000	541,977	119,574	395,680	492,412	436,419	394,191	313,770	75,280	58.8%
291.33121.01.9100 AMERICAN RESCUE PLAN (LOST REVENUE, "KEEP THE LIGHTS ON")	-	- **	-	-	-	-	-	-	-	--
291.33321.01.9100 CARES ACT-COVID-19 RELIEF ("KEEP THE LIGHTS ON")	-	-	-	252,761	-	-	-	-	-	--
291.36700.00.0000 CONTRIBUTIONS AND DONATIONS	-	-	-	-	940	-	-	-	-	--
291.39797.90.0240 TRANSFER FROM OPERATING TRANSFERS OUT	-	-	-	-	-	-	-	-	-	--
TOTAL REVENUE (SOURCES)	750,000	1,082,719	239,016	1,041,318	992,548	918,071	788,430	627,540	150,661	58.6%
% CHANGE VS PRIOR YEAR	-28.0%	4.0%	58.6%	4.9%	8.1%	16.4%	25.6%	19.4%		
% CHANGE VS PRIOR YEAR--EXCLUDING CARES	-4.9%	37.3%	58.6%	-20.6%	8.1%	16.4%	25.6%	19.4%		
EXPENDITURES (USES OF FUNDING)										
291.55730.41.0020 PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	--
291.55730.41.0116 CLALLAM BAY-SEKIU CHAMBER OF COMMERCE	12,000	12,000	12,000	20,000	10,086	21,363	22,971	25,760	10,000	20.0%
291.55730.41.0117 CHAMBERS OF COMMERCE	-	-	195	1,567	2,972	1,822	1,822	822	195	0.0%
291.55730.41.0121 OLYMPIC PENINSULA VISITOR BUREAU	508,333	508,333	175,000	591,667	514,167	527,500	391,667	486,500	191,667	-8.7%
291.55730.41.5110 PARKS/FAIR/FACILITIES	39,000	39,000	-	25,947	24,025	28,596	30,000	30,000	-	--
291.55730.41.5120 PUBLIC WORKS	150,000	150,000	-	250,000	220,000	-	105,000	-	-	--
291.55730.41.5130 SHERIFF	-	-	-	-	-	-	-	5,000	-	--
291.55730.41.0118 FEIRO MARINE LIFE CENTER	-	-	-	-	-	50,000	54,000	-	-	--
291.55730.49.0036 SEQUIM PICKLERS	-	-	-	-	-	-	34,000	-	-	--
291.55730.49.0056 PENINSULA AREA PUBLIC ACCESS	-	-	-	-	-	-	33,000	-	-	--
291.55730.49.0151 DUNGENESS RIVER AUDUBON CENTER	-	-	-	-	-	-	69,710	-	-	--
291.55730.49.0155 NOR'WESTER ROTARY CLUB/FOUNDATION	-	-	-	-	5,000	-	-	-	-	--
291.55730.49.0160 PA CHAMBER OF COMMERCE	35,000	35,000	35,000	-	35,000	-	-	-	-	--
291.55730.49.0161 NEAH BAY CHAMBER OF COMMERCE	-	-	-	-	25,700	-	-	-	-	--
291.55730.49.0162 STRATEGIC STUDY	-	-	-	-	-	-	-	-	-	--
291.55730.49.0170 PORT ANGELES MARATHON ASSOCIATION	12,500	12,500	12,500	-	-	-	-	-	-	--
291.55730.49.0175 LINCOLN PARK BMX ASSOCIATION	100,000	100,000	100,000	-	-	-	-	-	-	--
291.55730.49.0180 JUAN DE FUCA FESTIVAL	10,000	10,000	10,000	-	-	-	-	-	-	--
291.55730.49.0230 UNANTICIPATED PROJECTS (INCLUDES \$200K PLACEHOLDER FOR "KEEP THE LIGHTS ON" ROUND 4)	237,717	237,717	-	252,761	-	-	-	-	100,129	-100%
291.55730.51.0050 WASHINGTON STATE PATROL	-	-	-	-	-	5,290	4,831	-	-	--
TOTAL EXPENDITURES (USES)	1,104,550	1,104,550	344,695	1,141,942	836,950	634,571	747,001	548,082	301,991	14.1%
EXCESS OF REVENUE(SOURCES) OVER EXPENDITURES(USES)	(354,550)	(21,831)	(105,679)	(100,624)	155,598	283,501	41,430	79,458	(151,330)	-30.2%
ENDING FUND BALANCE/RESERVES	595,983	928,702	844,854	950,533	1,051,157	895,559	612,058	570,628	899,827	-6.1%

**REPRESENTS PLACEHOLDER FOR AMERICAN RESCUE PLAN ACT STIMULUS FUNDS, WHICH WILL ALLOW USAGE OF FUNDS TO RECOVER LOST REVENUES DURING THE PANDEMIC, AS WELL AS FOR ECONOMIC SUPPORT PROVIDED TO ORGANIZATIONS AND INDUSTRIES NEGATIVELY IMPACTED BY THE PANDEMIC. PENDING DETAIL GUIDANCE FROM US TREASURY OUTLINING HOW FUNDS CAN BE USED AND FURTHER DISCUSSION BY BOCC FOR HOW ARP FUNDS WILL BE DEPLOYED. BASED ON INITIAL ANALYSIS, 2020 LODGING TAX LOST REVENUE THAT MAY BE RECOVERABLE UNDER ARP IS APPROXIMATELY \$203,000.

CLALLAM COUNTY
HOTEL/MOTEL TAX--FUND 19925
2021 TAX REVENUE REFORECAST

	January	February	March 2021	April 2021	May 2021	June 2021	July 2021	August	September	October	November	December	
	2021 Actual	2021 Actual	Actual	Actual	Projected	Projected	Projected	2021	2021	2021	2021	2021	2021 Projected
Hotel/Motel Transient Lodging Tax	20,937	25,973	36,841	35,692	38,331	35,172	49,992	58,706	80,038	69,546	68,101	21,413	540,742
Hotel/Motel Transient Lodging Additional	20,298	26,692	36,892	35,692	37,140	35,181	49,163	59,105	80,038	69,546	49,994	42,234	541,977
TOTAL HOTEL/MOTEL TAX REVENUE	41,234	52,665	73,733	71,384	75,471	70,354	99,155	117,812	160,076	139,093	118,096	63,647	1,082,719
YOY % CHANGE--MONTH	26.7%	39.7%	81.3%	79.7%	1100.0%	3100.0%	130.0%	15.0%	0.0%	5.0%	-5.0%	-5.0%	37.3%
YOY % CHANGE--CUMULATIVE	26.7%	33.7%	51.1%	58.6%	100.4%	141.8%	139.3%	97.5%	63.9%	50.9%	41.2%	37.3%	37.3%

ORIGINAL BUDGET SCENARIO 1--UP 13.6% FOR YEAR (JAN-APRIL ACTUALS UP 58.6%, MAY-DECEMBER ASSUME BUDGET (%s BELOW REFLECT 60 DAY LAG BETWEEN ACTIVITY AND TAX COLLECTION)													
YOY % CHANGE	26.7%	39.7%	81.3%	79.7%	598.9%	1971.9%	62.1%	-0.4%	-26.3%	-8.4%	-15.6%	-24.1%	13.6%
% of 2019 to Reflect COVID Recovery	195.8%	122.3%	198.0%	247.8%	69.7%	70.0%	74.4%	75.6%	75.2%	79.3%	80.0%	80.0%	90.3%
TAX REVENUE	41,234	52,665	73,733	71,384	43,956	45,551	69,887	102,086	117,928	121,315	104,894	50,871	895,504

SCENARIO 2--UP 37.3% FOR YEAR --JAN-APRIL ACTUALS UP 58.6%, MAY-JULY UP 575% (COMP REFLECTS HEIGHT OF COVID IMPACT ON 2020), AUG-DECEMBER UP 2.2%													
YOY % CHANGE	26.7%	39.7%	81.3%	79.7%	1100.0%	3100.0%	130.0%	15.0%	0.0%	5.0%	-5.0%	-5.0%	37.3%
% of 2019 to Reflect COVID Recovery	196%	122%	198%	248%	120%	108%	106%	87%	102%	91%	90%	100%	109.2%
TAX REVENUE	41,234	52,665	73,733	71,384	75,471	70,354	99,155	117,812	160,076	139,093	118,096	63,647	1,082,719

2021 LTAC

Hotel/Motel Funding request

3rd call

Forks Chamber of Commerce
Lodging Tax
2021 Hotel/Motel Funding Request



500 E. Division St. • Forks, Washington 98331-8618

(360) 374-5412 • Fax: (360) 374-9430 • TTY: (360) 374-2696
forkswashington.org

May 5, 2021

Clallam County Lodging Tax Advisory Committee
223 East 4th Street, Suite 4
Port Angeles, WA 98362

Dear Committee Members:

RE: Forks Chamber of Commerce & Forks Timber Museum
Lodging Tax Funding Applications

The Forks Chamber of Commerce Visitor Center and the Forks Timber Museum are both housed in facilities owned by the City of Forks. These facilities are leased under an agreement that sets the rent amount at the equivalent of leasehold excise tax. Maintenance and upkeep has been tasked to the occupants of the facilities. Over the years, both entities have utilized labor resources through Department of Corrections and community volunteer organizations to accomplish many maintenance tasks. Due to COVID-19 those resources have not been available. Also, many of the volunteer organizations are experiencing an aging membership and unable to take on such roles.

The City of Forks fully supports applications to the Clallam County Lodging Tax Fund for expenses related to reroofing the Visitor Center and Timber Museum. We would encourage the committee's approval of these applications. These facilities play an integral role in attracting tourists to the area and by default to the region as a whole.

Thank you for your consideration of these applications and your commitment to strengthening the tourism industry of Clallam County.

Sincerely,

Tim Fletcher
Mayor



RECEIVED
CLALLAM CO. COMMISSIONERS

**LODGING TAX FUNDING APPLICATION
2021**

APR 29 2021

1...2...3...A...

GUIDELINES

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$5,000.

- I **AMOUNT of Lodging Tax Requested:** \$ \$40000.00
- II **Agency/Organization Name:** Forks Chamber of Commerce
Organization is ☐ Government Entity ☐ 501(c)3 ☐ 501(c)6 ☐ Other
Federal Tax ID No. 91-0779896 UBI Number 601325997
- III **Project/Activity/Event:** New website; New Roof for Forks VIC
- IV **Representative Contact Information:**
Name, Title Lissy Andros, executive director
Mailing Address PO Box 1249, Forks, WA 98331
Phone(s) 360-374-2531
Email director@forkswa.com

- V **Service Categories, check all applicable:**
- | | |
|-------------------------------------|--|
| ☒ | Tourism Promotion/Marketing |
| ☐ | Operation of a Special Event/Festival designed to attract tourists |
| ☐ | Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization |
| ☒ | Operation and/or Capital Expenditure of a Tourism-Related Facility owned by a Municipality |

CERTIFICATION

- I am the authorized agent of the Agency/Organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- My Agency/Organization is required to submit a report documenting economic impact results in a format determined by Clallam County.

Lissy Andros
Signature

Date: 4-27-2021

Lissy Andros
Print or Type Name

LODGING TAX APPLICATION – REQUIRED SUPPLEMENTAL QUESTIONS

(You may use this Supplemental Questions form or type the questions and answers on separate sheets)

1. How will the project/program help increase the number of people traveling to Clallam County for business or pleasure on a trip?

This project will serve two needs for drawing visitors to the Forks area, both first-time and repeat visitors. Our website is very out of date, and we continually are having to install “plugs” to keep it together. It was created almost 10 years ago and while our content is good, the presentation is awful. With a new website we can reach more people, keep them on longer, and have something that represents our world-class destination in the appropriate way. We currently cannot display a video on our website. With a new website, we can share videos, and high-definition photography of our area. We are partnering with John Gussman for drone footage, video footage and photos of our area.

We are looking at switching to a format similar to www.duderanch.org from InsideOut Solutions. We feel that the format would be very suitable to our needs and has a layout that is somewhat unique. I am enclosing a screenshot of our website that is very outdated.

Regarding the roof, we currently have a shake shingle roof, but want to replace it with architectural shingles which can have 50 year to lifetime warranties. It would be nice to have a shake shingle roof, but it isn't cost effective. It is at the end of its lifespan, and we hope to get it done in May. We need to replace it before something catastrophic happens. Our visitor center is the hub of activity for marketing Forks is one of the busiest visitor centers in our area.

We had originally planned to get a new website in 2020, but were unable to due to the pandemic and the uncertainty surrounding it.

This project will affect the Forks area (unincorporated Clallam County) for many years to come. We will not have to reroof the building for many decades, and the website will be around for at least the next ten years.

2. How will the project/program help increase paid overnight accommodations in Clallam County?

With a new website and roof, we can increase paid overnight tourism by engaging with visitors longer, both on the website, and in person. Many of our visitors return for follow up trips, and become guides for their friends.

3. How will the project/program encourage visitors to come from a distance greater than 50 miles, either for the day or for an overnight visit? If so, please describe how.

Because we are more than 56 miles from the next town, most of the travelers coming this way are on an intentional day trip or are coming for several nights. Both the website and the Visitor Center (roof) are instrumental in keeping people here longer and encouraging overnight stays. Our marketing strategy is bringing people through Seatac Airport.

4. How will the project/program encourage visitors to come from another country or state?

Our marketing strategy is bringing people through Seatac Airport. We market world-wide to Twilight fans, and when the borders reopen we expect fans from all over the world to start visiting again. Currently, for our September festival we have UK, Turkey, Brazil, Canada, and Puerto Rico signed up for tickets. Our new website would continue to market to people world-wide with Google Translate as a feature.

5. If the project/program is an event, please provide the name, date(s) and estimated attendance.

n/a

6. **2021 Tourism-Impact Estimate**

(Actual must be completed by applicants who had a Clallam County Lodging Tax Contract in 2020)

State law governing the distribution of lodging tax funds requires they be used primarily to encourage visitors from out of the area, so do your best!

As a direct result of your proposed tourism-related service, please provide:	2021 Estimate	2020 Actual	Methodology
a. Overall attendance at your event/activity/facility	50700		Representative Survey
b. Number of people who travel more than 50 miles for your event/activity/facility	48165		Representative Survey
c. Of the people who travel more than 50 miles, the number of people who travel from another country or state.	35490		Representative Survey
d. Of the people who travel more than 50 miles, the number of people who stay overnight in the unincorporated Clallam County area.	16731		Representative Survey
e. Of the people staying overnight, the number of people who stay in PAID accommodations e.g. hotel, motel, bed-breakfast, RV park, in the unincorporated Clallam County area.	12675		Representative Survey
f. Number of paid lodging room nights resulting from your event/activity/facility.	20574		Representative Survey

The Forks area (unincorporated Clallam County consisting of Forks, Clallam Bay, Sekiu, Lake Crescent, and south of Forks to Bogachiel State Park) has around 254 rooms/STRs available. This does not take into account the available RV spots. The summer months (July, August, September) usually have full occupancy. So $254 \times 75 \text{ days} = 19,050$ overnight stays. Add shoulder season months at 30% occupancy ($254 \times 290 \text{ days at } 30\%$) is 22,098 overnight stays. That brings the total to 41,148 overnight stays, with double occupancy, that totals 20,574 rooms.

7. Is there a host hotel for your event? If yes, please identify.

n/a

8. Describe the prior success of your event/activity/facility in attracting tourists.

Before COVID hit we were on track to have another record setting year in lodging taxes. Even with a global pandemic, thousands visited the area since the shutdown ended, and we served thousands of visitors at the VIC. We continue to have repeat visitors and first-timers.

9. Describe your target tourist audience (location, demographics, etc.)

Our target audience is the I-5 corridor, Vancouver Island (when the borders are open), domestic and international travelers. Our demographics are families, single travelers, outdoor enthusiasts, photographers, and Twilight fans.

10. Describe how you will promote your event/activity/facility to attract tourists.

We promote tourism through our website, printed media, public relations, interviews, mailed visitor packets, emails, phone calls and social media. On our website, we offer two webcams located in LaPush and several others around the peninsula for viewing, including Kalaloch and Lake Crescent. Our webcams keep visitors connected to this area 24/7. We also have a Facebook pages and groups that have thousands of followers and members. Those pages are Facebook.com/forkswa and Facebook.com/forevertwilightinforks and the group page is Facebook.com/groups/forevertwilightinforks. We also work with partner agencies like Visit Seattle and the Port of Seattle to promote the area through grant partnerships and fam tours. The Forks Visitor Information Center is one of the top attractions on Trip Advisor for Forks.

11. Describe how the event/activity/facility will help promote lodging establishments, restaurants, and businesses located in the unincorporated area of Clallam County.

We promote businesses in unincorporated Clallam County both on our website and in person at the visitor center with our lodging guides, restaurant guides, and shopping guides. The lodging concierge service that we offer in the summer places travelers in vacant lodging when they can't find anything available. This was launched in 2019 very successfully, and we look forward to doing it again in 2021 and beyond.

12. Are you applying for Lodging Tax funds from another community (yes or no)? If yes, attach a copy of the other jurisdiction(s) application(s).

We are not applying for any other funding for these projects.

13. What is the overall budget for your event/activity/facility?

\$ 40,000.00

25k roof (with architectural shingles)

15k website

InsideOut Solutions will build website

Forks Website Solutions – our IT manager who will facilitate on our end

Visual Assets (photography/videography/drone) – John Gussman

(These are estimates only)

What percent of the budget are you requesting from Clallam County Lodging Tax Fund? 100%

14. Please describe your plans for securing the remainder of the funds necessary to complete your event/activity/facility.

If our project isn't fully funded, we will take money out of savings for our roof. We must get it replaced. Depending on the funding for the website, we might be able to cover the cost gap in our budget, forgoing some other project.

APPLICATION INSTRUCTIONS – GENERAL GUIDELINES

APPLICATION DEADLINE: Applications must be received at the Board of County Commissioner's Office, 223 East 4th Street, Suite 4, Port Angeles WA 98362-3015 (Clallam County Courthouse, main level, Room 150) until **12 p.m., Thursday, April 29, 2021.**

The Clallam County Lodging Tax Advisory Committee (LTAC) will review 2021 Lodging Tax funding proposals in a public meeting as determined at the Clallam County Courthouse, Commissioner's Boardroom 160. Applicants will be notified and attendance by the applicant's representative is required for presentation and questions. Following review, LTAC will forward its recommendation to the Board of County Commissioners.

APPLICATION, SUPPLEMENTAL QUESTIONS, INFORMATION SUBMITTAL:

Submit the **original application and two copies to:**

Clallam County Lodging Tax Advisory Committee

Board of Commissioner's Office

223 East 4th Street, Suite 4

Port Angeles WA 98362-3015

All copies need to be single sided and not stapled. All brochures must be printed on 8.5 x 11 letter size paper to be accepted. Documents delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

Required Additional Information – In addition to the application and supplemental questions answers, it is required that you attach the following:

- An itemized budget for your event/activity/facility (income and expense).

- Description and budget showing the intended use of the amount requested from the Clallam County Lodging Tax Fund.
- If the applicant is a non-profit organization, a copy of your agency/organization's current non-profit corporate registration with the Washington Secretary of State, and current annual budget.

Optional Information - Brochures/information concerning your event/activity/facility, in particular, items showing recent tourism promotion efforts. Brochures/information must be printed on 8.5 x 11 sized paper, single sided and not stapled copies to be accepted.

Contract Requirement – In order to be a recipient of Lodging Tax funds, a contract is required between Clallam County and the receiving Agency/applicant.

Post Reporting

Reporting Requirements enacted by the Washington State Legislature in 2013 (RCW 67.28.1816) requires the County to file an annual report to the State of Washington Joint Legislative Audit and Review Committee regarding the use of funds for the year including a requirements to quantify how many individuals were attracted from more than fifty miles away and spent the night in paid lodging, and the reporting of expenditures and activities shall meet those requirements. It is required that all recipients submit a post-event activity report that provides information to the Clallam County Administrator as specified by the contract.

GUIDELINES

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County. CCC 5.13.020 Special fund.

Eligibility

Clallam County's Lodging Tax Fund will be the primary source of County funding for activities, operations, and expenditures designed to increase tourism in the unincorporated areas. Applications may be submitted by any non-profit entity, any public entity, or any group of eligible organizations (RCW 67.28).

Appropriate Uses

The guiding principle for the use of lodging taxes is that they must be used for activities, operations and expenditures designed to increase tourism. Specifically, lodging taxes can be used for:

- Tourism marketing;
- Marketing and operations of special events and festivals designed to attract visitors;
- Operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or
- Operations of tourism-related facilities owned/operated by nonprofit organizations (RCW 67.28.1816).

A tourism-related facility is a real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is (a) owned by a public entity, nonprofit organization (including a non-profit 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 (RCW 67.28.080) The guiding principle is that the facilities should be used by tourists.

Tourism Marketing and Operations includes activities defined as “tourism promotion” in state law (RCW 67.28.080)

- Advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming visitors;
- Developing strategies to expand tourism;
- Operating tourism promotion agencies; and
- Funding the marketing or operation of special events and festivals designed to attract visitors.

HIGH PRIORITY may be given to tourism activities that:

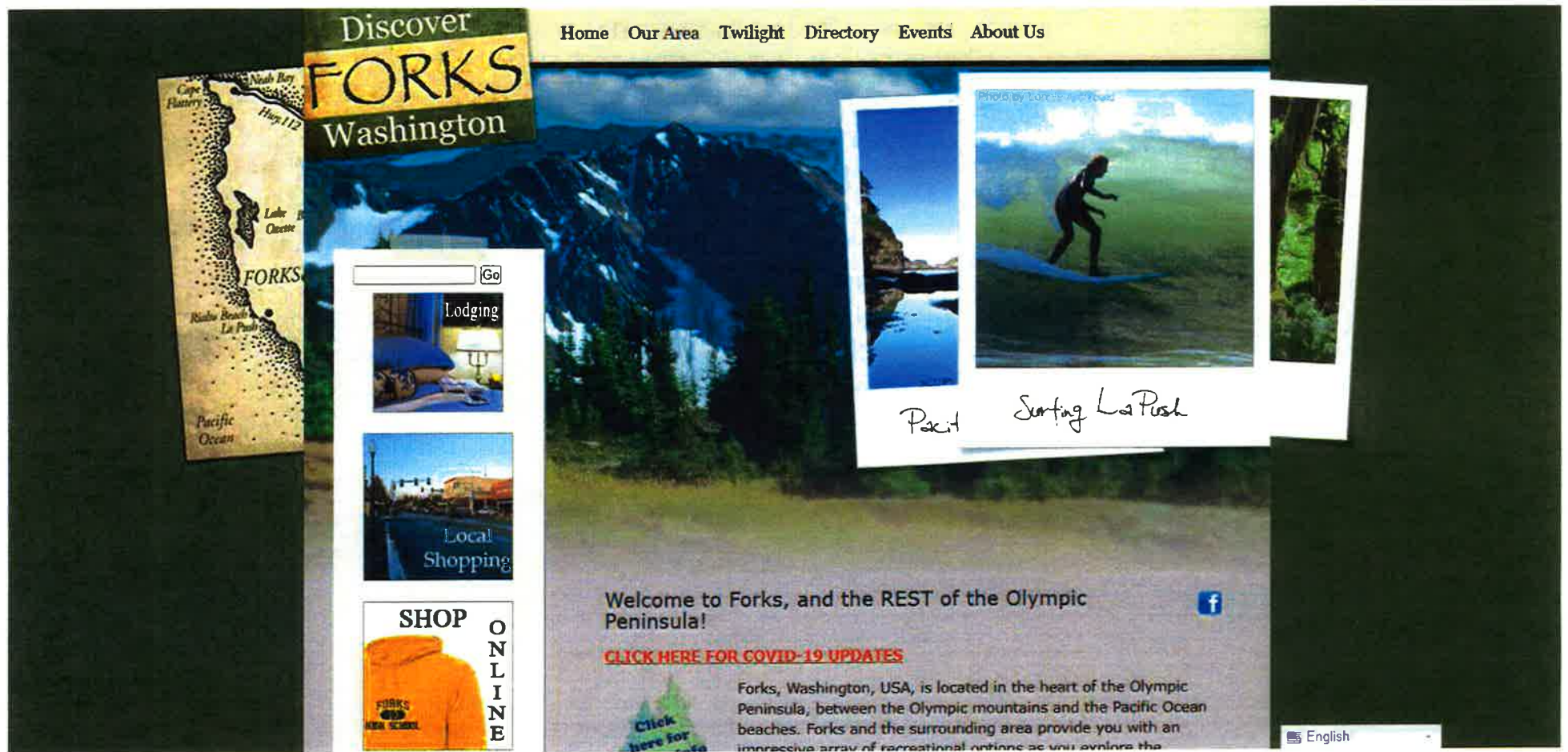
- Have a demonstrated potential or high potential from the Committee’s perspective to result in overnight stays by visitors in lodging establishments for projected non peak periods within unincorporated Clallam County.
- Promote Clallam County events, activities, and places in the unincorporated area of Clallam County to potential visitors from outside the County.
- Have demonstrated a high potential from the Committee’s perspective to result in documented economic benefit to Clallam County.
- Have demonstrated history of success, or are proposed by a group with a demonstrated history or high potential of success with similar activities.
- Minimize duplication of services where appropriate and encourage cooperative marketing and/or includes an element of cooperation or partnership.
- Provide, maintain, operate, or enhance County-owned tourism facilities or infrastructure.

Lodging Tax Advisory Committee Considerations

In developing its recommendations, the Committee considers:

- The estimated amount of Lodging Tax Fund available for the coming year as provided by the County’s Finance Director.
- Completeness of the proposal information.
- % of the proposal request to the event/facility promotions budget and overall revenues.
- % of increase over prior year Clallam County Lodging Tax funded proposals, if any.
- Projected economic impact within the unincorporated area of Clallam County, in particular projected overnight stays in this area lodging establishments.
- The applicant’s financial stability.

Current website





VISITOR INFORMATION CENTER

FORKS CHAMBER OF COMMERCE
900-376-0111 • 3471 E. FORKS AVENUE • Forks, WA 99231

FORKS CHAMBER OF COMMERCE

NO
CAMPING
OR
OVERNIGHT
PARKING

CUSTOMER
AND
VISITOR
PARKING

CUSTOMER
AND
VISITOR
PARKING

FORKS CHAMBER
OF
COMMERCE
VISITOR
CENTER
OPEN







VISITOR

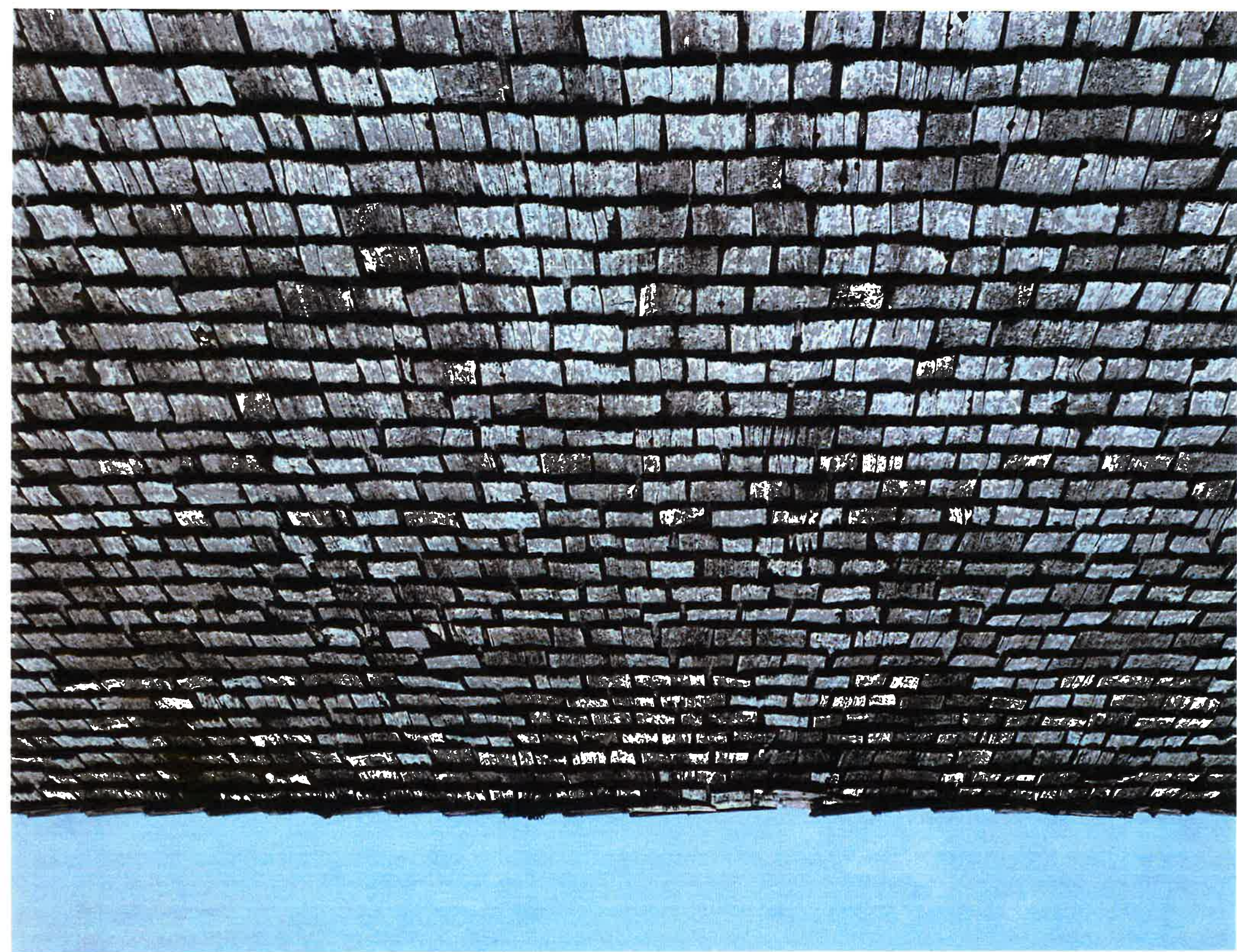


FOR

360-374-25

FORKS







Sample of rooms in unincorporated Clallam Co.

FORKS

& Surrounding Area

Lodging Guide



Chamber of Commerce
Visitor Information Center
 1411 S. Forks Ave. • PO Box 1249 • Forks, WA 98331
1-800-443-6757
 ForksWA.com
 Info@ForksWA.com
360-374-2531
 Find us on Facebook
 Facebook.com/ForksWA

Town Motel • 1080 South Forks Ave • 360-374-4115 • TownMotelForks.com Rooms equipped with microwave, fridge, and satellite TV. King, queen & kitchenette & apartment-style rooms. Five-minute walk to downtown Forks and restaurants. HBO, Cinemax and ESPN. Garden w/BBQ.	/	19	●	●	Affordable Recently renovated rooms		
Twilight Lodgings • 360-640-0184 • TwilightLodgings.com • Featuring Bella's Corner.	/	2	●	●	Host greets you	Y	
Wild Coast Lodging (formerly Wood Street Guest House) • 360-640-4469 • AirBnB.com/rooms/409779 • Close to town	/	2	●	●	500+ 5 ★ reviews	●	R
Woodland Inns • 711 S. Forks Ave • OPENING SUMMER 2019 • Brand New • WoodlandInns.com	/	13	●	●	Luxury Cabins		

NORTH & NW OF FORKS ON THE STRAIT OF JUAN DE FUCA CLALLAM BAY, SEKIU, NEAH BAY							Miles from Forks (est.)				Number of Units				Cabins/Cottages/Home Kitchen or Kitchen Unit Internet/Wifi Guest Laundry				Special Comments				Pool/Hot Tub/Etc. Handicap Access RV Hookups Pets Welcome			
Allen's Beach Hideaway • Sekiu, WA • 360-780-0293 • AllensBeachHideaway.com Waterfront with stunning views, quiet and secluded. Open all year. Dogs welcome. Beach access offers great beachcombing and tidepools.							35	2	●	●	●	●	●	●	●	●	●	●	Secluded Waterfront.							R
Bay Motel • 15622 Hwy 112 • Sekiu, WA • 360-963-2444 • SekiBayMotel.com							29	16	●	●	●	●	●	●	●	●	●	●	Some Water Views				●			R
Bullman Beach Inn • 1663 Hwy 112 • Neah Bay • 360-645-2306 • BullmanBeach.com • Beachfront							44	4	●	●	●	●	●	●	●	●	●	●	Beachfront Quiet							
Chito Beach Resort • Sekiu, WA • 360-963-2581 • ChitoBeach.com • Wi-Fi • Guests over age 18.							36	6	●	●	●	●	●	●	●	●	●	●	Beach Cabins							
Winter Summer Inn Bed & Breakfast • 16651 Hwy 112 • Clallam Bay, WA • 360-963-2264 • WinterSummerInn.com Serene Bed and Breakfast on the Strait of Juan De Fuca. 4 rooms to choose from, each with their own theme. Gourmet breakfast daily. Reserve by the room or the entire B&B for your family reunion, retreat or wedding.							29	4	●	●	●	●	●	●	●	●	●	●	View of the Strait of Juan de Fuca	J						

NORTH & NORTHEAST OF FORKS

BEAVER, SAPHO, BEAR CREEK, SOL DUC, LAKE CRESCENT

	Miles from Forks (est.)	Number of Units	Cabin/Cottage/Home	Kitchen or Kitchen Unit	Internet/Wifi	Guest Laundry	Special Comments	Pool/Hot Tub/Etc.	Handicap Access	RV Hookups	Pets Welcome
A Relaxing Getaway • 360-460-1691 • Sol Duc Riverfront • Massage Jets Tub	6	1	●	●	●	●	Sleeps 4	J			
A River Runs Through It • 360-327-3755 • 360-477-9932 • SolDucRiversideCottages.com On the banks of the Sol Duc River. Luxury cabins, large maintained lawn sloping down to river. Fireplaces, A/C, covered decks, hot tubs, fire pits, comfy beds, pet friendly and Roku TV.	19	3	●	●	●		Low Bank Riverfront	H	●	1	●
Bear Creek Motel & RV Park • 205860 Hwy 101 • Beaver, WA • 360-327-3225 • 360-327-3660 • HungryBearCafeMotel.com Located on the Sol Duc River. Satellite TV, street level, full-service adjoining restaurant has Wi-Fi also, river trail, clean & affordable.	16	10	●	●	●		Wi-Fi Available			18	
Beaver Bungalow • 360-374-3229 • AirBnB.com/rooms/23328723 • Modern, Cozy, Private	9	1	●	●	●	●	Fire Pit				●
Cabin on the Middlerun • 360-780-0293 • CabinOnTheMiddlerun.com Two bedroom all cedar cabin on the Sol Duc River. Great fishing hole, BBQ, and DirecTV. Perfect location near town. Great access to the Park's favorite places.	2	1	●	●	●	●	Sol Duc Riverfront Cabin				
Creekside Tiny Home Vacation • 360-327-3824 • CreeksideMassageStudio.com • Handcrafted Tiny Home.	8	1	●	●	●		Near Lake Pleasant				
Lake Crescent Lodge • 888-896-3818 • OlympicNationalParks.com/lodging/Lake-Crescent-Lodge	36	55					Lakefront Dining		●		●
Lake Pleasant Beach House • Beaver, WA • 360-640-4965 • LakePleasantBeachHouse.com • AirBnB.com/rooms/13000987 4BR/3 bath home on private lake setting. 5 beachfront acres, private dock, boat launch, sauna, 6 full RV Hookups, indoor and outdoor firepit, outdoor restrooms & luxury rain shower, washer/dryer & all major amenities. Short walk to Calawah River.	7	1	●	●	●		Waterfront and Sauna	S		6	
Lake Pleasant Hideaway • Beaver, WA • 360-640-4965 • LakePleasantHideaway.com • AirBnB.com/rooms/10589239 Two bedroom charming cabin is rustic and homey with all major amenities. Enjoy wildlife from the deck that overlooks a large pond. Custom woodwork, gas fireplace, washer/dryer, satellite TV, and walking distance to Lake Pleasant.	7	1	●	●	●		Waterfront				
Lake Pleasant RV Park • 200021 Hwy 101 • Beaver, WA • 360-327-0714 • LakePleasantRVPark.info 27 RV sites with full hook-ups. Near Lake Pleasant and the Sol Duc River. Food, propane & store nearby. Showers and restrooms available for guests. All units are drive-through. Friendly staff, great location!	6			●			Public Laundromat		●	27	●
Log Cabin Resort • 3183 E Beach Rd • 888-896-3818 • OlympicNationalParks.com/lodging/Log-Cabin-Resort	43	30	●	●			Lakefront Dining				
Misty Valley Inn Bed & Breakfast • 194894 Hwy 101 N • 360-374-9389 • 877-374-9389 • MistyValleyInn.com Unexpected elegance. Individual wake up, private baths, and three course breakfasts. Beautiful view of the Sol Duc Valley. Many wildlife viewing opportunities available.	2	4		●			Great Breakfast	H			
Sol Duc Hot Springs Resort & Campground • 888-896-3818 • OlympicNationalParks.com/lodging/Sol-Duc-Hot-Springs-Resort	40	33	●	●			93 Campsites	P	●		●
Sol Duc River Log Cabin • 360-640-0256 • SolDucRiverLogCabin.com • Info@SolDucRiverLogCabin.com Main Cabin and Man Cave. Each cabin includes kitchen. There is a pool table, foosball table, and plenty of yard space for lawn games. Includes outdoor firepit.	10	1	●	●	●	●	Located on Sol Duc River	H			R
Todd's Creekside Cabin • ToddsCreeksideCabin.com • 810-837-3399 • Gas fireplace	2	1	●	●	●	●	Creekside				

WEST OF FORKS TOWARDS THE PACIFIC OCEAN

THREE RIVERS, QUILLAYUTE, MORA, LAPUSH

	Miles from Forks (est.)	Number of Units	Cabin/Cottage/Home	Kitchen or Kitchen Unit	Internet/Wifi	Guest Laundry	Special Comments	Pool/Hot Tub/Etc.	Handicap Access	RV Hookups	Pets Welcome
Blue Spruce Meadows • 360-640-0238 • AirBnB.com/rooms/20139770	15	1	●	●	●		Park model		●		R
Bogachiel River Home • 182 Hermison Rd • 360-981-0505 • BogachielRental@hotmail.com	8	1	●	●	●	●	Riverfront	J	●	1	●
Cycle Camp • 1071 Mora Rd • 360-374-8665 • RainforestRun.com • Motorcycle & Bicycle Friendly	8		●				Camp kitchen				●
Jacob Black's House • 360-640-0238 • JacobBlacksHouse.com • Between beaches	6	2	●	●	●	●	Can sleep up to 10		●		
Quileute Oceanside Resort & RV Park • 330 Ocean Drive • LaPush, WA • 800-487-1267 • QuileuteOceanside.com Ocean front cabins and motel units with decks. Hot tubs in deluxe cabins. Two full hookup RV parks. Tent & beach camping sites. Meeting space, store and restaurant.	16	71	●	●	●		Oceanfront cabins, motel, RV spaces	H	●	66	R
Quillayute River Resort • 473 Mora Rd • 360-374-7447 • QRiverResort.com • All suites have beautiful river and garden views Each includes a fully equipped kitchen, 1 or 2 bedrooms, living room fireplace, Wi-Fi, DirecTV, covered porch w/BBQ, deck chairs & much more. Halfway between Forks & La Push! Make sure to check out the webcam!	8	6		●	●	●	Spectacular riverfront		●		
Riverview RV Park • 33 Mora Rd • 360-640-4819 • 360-374-3398 • ForksRiverviewRV.com 31 Acres located on the Bogachiel River. Full-service RV spaces, camping & rental cabins. Each site has picnic table & fire ring. Fish cleaning station, boat wash, on-site storage, and store w/ ice, bait and fishing tackle. Near public boat launch and close to beaches.	8	2	●	●	●	●	Spacious, friendly and quiet		●	29	R
Three Rivers Resort • 7764 LaPush Road • 360-374-5300 • ThreeRiversResortandGuideService.com Full-service resort offering full amenity cabins w/DirecTV, camping, full RV hook-ups, and showers. Store with groceries, ice, souvenirs & gas, World Famous Restaurant! Salmon & Steelhead guided fishing trips.	8	8	●	●	●		Close to beaches			●	●

SOUTH OF FORKS

HOH RAIN FOREST, KALALOCII, QUINAULT

Miles from Forks (est.)	Number of Units	Cabin/Cottage/Home	Kitchen or Kitchen Unit	Internet/Wifi	Guest Laundry	Special Comments	Pool/Hot Tub/Etc.	Handicap Access	RV Hookups	Pets Welcome
-------------------------	-----------------	--------------------	-------------------------	---------------	---------------	------------------	-------------------	-----------------	------------	--------------

Forks Chamber of Commerce Visitor Center Count

	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
JAN	151	225	119	151	124	102	183	80	78	96	86	145	2,003	2,087	1,274	1,062	1,052	855	960	863	925	883	1,042	886	901
FEB	324	349	145	232	298	106	157	112	162	91	103	257	2,164	2192	1,650	1,668	1,074	864	1,238	1,510	1,236	1,238	622	1,098	828
MAR	321	616	360	347	484	247	271	210	336	268	282	464	3,934	4519	2,993	2,138	2,335	1,833	1,678	2,033	2,005	1,919	2,039	685	1,858
APR	669	734	726	845	623	507	332	343	329	384	508	680	4,861	5,246	3,321	2,922	2,552	2,075	2,076	2,811	2,642	2,404	2,105	0	
MAY	1,075	1,226	1,164	866	488	645	407	388	442	530	557	1,309	4,535	5,308	3,360	2,889	3,272	2,536	2,670	3,664	3,145	3,327	3,518	0	
JUN	1,878	1,838	1,652	1,188	1,075	873	807	596	553	581	1,227	1,731	8,312	9,287	5,431	4,818	5,155	4,128	5,048	5,849	5,346	5,464	5,230	1,754	
JUL	3,905	2,783	2,717	2,010	2,116	2,040	1,306	1,005	1,070	1,366	2,279	3,546	16,186	16,550	8,894	8,606	9,008	7,075	7,496	8,275	8,456	8,766	7,611	4,450	
AUG	4,146	3,832	2,906	2,603	2,484	2,066	1,285	1,158	1,399	1,515	2,780	4,186	13,605	14,645	8,234	7,747	8,262	6,569	7,505	7,190	7,631	7,510	6,931	5,588	
SEP	1,872	1,872	2,238	1,138	1,042	926	784	650	640	1,026	1,527	1,969	5,337	5,978	4,046	4,377	4,413	4,079	4,849	4,673	5,302	5,652	4,528	3,669	
OCT	916	769	651	453	310	464	317	351	350	374	550	1,252	3,563	3,499	2,598	2,282	1844*	1,545	2,005	2,215	2,299	2,371	2261	2,532	
NOV	388	241	189	167	174	132	116	128	142	72	178	1,913	2,935	1,749	2,121	1,780	1,120	1,078	1,108	1,308	1,269	1,300	1287	1,138	
DEC	204	119	162	128	117		82	174	74	83	218	1,284	2,540	1,825	1,657	1,310	891	875	982	949	1,104	1,022	950	904	
Total	15849	14604	13029	10128	9335	8108	6047	5195	5575	6386	10295	18736	69975	72885	45579	41599	40978	33512	37615	41340	41360	41856	38124	22704	3587

Total visitors that have signed our guest book since *Twilight* was released on October 5, 2005 **566531**

* Olympic National Park closed due to Government shutdown October 1st - 16th, 2013

* Government shutdown

*** COVID-19 SHUT DOWN March 16 - May 31, 2020

Kalaloch Visitor Center Count

16283 17734 17042 11418 14285 15056 12415 7526

Hotel-Motel Taxes received by City of Forks:

2003	\$83,866
2004	\$84,561
2005	\$88,492
2006	\$88,469
2007	\$94,198
2008	\$123,775
2009	\$133,585
2010	\$150,092
2011	\$139,609
2012	\$136,868
2013	\$133,255
2014	\$136,614
2015	\$151,115
2016	\$169,588
2017	\$192,895

Sales Taxes received by City of Forks:

1995	\$295,000
2000	\$321,067
2006	\$353,837
2009	\$405,195
2010	\$432,869
2011	\$531,246 (Construction projects: School, clinic, housing)
2012	\$452,845
2013	\$428,624
2014	\$473,387
2015	\$446,122
2016	\$479,350
2017	\$486,162

	March YTD 2021			Actual	
	2021 Budget	Actual	%	Mar	Notes
Income					
Savings	2,000.00	0.00	0%		Scholarships
Accounts Receivable	0.00	0.00	0%		
Dues	33,000.00	30,500.00	92%	2290.00	
Interest Earned - 1st Federal	150.00	58.44	39%	22.00	
Fundraisers	1,000.00	0.00	0%		
Forever Twilight in Forks Festival					
Ticket Sales	107,250.00	38,605.82	36%	21462.31	\$62803 carried from 2020
Refunded Ticket Sales	0.00	-746.53	#DIV/0!	-425.00	330 Tix \$325 ea; ala carte party \$115
Sponsorships	8,000.00	1,220.00	15%		\$5405 carried from 2020
Sponsorships (First Fed Tents - defer to 2021)	3,500.00	0.00	0%		\$3500 carried from 2020
Public Support	3,000.00	54.00	2%	54.00	
City Investment	19,800.00	2,800.00	14%		\$1500 City Sponsorship unknown
Port of Port Angeles Grant	3,670.00	0.00	0%		from 2020
Misc.	1,500.00	0.00	0%		\$1500 Misc
Contingency	15,000.00		0%		From Savings or other fundraising
Forever Twilight in Forks Collection					
City Investment	14,000.00	14,000.00	100%		
Port Clallam Co LTAC Grant	0.00	0.00	#DIV/0!		
Public Support	3,000.00	1,062.00	35%	704.00	
Misc.	0.00	0.00	#DIV/0!		
Sales	50,000.00	15,428.63	31%	7561.74	
Public Support - Miscellaneous	1,250.00	371.64	30%	137.36	
Public Support - Miscellaneous (vis packets)	1,200.00	639.08	53%	258.81	240 packets (20 monthly)

Grants					
Grants	0.00	0.00	#DIV/0!		
OPVB Tourism	5,000.00	0.00	0%		
Port of Seattle	0.00	0.00	#DIV/0!		Received 10k Grant
OPVB VIC	5,000.00	0.00	0%		
Clallam County LTAC	40,000.00	0.00	0%		Clallam LTAC grant for roof and upgrade website
Sales/Advertising					
Lodging Board	1,250.00	0.00	0%		
Lodging Guide	0.00	0.00	#DIV/0!		
Web Ads	2,000.00	900.00	45%	150.00	
Webcam Sponsorship	200.00	161.00	81%	117.00	
Misc.		0.00	#DIV/0!		
Logging Tour Public Support	250.00	0.00	0%		
City Investment	115,200.00	0.00	0%		
West Jeff. Co	41,250.00	0.00	0%		
Total Income	\$ 477,470.00	\$105,054.08	22%	\$32,332.22	
Expenses					
Operations					
Wages-Director Costs - Lissy	52,000.00	12,800.00	25%	4000.00	
Wages-Benefits	4,609.56	1,152.39	25%	384.13	health insurance 384.13 x 12
Payroll Taxes-Employer (Lissy)	5,200.00	673.20	13%		
Computer Maintenance	250.00	0.00	0%		
Professional Development	1,000.00	73.78	7%	41.26	
Travel Expenses	2,500.00	199.79	8%	118.03	
Guest Lunches	800.00	68.42	9%		includes Chamber lunches
Dues - AWB	350.00	350.00	100%		
Dues - WTA	500.00	0.00	0%		
Insurance-Director/BOD Coverage	772.00	908.00	118%	908.00	renews in Feb
City Leasehold Tax	664.00	0.00	0%		
Total Operations	\$ 68,645.56	\$ 16,225.58	24%	\$5,451.42	

VC Costs

VIC Employee Wages	50,000.00	11,537.30	23%	3843.51	
Web Manager	8,000.00	1,840.40	23%	891.39	
Payroll Taxes-Employer	7,500.00	1,188.61	16%	600.03	
Copy Machine	8,000.00	1,053.37	13%	299.56	
Misc. Supplies	2,500.00	535.06	21%	86.68	
Misc. Supplies - sanicans	7,320.00	1,080.00	15%	360.00	7 mos @ \$360; 5 mos @ \$1200
Office Supplies	1,657.44	247.15	15%	139.86	
VIC Equipment	200.00	0.00	0%		
Accounting Services	4,200.00	602.95	14%	139.00	
Insurance - Auto	2,022.00	2,022.00	100%		
Insurance - Liability	1,815.00	1,815.00	100%		2021 umbrella 700, 1115
Postage (Newsletters, bills)	150.00	0.00	0%		
Telephone	2,500.00	621.48	25%	199.87	
PUD	2,100.00	632.70	30%	214.84	
Trash collection	540.00	114.27	21%	38.09	
Volunteer Training/Recognition	200.00	0.00	0%		
Building Maintenance	26,000.00	103.78	0%		\$25k new roof for VIC; \$1k other
Total VC Costs	\$ 124,704.44	\$ 23,394.07	19%	<u>\$6,812.83</u>	

Cost of Sales

Purchases for Resale	14,000.00	6,087.99	43%	2151.88	
Shipping Costs	2,000.00	969.60	48%	238.60	
Credit Card Fees	1,500.00	535.50	36%	254.98	
PayPal Fees	450.00	156.75	35%	43.45	
Form 990 Tax	1,200.00	0.00	0%		
Business & Occupation Tax	42.00	0.00	0%		January reflects 2019 taxes;
Total Cost of Sales	\$ 19,192.00	\$ 7,749.84	40%	<u>\$2,688.91</u>	

Capitol Equipment

Equipment	300.00	0.00	0%		
-----------	--------	------	----	--	--

Contingency - Total	220.00	0.00	0%		
----------------------------	---------------	-------------	-----------	--	--

Community Service

Community Service Projects	2,250.00	0.00	0%	\$250 for Tillicum Park flag; \$2k for airport project
Customer Service Workshop	250.00	0.00	0%	
New Business Welcome Gifts	0.00	0.00	#DIV/0!	
Scholarships	2,000.00	0.00	0%	
Best of The Year	600.00	594.86	99%	awards only, no luncheon
Logging Tour	500.00	0.00	0%	
Total Community Service	\$ 5,600.00	\$ 594.86	11%	<u>\$0.00</u>

Events

4th of July	100.00	0.00	0%	
Hot Thunder Night	50.00	0.00	0%	
Hickory Shirt Heritage Days	50.00	0.00	0%	
Last Chance Salmon Derby	0.00	0.00	#DIV/0!	
Total Events	\$ 200.00	\$ -	0%	

Fundraisers

Wine & Cheese	1,000.00	0.00	0%	
Misc	120.00	0.00	0%	
Total Fundraisers	1,120.00	0.00	0%	

Forever Twilight in Forks Festival

Admin	4,313.00	0.00	0%	\$328 for operations; 3500 for lodging for planning committee
Contingency	15,000.00		0%	For special guest expenses
Cosplayers (travel, lodging, etc.)	17,000.00	0.00	0%	Budgeted 15.5k
Event - Quilt Class	300.00	0.00	0%	
Event Decorating / Rentals	18,000.00	0.00	0%	
Event Decorating / Rentals (Tents)	3,500.00		0%	
Event Food / Beverages / Liquor License				
Friday Breakfast	3,500.00	0.00	0%	
Bella Italia	7,000.00	0.00	0%	
Friday Night	2,500.00	0.00	0%	
Saturday Night	2,500.00	0.00	0%	
Sunday Brunch	6,000.00	0.00	0%	
Wine, Beer	2,000.00	0.00	0%	
Other	1,506.00	0.00	0%	
Event Music / DJ Saturday Night	1,800.00	0.00	0%	
Event Parking	75.00	0.00	0%	
Event Venue Rental & Cleaning (RAC)	3,500.00	0.00	0%	
Event Venue Rental (others)	1,500.00	0.00	0%	
Goodie Bags	6,000.00	0.00	0%	
ICN Office Space	2,800.00	2,800.00	100%	
Insurance	1,200.00	0.00	0%	
Misc./5k/Shuttle Services	1,500.00	455.47	30%	383.54
Movie Licensing	800.00	0.00	0%	
Paypal Fees	1,500.00	1,083.51	72%	551.96
Photobooth	3,000.00	295.00	10%	
Photos	1,000.00	0.00	0%	
Planning/ Gotomeeting.com	350.00	0.00	0%	
Prizes/Silent Auction items	400.00	1,040.69	260%	621.43
Security	3,500.00	0.00	0%	
Special Guests	27,670.00	0.00	0%	3670.00 Port Grant; plus 3k from carryover and 1500 from cc
Survey Monkey	50.00	0.00	0%	
Total Forever Twilight in Forks Festival	\$ 139,764.00	\$ 5,674.67	4%	<u>\$1,556.93</u>

Forever Twilight in Forks Collection

Rent	\$12,000.00	12,000.00	100%	
Advertising	\$0.00			
Props and Costumes	0.00	0.00	#DIV/0!	
Electricity	570.00	149.49	26%	51.84
Staffing	0.00	0.00	#DIV/0!	
Staffing Payroll Taxes	0.00	0.00	#DIV/0!	
Storage / Office Space	2000.00	2,000.00	100%	
Signage	0.00	0.00	#DIV/0!	
Mannequins / Displays	309.00	0.00	0%	
Insurance	720.00	0.00	0%	renews in May
Misc. Supplies	1000.00	240.41	24%	58.02
Alarm	325.00	81.33	25%	27.11
Parking	0.00	0.00	#DIV/0!	
Total Forever Twilight in Forks Collection	\$16,924.00	\$ 14,471.23	86%	<u>\$136.97</u>

Promotional Tools

Forks Color Brochure	0.00	0.00	#DIV/0!	
Total Promotional Tools	\$ -	\$ -	#DIV/0!	

Local CO-OP Projects

Lodging Guide	0.00	0.00	#DIV/0!	
Lodging Board	285.00	71.25	25%	23.75
Total Local CO-OP Projects	\$ 285.00	\$ 71.25	25%	<u>\$23.75</u>

Forks Advertising

Postage (Requested information)	4,000.00	583.48	15%	130.16
ISP/dsl & Modem	900.00	250.00	28%	100.00
Coho Brochure Dist.	0.00	0.00	#DIV/0!	paid in 2020
State Ferry Kingston/Edmonds	1,100.00	0.00	0%	
Coho Magazine	0.00	0.00	#DIV/0!	paid in 2020
PDN Visitor Guide	865.00	0.00	0%	
Web Hosting	1,400.00	225.00	16%	75.00
Upgrade Website	15,000.00	0.00	0%	upgrade website
WebCam	1,300.00	344.85	27%	105.00

Advertising - Tourism	18,000.00	5,627.23	31%	2628.16	\$400 WA State VG; \$1600 other including phone for Conceirge service; \$16015 Social Media, PR, Media Kit, etc
Advertising - local	200.00	40.75	20%	40.75	
Total Forks Advertising	\$ 42,765.00	\$ 7,071.31	17%	<u>\$3,079.07</u>	

Regional Co-op Marketing	11,500.00	1,474.30	13%	1474.30	\$11000 + \$500 for conversion study
---------------------------------	------------------	-----------------	------------	----------------	--------------------------------------

West Jefferson County Pass-Through

ONP Kalaloch VC Staff	19,794.00	0.00	0%		
Map / Brochure Preparation	0.00	0.00	#DIV/0!		
Mailing & Distribution	2,000.00	0.00	0%		
Mick Dodge Coloring Sheet	0.00	0.00	#DIV/0!		
VIC Staffing	15,000.00	0.00	0%		SEE VIC STAFFING
Tourism Marketing	4,000.00	2,500.00	63%	2500.00	\$1000 WA State Vis Guide; \$1000 other; \$1500 gravel unravel bike event
Lodging Concierge Service	456.00		0%		
Total W Jefferson County Pass-Through	\$ 41,250.00	\$ 2,500.00	6%	<u>\$2,500.00</u>	

Total Expenses	\$ 472,470.00	\$ 79,227.11	17%	<u>\$23,724.18</u>	
Year-to-Date Surplus (Loss)	\$5,000.00	\$25,826.97		\$8,608.04	

March Income	\$ 32,332
March Expense	\$ (23,724)
March Surplus/Loss	\$ 8,608



Filed
Secretary of State
State of Washington
Date Filed: 03/05/2021
Effective Date: 03/05/2021
UBI #: 602 909 174

EXPRESS ANNUAL REPORT WITH CHANGES

BUSINESS INFORMATION

Business Name:
FORKS CHAMBER OF COMMERCE

UBI Number:
602 909 174

Business Type:
WA NONPROFIT CORPORATION

Business Status:
ACTIVE

Principal Office Street Address:
1411 S FORKS AVE, FORKS, WA, 98331, UNITED STATES

Principal Office Mailing Address:
PO BOX 1249, FORKS, WA, 98331-1249, UNITED STATES

Expiration Date:
03/31/2022

Jurisdiction:
UNITED STATES, WASHINGTON

Formation/Registration Date:
03/19/2009

Period of Duration:
PERPETUAL

Inactive Date:

Nature of Business:
CHAMBER OF COMMERCE

REGISTERED AGENT RCW 23.95.410

Registered Agent Name	Street Address	Mailing Address
FORKS CHAMBER OF COMMERCE	1411 S FORKS AVE, FORKS, WA, 98331-9383, UNITED STATES	PO BOX 1249, FORKS, WA, 98331-1249, UNITED STATES

PRINCIPAL OFFICE

Phone:
3603742531

Email:
DIRECTOR@FORKSWA.COM

Forks Timber Museum
Lodging Tax
2021 Hotel/Motel Funding Request



500 E. Division St. • Forks, Washington 98331-8618

(360) 374-5412 • Fax: (360) 374-9430 • TTY: (360) 374-2696
forkswashington.org

May 5, 2021

Clallam County Lodging Tax Advisory Committee
223 East 4th Street, Suite 4
Port Angeles, WA 98362

Dear Committee Members:

RE: Forks Chamber of Commerce & Forks Timber Museum
Lodging Tax Funding Applications

The Forks Chamber of Commerce Visitor Center and the Forks Timber Museum are both housed in facilities owned by the City of Forks. These facilities are leased under an agreement that sets the rent amount at the equivalent of leasehold excise tax. Maintenance and upkeep has been tasked to the occupants of the facilities. Over the years, both entities have utilized labor resources through Department of Corrections and community volunteer organizations to accomplish many maintenance tasks. Due to COVID-19 those resources have not been available. Also, many of the volunteer organizations are experiencing an aging membership and unable to take on such roles.

The City of Forks fully supports applications to the Clallam County Lodging Tax Fund for expenses related to reroofing the Visitor Center and Timber Museum. We would encourage the committee's approval of these applications. These facilities play an integral role in attracting tourists to the area and by default to the region as a whole.

Thank you for your consideration of these applications and your commitment to strengthening the tourism industry of Clallam County.

Sincerely,

Tim Fletcher
Mayor



• FORKS TIMBER MUSEUM •

April 28, 2020
Clallam County Board of Commissioners
Lodging Tax Advisory Committee

RECEIVED
CLALLAM COUNTY COMMISSIONERS

APR 20 2021

1...2...3...A...

RE: Lodging Tax Funding Application

After having been closed for a year, we are looking forward to welcoming visitors back to the Forks Timber Museum. We are excited to show new and returning visitors all the hard work we have put into our exhibits while closed due to Covid-19.

Like so many small house museums, we have not qualified for many of the available funding opportunities, like the Shuttered Venue Grant and others, so we are looking for other opportunities to help us remain solvent throughout these trying times. We are grateful to Clallam County, and the Lodging Tax Advisory Committee for allowing us the opportunity to request funds for our proposed projects.

We have used capital savings to help fund a beautiful new building that houses an early 1900's log truck, a blacksmith display, other large equipment, and our archived collections. We have also started replacing our aging and leaking shake roof. We have paid a down payment for the work, but this project will tap our limited capital funding and reserves.

Each of our proposed projects are important, from replacing our roof to advertising our business, however we understand that there are many needs throughout Clallam County. The Timber Museum is one of the few entertainment opportunities for visitors on the West End, and our goal is to continue to draw visitors and provide a great experience for years to come.

Thank you for your time and consideration.

Respectfully,

Heather Sargent-Gross

Museum Manager

Forks Timber Museum, a 501 (c)(3) not for profit organization, has not provided any goods or services, in whole or in part, to you in consideration for this voluntary cash contribution. If you wish to claim the tax deductibility of this gift in the U.S., please retain this acknowledgment letter for your files.

Forks Timber Museum EIN number is 91-1223946

Forks Timber Museum, located at 1421 S Forks Avenue on Hwy 101 south of Forks
Mailing Address: P O Box 873, Forks, WA 98331-0873 Phone: 360-374-9663



LODGING TAX FUNDING APPLICATION 2021

GUIDELINES

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$5,000.

- I **AMOUNT of Lodging Tax Requested:** \$ 81,459.80
- II **Agency/Organization Name:** Forks Timber Museum
Organization is ☐ Government Entity ☒ 501(c)3 ☐ 501(c)6 ☐ Other
Federal Tax ID No. 91-1223946 UBI Number 600 460 980
- III **Project/Activity/Event:** Timber Museum - Open Daily Starting in May
- IV **Representative Contact Information:**
Name, Title Heather Sargent-Gross, Museum Manager
Mailing Address Po Box 873, Forks WA 98331
Phone(s) cell 208-596-6603, office 360-374-9663 home 360-374-2067
Email info@forkstimmermuseum.org

- V **Service Categories, check all applicable:**
- ☐ Tourism Promotion/Marketing
☐ Operation of a Special Event/Festival designed to attract tourists
☒ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization
☐ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by a Municipality

CERTIFICATION

- I am the authorized agent of the Agency/Organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- My Agency/Organization is required to submit a report documenting economic impact results in a format determined by Clallam County.

Heather Sargent-Gross
Signature

Date: 4/28/2021

Heather Sargent-Gross
Print or Type Name

Forks Timber Museum

Lodging Tax Application Supplemental Questions

1. How will the project/program help increase the number of people traveling to Clallam County for business or pleasure on a trip?

The Timber Museum has built a beautiful new building and people are excited to come and see it. Our Facebook post highlighting the buildings completion and exhibits has the highest engagement of all our posts to date. With the proposed funds, we will advertise that we are open again after being closed due to Washington State covid mandates, and we will highlight our new exhibits within the museum, as well as our new building and outside exhibits.

2. How will the project/program help increase paid overnight accommodations in Clallam County?

The proposed funds requested for roof replacement, ADA accessible entryway, and fire/emergency safety will ensure that we can provide visitors with a safe, enjoyable experience, and give us the opportunity to talk with visitors about their plans while visiting. The proposed funds for signage for the trail will encourage visitors to take a look and walk the trail, keeping them in town longer. We keep an updated list of establishments from the Visitor Center and train our staff to ask friendly questions to our visitors. We try to encourage visitors to take an extra day or two to explore the area more and highlight the events that will be happening in the next few months (like 4th of July events, Hickory Shirt Days, the Twilight Festival, the Blackberry Festival, etc.), and encourage them to visit Clallam County again soon.

3. How will the program/project encourage visitors to come from a distance greater than 50 miles, either for a day or for an overnight visit? If so, please describe how.

With the proposed funds we anticipate designing/printing a two-sided rack card that will be placed on the Edmonds/Kingston ferry, the Coho once it can run again, northbound I-5 rest stops in Oregon, rest stops along the Kitsap Peninsula and in planners mailed out by the Olympic Peninsula Visitors Bureau.

4. How will the project/program encourage visitors to come from another county or state?

Proposed funds will be used to create rack cards and advertisements that we plan to send to other businesses (like the Jefferson County Historical Society, and Birch Bay Visitor Center in Blaine Washington), that will encourage visitors to visit Forks and the Timber Museum.

Forks Timber Museum

5. If the project/program is an event, please provide the name, dates and estimated attendance.

N/A

6.

	2021 Estimate	2020 Actuals	2019 Actuals	Methodology
Overall attendance at your facility	5,500	480	8,029	*See below table
Number of people who travel more than 50 miles for your facility	5,430	474	7,948	
Of the people who travel more than 50 miles, the number of people who travel from another country or state	2,930	211	4,512	
Of the people who travel more than 50 miles, the number of people who stay overnight in the unincorporated Clallam County area.	1,600	327	4,484	
Of the people staying overnight, the number of people who stay in paid accommodations in the Clallam County area.	1,450	287	4,309	
Number of paid lodging room nights resulting from your facility.	800	149	2,877	

Methodology: Historical data from guest registers (2020, 2019, 2018), Visitor Center counts, talking with visitors and an estimation of Covid-19 impact.

Forks Timber Museum

7. Is there a host hotel for your event?

No

8. Describe the prior successes of your facility in attracting tourists.

2018 and 2019 were the best years the Timber Museum has seen to date. If Covid had not struck, 2020 would have been even better. We contribute our success to being open year-round (we previously were not), aggressive advertising, expanded exhibits with a thoughtful and engaging narrative, and a warm, welcoming staff. We offer one-on-one attention to groups and have received larger donations (average \$75) upon their exit. On average our visitors stay in the museum for over an hour. The positive feedback we receive on social media, TripAdvisor and our guest register are indicators of our success in drawing tourists to Clallam County.

9. Describe your target audience (location, demographics, etc.)

We are an inclusive, family friendly museum who welcomes everyone from every nation and county. We have a museum hunt that we offer to children, with prizes (bookmarks, stickers, etc) and coloring pages, as well as free entrance to folks in the military. We highlight the history of the West End from time immemorial to the 1990's and engage each visitor with our immersive exhibits, historical photos and welcoming staff.

10. Describe how you will promote your facility to attract tourists.

With the proposed funds, we will market the Timber Museum on the radio with KBDB, with the Forks Forum, Peninsula Daily News, rack cards for ferries, Visitor Center mailings, other museums and businesses, and rest stops. We will use social media (Facebook, Instagram, Google, TripAdvisor) to advertise our new roof, our new trail sign, and that we are open, and will be having a ribbon cutting ceremony for our new building. We are members of the West End Business Professionals and will be announcing our opening at the Forks Chamber of Commerce meeting and West End Business meeting.

11. Describe how the facility will help promote lodging establishments, restaurants, and businesses located in the unincorporated area of Clallam County.

We keep an updated list of businesses and make friendly conversation with our visitors, asking them where they are headed for lunch, what their plans are for the rest of the day, and offer eateries, businesses and lodging as their needs require. We also suggest that visitors head over to the visitor center before they leave the Timber Museum.

12. Are you applying for Lodging Tax funds from another community?

Forks Timber Museum

Yes, Forks Lodging Tax funds.

13. What is the overall budget for your facility? \$151,983.80. What percent of the budget are you requesting from Clallam County Lodging Tax Fund? 54%.

14. Please describe your plans for securing the remainder of the funds necessary to complete your activity/facility.

If we do not receive funds for our proposed projects, we will continue to use capital funds to repair the roof and make the museum fire/emergency ready, but it will drain our funds. We will continue to seek out other grant and fundraising opportunities to advertise and market the Timber Museum to tourists within Clallam County and beyond.

Forks Timber Museum

Budget Breakdown

The Timber Museum is requesting funds for multiple projects. We realize our goals are ambitious, but we are excited to be moving beyond the shadow of Covid-19 and want to secure our building to stop leaks from damaging our wonderful exhibits, provide safe exits for visitors in case of an emergency, and aggressively advertise the Timber Museum and the Olympic Peninsula.

- **New Roof for Museum**

New Roof: \$48,975.00 for new roof

Sales Tax: \$4,162.88 sales tax

Total: \$53,137.88

*The Timber Museum has paid a deposit of \$27,000.00 for work to begin. We request the full roof repair amount as to not drain our capital budget and reserves. See attached bid.

- **Exit Signs and Lighting**

Signs x3 \$200.00

Labor \$300.00

Total: \$500.00

*The lights will need to be wired into the current electric and require an electrician.

- **Emergency Stairwell for 2nd floor**

Lumber, fencing: \$8,000.00

Labor: \$3,000.00

Total: \$11,000.00

- **ADA Accessible entrance**

Ramp and labor \$2,000.00

Total: \$2,000.00

- **Nature Trail Sign**

14 6x2 Cedar lumber: \$504.00

Labor: Volunteer \$ 0.00

Total: \$504.00

- **Rack card design and distribution**

Design: \$425.00

Print 12,500: \$479.00

Distribution for 12 months to Victoria Ferry: \$720

Distribution for 12 months to Kingston/Edmonds Ferry: \$1041.92

Forks Timber Museum

Distribution for 12 months to Oregon I-5 North: \$1000

Distribution for 12 months to Port Townsend Coupeville: \$1518

Total: \$5183.92

- **Radio Advertising**

Advertising: \$279.00

12 Months

Total: \$3,348.00

- **Newspaper/Mailings Advertising**

Forks Forum: \$1,000.00

Peninsula Daily News: \$1,000.00

Ads in Visitor Guide, Table Top, Olympic Tourism mailing: \$3,286.00

Total: \$5,286.00

- **Now open signage**

In house printing, laminating: \$500.00

Total: \$500.00

Total Requested Amount: \$81,459.80

INCOME	Jan	Feb	March	2021 Total Jan-March	2019 Actuals	2020 Actuals	2021 Working Budget
Current Checking carry forward							\$32,000.00
Capital Funds for Roof deposit & permit						\$27,630.24	
<i>DIRECT PUBLIC SUPPORT</i>				\$0.00	\$3,682.50	\$3,180.00	\$2,000.00
Insurance Refund		\$100.00		\$100.00			\$0.00
Tom Rosmond donation	\$150.00			\$150.00			\$0.00
Cash Box Donations				\$0.00	\$1,578.00	\$290.00	\$1,610.00
Outfitters 1% Cash Back				\$0.00	\$507.25	\$556.81	\$500.00
Amazon Smile		\$32.74		\$32.74	\$84.05	\$122.95	\$100.00
EDC Grant				\$0.00	\$0.00	\$2,000.00	
Business After Hours				\$0.00	\$0.00	\$0.00	\$500.00
Giving Tuesday	\$440.00			\$440.00	\$0.00	\$100.00	
Fundraiser				\$0.00	\$623.00	\$2,080.00	\$1,000.00
Forks - Book royalties				\$0.00	\$108.83	\$88.97	\$100.00
Facebook Donations		\$25.00		\$25.00	\$0.00	\$165.00	
<i>CLALLAM COUNTY LTAC PROPOSED PROJECTS:</i>							
Emergency Tower exit							\$11,000.00
Nature Trail Signage							\$504.00
ADA Accessable Entrance							\$2,000.00
Rack Card Design and Printing							\$904.00
Rack Card Distrobution 12 months							\$4,279.92
Newspaper/Mailings Advertising							\$5,286.00
Now Open Covid Signage							\$500.00
Radio Advertising							\$3,348.00
Fire/Emergency Signs and Labor							\$500.00
Museum New Roof Rest of Payment							\$26,137.88
<i>INVESTMENT/INTEREST</i>							
Short Term CD Umpqua				\$0.00	\$1,774.25	\$1,371.22	
Interest CD's First Federal	\$206.27	\$186.57	\$206.85	\$599.69	\$2,689.25	\$2,370.36	\$2,400.00
Money Market Interest	\$0.63	\$0.57	\$0.65	\$1.85	\$414.49	\$117.83	\$100.00
Olympic Evergreen Note 1	\$98.54	\$96.84	\$85.92	\$281.30	\$1,517.69	\$1,288.64	\$1,200.00
Olympic Evergreen Note 2	\$174.01	\$171.16	\$152.00	\$497.17	\$2,652.44	\$2,264.68	\$2,000.00
<i>MEMORIAL INCOME</i>				\$0.00	\$1,030.00	\$1,295.00	\$500.00
Projected May - December							
<i>OTHER TYPES OF INCOME</i>							
Museum Entry Fees				\$0.00	\$20,299.00	\$1,263.00	\$20,000.00
Projected May-December				\$0.00			
<i>PROGRAM INCOME</i>				\$0.00			
Membership Dues				\$0.00	\$1,750.00	\$2,790.00	\$1,500.00
<i>Forks Lodging Tax Funds</i>				\$0.00	\$26,000.00	\$34,000.00	\$31,500.00
				\$0.00			
Dahlgren Logging picnic table				\$0.00		\$382.13	
Lloyd Allen Trust direct support	\$500.00			\$500.00		\$0.00	\$500.00
Port Grant - hydration station & cups				\$0.00		\$2,161.80	
Keep the Lights On - County LTAC				\$0.00		\$5,040.00	
Federal Stimulus SBAD funds				\$0.00		\$1,000.00	\$5,000.00
TOTAL INCOME	\$1,569.45	\$612.88	\$445.42	\$2,627.75	\$64,710.75	\$91,558.63	\$156,969.80

EXPENSE	Jan	Feb	March	Total Jan-March	2019 Actuals	2020 Actuals	2021 Working Budget
<i>CONTRACT SERVICES</i>							
Website Solutions/Computer help				\$0.00	\$4,275.68	\$177.75	\$2,000.00
Accounting				\$0.00	\$3,120.64	\$3,083.50	\$4,000.00
Tax Preparation				\$0.00	\$975.00	\$1,000.00	\$1,200.00
Square Credit Card				\$0.00	\$116.05	\$18.03	\$200.00
Bank fees				\$0.00	\$52.92	\$0.00	\$0.00
<i>FACILITIES & EQUIPMENT</i>							
Equip Rental	\$137.77			\$137.77	\$822.40	\$42.32	\$0.00
Building Maintenance		\$21.84		\$21.84	\$0.00	\$1,088.20	\$1,000.00
Other				\$0.00		\$358.02	
COVID Cleaning, Supplies and Signage		\$87.03		\$87.03	\$0.00	\$0.00	\$1,300.00

UTILITES

PUD
West Waste - trash

COST OF GOODS SOLD

NEW EXHIBITS

MEMORIAL EXPENSE

**OPERATIONS
SUBSCRIPTIONS**

Loggers World
Forks Forum
PDN
West End Buisness and Professional Assoc.
Amr. Assoc.for ST & Local Hist.
Norton Anti-virus
Website renewal & domain
Non-Profit renewal
Acronis
Office 365
Insurance
Printing and Copying

SUPPLIES

Stamps and Postage
P O Box Rent
Telephone/Internet
Fundraiser Expense

TRAVEL & EXPENSES

MISC PROJECTS

4th of July parade entry expenses
Hydration Station (water fountain & cups)
Congregational Church space

CLALLAM COUNTY LTAC PROPOSED PROJECTS:

Emergency Tower exit
Nature Trail Signage
ADA Accessable Entrance
Rack Card Design and Printing
Rack Card Distrobution 12 months
Newspaper/ Mailings Advertising
Now Open Covid Signage
Radio Advertising
Fire/Emergency Signs and Labor
Museum New Roof Rest of Payment
Museum new roof **deposit**

City Permit
Past Perfect Software
Photo Processing
Visitor Center Toilet
Long Term Care Van Donation

PROJECTOR & DISPLAY UPDATES

6 month reserve

City Land Lease

SALARIES

Linda
Heather
Additional help
COVID HELP

TAXES

TOTAL EXPENSES

NET REGULAR INCOME

			\$0.00			
\$191.91	\$215.36	\$206.14	\$613.41	\$2,240.56	\$2,655.51	\$3,000.00
\$20.09		\$20.09	\$40.18	\$307.92	\$601.58	\$750.00
			\$0.00	\$637.30	\$389.99	\$500.00
			\$0.00			
			\$0.00	\$0.00	\$164.86	
			\$0.00			
			\$0.00	\$128.94	\$147.56	\$150.00
			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00	\$27.40	\$27.40	\$28.00
			\$0.00	\$0.00	\$100.00	
			\$0.00	\$135.20	\$145.60	\$150.00
		\$25.00	\$25.00	\$0.00	\$0.00	
			\$0.00	\$118.00	\$118.00	\$118.00
			\$0.00	\$119.34	\$124.76	\$120.00
			\$0.00	\$0.00	\$415.16	
			\$0.00	\$0.00	\$0.00	\$10.00
			\$0.00	\$0.00	\$108.99	
			\$0.00	\$0.00	\$108.49	
\$57.00	\$234.00		\$291.00	\$2,730.00	\$3,595.00	\$2,800.00
			\$0.00	\$2,636.85	\$466.67	\$1,000.00
			\$0.00	\$1,236.85	\$1,323.41	\$1,600.00
			\$0.00	\$18.23	\$216.30	\$200.00
			\$0.00	\$56.00	\$64.00	\$56.00
\$133.92		\$277.86	\$411.78	\$1,696.69	\$1,607.10	\$1,800.00
			\$0.00	\$0.00	\$382.13	\$200.00
			\$0.00			
			\$0.00	\$349.62	\$90.14	\$500.00
			\$0.00			
			\$0.00	\$26.83	\$415.60	\$941.00
			\$0.00	\$344.90	\$0.00	\$300.00
			\$0.00	\$0.00	\$2,161.80	\$0.00
			\$0.00	\$100.00	\$0.00	\$0.00
						\$11,000.00
						\$504.00
						\$2,000.00
						\$904.00
						\$4,279.92
						\$5,286.00
						\$500.00
						\$3,348.00
						\$500.00
						\$26,137.88
			\$0.00	\$0.00	\$27,000.00	
			\$0.00	\$0.00	\$630.24	
				\$426.00		
				\$2,500.00		
				\$500.00		
				\$1,000.00		
			\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00		\$0.00	\$30,000.00
			\$0.00			
\$1.00			\$1.00		\$2.00	\$1.00
			\$0.00			
			\$0.00			
				\$22,401.72	\$14,408.17	
\$210.00	\$231.00	\$441.00	\$882.00	\$0.00	\$1,155.00	\$30,800.00
			\$0.00	\$1,404.00	\$1,000.00	\$5,000.00
					\$0.00	\$5,000.00
\$187.95	\$9.48	\$18.65	\$216.08	\$1,948.84	\$2,203.72	\$4,100.00
\$939.64	\$798.71	\$988.74	\$2,727.09	\$52,453.88	\$67,597.00	\$153,283.80
\$629.81	-\$185.83	-\$543.32	-\$99.34	\$12,256.87	\$23,961.63	\$3,686.00

WESTERN WASHINGTON CONSTRUCTION, LTD.

P.O. Box 821 Aberdeen WA 98520

Office (360) 538-0227 Fax (360) 537-7022

Email: wwc2007@comcast.net

WESTEWC044BK

PROPOSAL & ACCEPTANCE

DATE: 9/10/2020

PROPOSAL #: 9920-127

Proposal Submitted To:

Forks Timber Museum
1421 S. Forks Street
Forks, WA 98331
360-374-9663

Project Site:

1421 S. Forks Street
Forks, WA 98331

Proposal To Include: ReRoof Museum and Logger Memorial

- * Tear off existing shakes to skip sheathing, remove all metal valley and remove siding from 3 dormers
- * Install new 1/2 inch cdx roof sheathing on entire roof deck with 8d hot dipped nails to code
- * Install new paint matching steel flashings to match roof color on leading edges roof to walls and in valleys
- * Install new 26 gauge 12 inch snap lok metal on both roofs colors to match
- * Install new vented ridge cap to match on all ridges
- * Install new flexible pipe flashings on all plumbing exhaust vents
- * Install new bevel siding on dormers and caulk to water tight with clear silicon
- * Install gasket screws on bottom edge of roof for wind uplift
- * Install new 30 pound astm felt paper over roof deck

**ANY ADDITIONAL WORK INCLUDING ROT TO BE CHARGED ABOVE THE PRICE OF
THE CONTRACT**

****Any leftover materials are property of Contractor and will be removed at end of job**

WESTERN WASHINGTON CONSTRUCTION, LTD.

Proposal includes material and labor as required in accordance with the above specifications

Amount		\$ 48,975.00
Sales tax	8.50%	\$ 4,162.88
Total		<u>\$ 53,137.88</u>

Permit cost is extra if applicable

Terms: 1/2 down; payment of balance upon completion

All credit card payments will be assessed a 3% handling fee

Warranty: 5 yr. labor & manufactures warranty on materials

This proposal may be withdrawn if not accepted within 15 days.

THE ABOVE PRICES, SPECIFICATIONS ARE SATISFACTORY AND ARE HEREBY
ACCEPTED. YOU ARE AUTHORIZED TO COMPLETE THIS CONTRACT AS SPECIFIED.
PAYMENT WILL BE MADE AS OUTLINED ABOVE.

Signature of Company Shane Chapin

Authorized signature _____

Date of acceptance _____

FORKS TIMBER MUSEUM GUEST REGISTER

DATE Feb 2020

Feb 17

1st

2/19

2/20

2/21

STATE OR COUNTRY	ZIP OR POST CODE	# IN YOUR GROUP	# OF DAYS IN FORKS	COMMENTS
Dubuque, Iowa		5	1	
Bellingham Wa Rick Macey J.		2	1	
Port Townsend, WA		2	3	
Tacoma, WA		2	1	
Seattle, WA		2	3	
POULSDEN, WA		2	3	Thank you for preserving our history
NOAH BENDUW		2		Thank you
Grays Harbor	98571	2	1	Packed with interesting information
Gig Harbor, WA	98332	2	2	Thank you.
Steen + Dean White	02860	2	1	Interesting stuff.
Sedro-Woolley Washington	98284	2	1	Thank you for preserving the history + hard work
Washington	98040	4	1	

FOR OFFICE USE ONLY

TOTAL: WITHIN 50 MILES: FROM WA-NO FORKS: OUT OF U.S.: OTHER STATES: OVERNITE:

39 0 33 1 1

FORKS TIMBER MUSEUM GUEST REGISTER

DATE _____

STATE OR COUNTRY	ZIP OR POST CODE	# IN YOUR GROUP	# OF DAYS IN FORKS	COMMENTS
Vancouver WA USA	98685	3	1	Thank you!
Van COUVER WA	98685	3	1	Maria Ferreira
Twickenham, WA	98001	3	2	Thank you!
Edenridge, WA	98328	2	1	This is neat thank you
Lynden WA	98264	2	3	Thank You!
Anhwa Lopez	98003	2	1	Thanks you!
Marisol Cardenas	98003	2	1	Thank -pu!
Anna Turner	42352	✓		Thanks
Justin Turner & Family	98536	✓		Thanks!
KEN & BARBARA WASHINGTON USA	98343	2	1	
Quincy & Erica	98102	2	2	1 year anniversary!
Washington Port town		1	4	Real Good! Love it.

FOR OFFICE USE ONLY

TOTAL: WITHIN 50 MILES: FROM WA-NO FORKS: OUT OF U.S.: OTHER STATES: OVERNITE:

30 10 16 _____ 14 8



STATE of WASHINGTON SECRETARY of STATE

I, **Ralph Munro**, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF INCORPORATION

to

FORKS TIMBER MUSEUM

a Washington non-profit corporation. Articles of Incorporation were filed for record in this office on the date indicated below.

Corporation Number: 2-343798-1

Date: April 27, 1984



Given under my hand and the seal of the State of Washington, at Olympia, the State Capitol.

Ralph Munro, Secretary of State

Sequim Lavender Farmers Association

Lodging Tax

2021 Hotel/Motel Funding Request



RECEIVED
CLALLAM CO. COMMISSIONERS

**LODGING TAX FUNDING APPLICATION
2021**

APR 29 2021

1...2...3...A...

GUIDELINES

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$5,000.

- I **AMOUNT of Lodging Tax Requested:** \$ 5,000
- II **Agency/Organization Name:** Sequim Lavender Farmers Association
Organization is ☐ Government Entity ☒ 501(c)3 ☐ 501(c)6 ☐ Other
Federal Tax ID No. _____ UBI Number _____
- III **Project/Activity/Event:** Lavender Driving Guide and Marketing
- IV **Representative Contact Information:**
Name, Title Paul Schiefen
Mailing Address 3932 Sequim Dungeness Hwy, Sequim WA 98282
Phone(s) 360-582-1185
Email info@jardinduseiteil.com

- V **Service Categories, check all applicable:**
- ☒ Tourism Promotion/Marketing
☐ Operation of a Special Event/Festival designed to attract tourists
☐ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization
☐ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by a Municipality

CERTIFICATION

- I am the authorized agent of the Agency/Organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- My Agency/Organization is required to submit a report documenting economic impact results in a format determined by Clallam County.

Signature

Date: 4.28.21

Paul Schiefen
Print or Type Name

LODGING TAX APPLICATION – REQUIRED SUPPLEMENTAL QUESTIONS

(You may use this Supplemental Questions form or type the questions and answers on separate sheets)

1. How will the project/program help increase the number of people traveling to Clallam County for business or pleasure on a trip?

See Attached

2. How will the project/program help increase paid overnight accommodations in Clallam County?

3. How will the project/program encourage visitors to come from a distance greater than 50 miles, either for the day or for an overnight visit? If so, please describe how.

4. How will the project/program encourage visitors to come from another country or state?

5. If the project/program is an event, please provide the name, date(s) and estimated attendance.

6. 2021 Tourism-Impact Estimate

(Actual must be completed by applicants who had a Clallam County Lodging Tax Contract in 2020)

State law governing the distribution of lodging tax funds requires they be used primarily to encourage visitors from out of the area, so do your best!

As a direct result of your proposed tourism-related service, please provide:	2021 Estimate	2020 Actual	Methodology
a. Overall attendance at your event/activity/facility			
b. Number of people who travel more than 50 miles for your event/activity/facility			
c. Of the people who travel more than 50 miles, the number of people who travel from another country or state.			
d. Of the people who travel more than 50 miles, the number of people who stay overnight in the unincorporated Clallam County area.			
e. Of the people staying overnight, the number of people who stay in PAID accommodations e.g. hotel, motel, bed-breakfast, RV park, in the unincorporated Clallam County area.			
f. Number of paid lodging room nights resulting from your event/activity/facility.			

7. Is there a host hotel for your event? If yes, please identify.

NO

8. Describe the prior success of your event/activity/facility in attracting tourists.

9. Describe your target tourist audience (location, demographics, etc.)

We are marketing to the greater Seattle Area, as well as the Olympia area.

10. Describe how you will promote your event/activity/facility to attract tourists.

By advertizing on various websites as well as distributing the driving guide on the ferry system.

11. Describe how the event/activity/facility will help promote lodging establishments, restaurants, and businesses located in the unincorporated area of Clallam County.

12. Are you applying for Lodging Tax funds from another community (yes or no)? If yes, attach a copy of the other jurisdiction(s) application(s).

13. What is the overall budget for your event/activity/facility? \$ 15,217
What percent of the budget are you requesting from Clallam County Lodging Tax Fund? 30 %

14. Please describe your plans for securing the remainder of the funds necessary to complete your event/activity/facility.

Additional grants, and funds from
participating farms.

Clallam County Lodging Tax Funding

2021 Grant Application

Sequim Lavender Experience Marketing (lavender driving guide reprint and distribution, hotel list, , additional marketing).

The Sequim Lavender Farmers Association, as part of a the unaffiliated marketing group called the Sequim Lavender Experience, is expanding its marketing efforts to bring more tourists to the Sequim-Dungeness Valley throughout the year. The Sequim Lavender Experience is an unaffiliated marketing group that consists of a majority of the areas lavender agri-tourism farms. Membership in this group represents over 100,000 lavender plants in the ground on over 60 acres of farmland. The opportunity to be included in this group is extended to all Clallam County Lavender Farms and businesses. There is no requirement to be affiliated with the Sequim Lavender Farmers Association or any other group. This group was formed with the sole purpose of marketing and promoting the lavender industry year round in the Sequim Dungeness Valley. Because of the challenges in 2020, this year the groups focus is to let visitors know that all of our member farms are open all summer long. We plan to do this by continuing to produce and distribute the successful Sequim Lavender Driving Guide, to increase internet presence by maintaining a central website where information about all the member farms and events are located, to again advertise in the Sea-Tac Airport (this was our intention last year but was put on hold due to travel restrictions), and to increase exposure via social media, web banner, and additional print advertising.

The Sequim Lavender Experience has designed and will distribute a tri-fold driving guide of Sequim Dungeness area lavender farms and business that cater to tourists. The guide includes advertisements from local business, a detailed descriptive full color map highlighting the various farms and businesses that have chosen to be included, as well as popular driving routes and bike routes. Also included in the guide are brief highlights of specific farms and a schedule of events that occur throughout the year. At least 60,000 copies of the brochure will be placed throughout the Puget sound region and the Olympic Peninsula at business, farms, hotels, restaurants and commuter ferries (including the Bainbridge, Edmonds, and Bremerton ferries), as well as several regional chambers of commerce (Sequim, Port Angeles, Forks, etc). We are expanding our reach this year by including

additional locations that were not included in our past efforts. Due to the popularity of the driving guide we have, this year, been able to attract more participating farms as well as some new highlighted businesses.

For 2021 we are continuing the section that will list and highlight many of the local hotels and motels. This will increase these hotel's exposure during the shoulder seasons, getting more heads in beds. We are also working with the Sequim Farmers Market and Port Angeles Farmers Market to feature the guide at both locations with advertising and additional signage. We also plan to expand the usefulness of the map by making it available as a digital map on computers and mobile devices.

The sole purpose of the guide is to attract visitors to the Sequim Dungeness Valley by highlighting many of the local attractions and events. Also to give a simple and concise map to help navigate the area while here. This is the 7th year the map has been produced and from 2015-2020 it has been integral in bringing tourist to the farms. Since the brochure is designed to be used for the entire year and not just highlight one single event, it would be difficult to estimate the number of individuals who attended based on the brochures distribution. However, Jardin du Soleil lavender farm (one of the highlighted farms) estimates that 10% - 15% of summer traffic was driven by access to the brochure. Out of an approximate 18,000 visitors to the farm in 2019(our last "normal"year) , this works out to about 1,800 visitors who came to the farm because of the brochure. If this estimate is expanded to include the 10+ farms that were highlighted, a conservative estimate would be 10,000 visitors used the brochure to find local farms and businesses. Out of these we estimate that at least 60% were traveling from farther than 50 miles, 20% were visiting from out of state and 3-5% were traveling from a foreign country. From conversations that farmers and business owners had with visitors who used the brochure in 2019, many indicated that they would not have stopped in Sequim at all if it weren't for the information and map provided. 20% of visitors we spoke with were staying in local accommodations. This number increases exponentially across all categories when we factor in Sequim Lavender Weekend in which the brochure is used the most heavily. Since this map is printed and distributed year round it has been beneficial for providing participating farms and business "off-peak season" visitors. In fact our sample farm (Jardin du Soleil) has seen a steady increase over the past three years in visitors in early spring and late fall (through November) because of the driving guide.

The members of the Sequim Lavender Experience, administrated by the Sequim Lavender Farmers Association, produce the driving guide. The project manager is Paul Schiefen, Member of the Sequim Lavender Farmers Association.

The website is maintained and coordinated by Rebecca Olsen of Lavender Connection

Guide design and interactive map will be done by Andrew Hill of Pharos Creative, LLC and will be printed locally.

The Sequim Lavender Experience marketing group consists of owners and managers of the peninsulas local agri-tourism lavender farms. Currently there are 11 farms represented by this marketing group. The members of both groups volunteer their time to solicit all ads and farms that are included.

Income – \$500 membership dues from each member farm.

Total - \$5,500

Expenses –

Printing \$5,687 (60,000), 12-month ferry distribution \$5530.

Local distribution \$1000

Additional print and social media advertising - \$3000

Total - \$15,217

We will apply for grant funding from the City of Sequim for the same project.

It is difficult at the current time, due to the corona virus, to be more specific in regards to timelines, and expenditures.

We have funds to help cover any expenses that are not covered by this grant award.

Dungeness Crab & Seafood Festival

Lodging Tax

2021 Hotel/Motel Funding Request



RECEIVED
CLALLAM CO. COMMISSIONERS

APR 29 2021

1...2...3...A...

LODGING TAX FUNDING APPLICATION 2021

GUIDELINES

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$5,000.

I **AMOUNT of Lodging Tax Requested:** \$ \$6,000

II **Agency/Organization Name:** Dungeness Crab & Seafood Festival

Organization is ☐ Government Entity ☐ 501(c)3 ☐ 501(c)6 ☒ Other Wa State nonprofit corporation, 501(C)3 applied

Federal Tax ID No. 82-0848608 UBI Number 604-110-043

III **Project/Activity/Event:**

Marketing and one year coronavirus branding program for the Dungeness Crab & Seafood Festival, October 8-10, 2021

CrabFest's 2021 return will successfully inform, inspire and welcome back attendees, all within the ongoing challenges and precautions related to COVID-19. Some of the unique 2021 COVID marketing initiatives to be funded with this grant will include:

- **SEO** - Responsive website redesign with an integrated landing page expanded across the full stylesheet of <http://crabfestival.org>. SEO investment.
- **Instagram** - An appropriate accompaniment to our robust Facebook social media page. Instagram draws on a younger demographic and specializing in storytelling through images over words.
- **Customer notifications** - All attendees will be encouraged to link to various CrabFest notifications, designed to provide real-time push notifications related to scheduling modifications, seating, and parking availability. "Pivot" will be a more responsive CrabFest option thanks to rapid customer notification technology.
- **Advance Crab dinner ticketing** - We will be very strongly encouraging advance Crab dinner ticketing. Our crab is caught fresh for us and with their very high cost we need dinners to be purchased in advance. We will not be able to guarantee the unending crab as during past years. This will be a huge change. We are also looking at timing tickets to enable socially distance safety through assigned dining times.
- **General website coronavirus updates**- Update the website with the required and relevant COVID-19 information, the changes being made for this year, and especially spreading out attendance times.

The challenge in all of this is to get potential visitors, not just interested, but to make the commitment to attend and buy crab dinner tickets. They need to receive the needed information to make them feel confident in attending the festival, understanding the changes for this year in a positive way without scaring them off. And be kept informed as things change. Thanks to this additional funding CrabFest can implement numerous new digital offerings to expand marketing and safely and successfully welcome back attendees.

IV Representative Contact Information:

Name, Title Scott Nagel, Executive Director

Mailing Address 105 ½ E 1st St., Port Angeles, WA 98362 1st

Phone(s) 360-808-3940

Email director@crabfestival.org

V Service Categories, check all applicable:

- ☒ Tourism Promotion/Marketing
☒ Operation of a Special Event/Festival designed to attract tourists
☐ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization
☐ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by

CERTIFICATION

- I am the authorized agent of the Agency/Organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- My Agency/Organization is required to submit a report documenting economic impact results in a format determined by Clallam County.

Date: 4/28/2021



Signature
Scott Nagel

LODGING TAX APPLICATION – REQUIRED SUPPLEMENTAL QUESTIONS

(You may use this Supplemental Questions form or type the questions and answers on separate sheets)

1. How will the project/program help increase the number of people traveling to Clallam County for business or pleasure on a trip?

This grant will expand our marketing program, working in coordination with the other grants we have received to provide a broad marketing program of social media, radio, and print marketing. All of these facets enable us to reach more people and invite them to Clallam County.

2. How will the project/program help increase paid overnight accommodations in Clallam County?

Our marketing program will reach throughout North America and the world. We position CrabFest as an Olympic Peninsula Event, including Olympic National Park as a major destination. You need to stay overnight to even to begin to experience what we have. And the Olympic Peninsula is a destination and an adventure to get here. We place that as a positive attribute, getting away from urban life.

3. How will the project/program encourage visitors to come from a distance greater than 50 miles, either for the day or for an overnight visit? If so, please describe how.

All of the funds from this grant utilize the internet to reach out to past and potential audiences. Even if restrictions are reduced, we do need to make sure the public knows it will be very safe to attend the festival and that we have a safe plan for their visit. Our website "Travel Planner" which most organizations don't have promotes Clallam County and the North Olympic Peninsula with all the things to do and see that make this a worthwhile destination. We know people want to travel but they have lots of choices – we want to make sure CrabFest, and the Olympic Peninsula is the obvious choice.

4. How will the project/program encourage visitors to come from another country or state?

Our website and our advertising emphasize visiting the Olympic Peninsula and Olympic National Park in the gorgeous fall season and specifically come for the CrabFest weekend. We are offering tourists, especially foreigners, reasons to make this a special destination. Normally Crab gets several hundred foreigners, obviously not expecting that this year.

5. If the project/program is an event, please provide the name, date(s) and estimated attendance.

Dungeness Crab & Seafood Festival, October 8-10, 2021. Typical attendance estimated 25,000. Estimated coronavirus attendance with restrictions we are thinking could be 15,000. However, we have enough open space and seating, even with reductions if the audience spreads out their arrival times. This is one of the major marketing goals we will be focusing on with the funds from this grant.

6. 2021 Tourism-Impact Estimate

(Actual must be completed by applicants who had a Clallam County Lodging Tax Contract in 2020)

State law governing the distribution of lodging tax funds requires they be used primarily to encourage visitors from out of the area, so do your best!

As a direct result of your proposed tourism-related service, please provide:	2021 Estimate	2020 Actual	Methodology
a. Overall attendance at your event/activity/facility			
b. Number of people who travel more than 50 miles for your event/activity/facility			
c. Of the people who travel more than 50 miles, the number of people who travel from another country or state.			
d. Of the people who travel more than 50 miles, the number of people who stay overnight in the unincorporated Clallam County area.			
e. Of the people staying overnight, the number of people who stay in PAID accommodations e.g. hotel, motel, bed-breakfast, RV park, in the unincorporated Clallam County area.			
f. Number of paid lodging room nights resulting from your event/activity/facility.			

7. Is there a host hotel for your event? If yes, please identify.

Red Lion Hotel Port Angeles Waterfront

8. Describe the prior success of your event/activity/facility in attracting tourists.

CrabFest has been one of the most successful events in attracting tourists. We typically fill all the lodging in Sequim and Port Angeles, with guests staying in Forks and Jefferson County. We do not have any detailed numbers on the breakout of visitors lodging in unincorporated Clallam County except for anecdotal positive comments. We will talk with other events and OPVB and have more information for our grant report.

9. Describe your target tourist audience (location, demographics, etc.) .

Our primary target for tourists is cultural tourists -- people that are interested in the culture -- food, arts, history, Native American culture... people who want to become involved with the community they visit. In our particular case we are looking especially for foodies, i.e people who want to taste a fresh Dungeness crab from the source of the name -- Dungeness. The reality is that most people have not tasted a "fresh whole Dungeness crab" and we all know what they are missing.

10. Describe how you will promote your event/activity/facility to attract tourists.

We will utilize our full marketing budget covering print, radio, social media, posters, flyers, press releases.

11. Describe how the event/activity/facility will help promote lodging establishments, restaurants, and businesses located in the unincorporated area of Clallam County.

CrabFest visitor lodging encompasses all of Clallam County, including as we have noted B&B's and vacation rentals. Many of our visitors, the cultural tourists especially will stay more than one day, to take in the Festival plus all the Olympic Peninsula has to offer. We encourage this thru our travel planner and links to chambers and other tourism activities.

12. Are you applying for Lodging Tax funds from another community (yes or no)? If yes, attach a copy of the other jurisdiction(s) application(s).

We have received \$5,000 from OPVB and \$7,000 from PA LTAC. These are all of our applications for marketing funds. This grant proposal is oriented to advancing beyond our usual marketing grants to deal with coronavirus impacts.

13. What is the overall budget for your event/activity/facility? \$ 329,000. What percent of the budget are you requesting from Clallam County Lodging Tax Fund? 1.8%

14. Please describe your plans for securing the remainder of the funds necessary to complete your event/activity/facility. We are now re-engaging our sponsors. Until the Governor released the guidelines for festivals we could not begin fundraising because of the uncertain nature of festivals. First Fed has confirmed as one of our premium sponsors and we hope to have most of the 40+ sponsors back again this year. We will also begin an intensive online campaign to sell crab dinner tickets in a way we have not done before with the funds hopefully made available through this grant.

CRABFESTIVAL 2021 DRAFT BUDGET

DESCRIPTION	2021 BUDGET	NOTES
INCOME		
101 - Crab Meals	\$150,000.00	
102 - Food Vendors	\$20,000.00	
103 - Wine & Beer Sales	\$75,000.00	
105 - Crab Derby	\$30,000.00	
106 - Merchandise	\$2,000.00	
107 - Vendor Booths	\$10,000.00	
108 - Sponsorships	\$24,000.00	
109 - Grants	<u>\$18,000.00</u>	\$6,000 Clallam LTAC, \$5,000 OPVB, \$7,000 PA LTAC
Total Income	\$329,000.00	
EXPENSES		
Program Services		
201 - Crab Feed Operations	\$90,000.00	
202 - Crab Central Ops	\$2,000.00	
203 - Crab Derby	\$20,000.00	
204 - Wine Operations	\$11,000.00	
205 - Beer Operations	\$9,000.00	
206 - Music Program	\$4,000.00	
207 - Merchandise	\$2,000.00	
208 - Cooking Demo	\$0.00	
209 - Credit Card-Bank Fees	\$15,000.00	
212 - Vendor Program	\$1,000.00	
Marketing		
301 - Advertising	\$11,000.00	Grants plus general funds
302 - General Marketing	\$9,000.00	Grants plus general funds
305 - Sponsors	\$2,000.00	
Production		
401 - Production	\$50,000.00	
402 - Production Crew	\$10,000.00	
403 - Sanitation	\$10,000.00	
404 - Security	\$3,000.00	
405 - Signage	\$3,000.00	
406 - Staff Support	\$4,000.00	
501 - Volunteer Services	\$3,500.00	
502 - Hospitality	\$2,000.00	
Operations		
601 - Admin Operations	\$1,000.00	
601.1 - Payroll Taxes	\$4,000.00	
601.2 - Computer Services	\$3,500.00	
602 - Telephone	\$4,200.00	
603 - General Supply	\$900.00	
604 - Accounting	\$5,000.00	
606 - Rent	\$7,400.00	
607 - Insurance	\$4,000.00	
608 - Management Staff	\$30,000.00	
609 - Charitable Contributions	\$4,000.00	
610 - Licenses and Permits	\$3,500.00	
Total Expense	\$329,000.00	
Net Income	\$329,000.00	
Balance	\$0.00	

BUSINESS INFORMATION

Business Name:

DUNGENESS CRAB & SEAFOOD FESTIVAL

UBI Number:

604 110 043

Business Type:

WA NONPROFIT CORPORATION

Business Status:

ACTIVE

Principal Office Street Address:

2872 DAN KELLY RD, PORT ANGELES, WA, 98363, UNITED STATES

Principal Office Mailing Address:

Expiration Date:

03/31/2018

Jurisdiction:

UNITED STATES, WASHINGTON

Formation/ Registration Date:

03/29/2017

Period of Duration:

Perpetual

Inactive Date:

Nature of Business:

REGISTERED AGENT INFORMATION

Registered Agent Name:

SCOTT NAGEL

Street Address:

2872 DAN KELLY RD, PORT ANGELES, WA, 98363-9696, UNITED STATES

Mailing Address:

GOVERNORS

Title	Governors Type	Entity Name	First Name	Last Name
GOVERNOR	INDIVIDUAL		KAREN	POWELL
GOVERNOR	INDIVIDUAL		MICHELE	POWELL
GOVERNOR	INDIVIDUAL		SCOTT	NAGEL



**Olympic Peninsula Visitor Bureau
Tourism Enhancement Fund 2021
Grant Application Cover Sheet**

Received by OPVB:

Initials: _____ Date: _____
Grant Amount Awarded: _____

Project/Event Title: Dungeness Crab & Seafood Festival	
Submitting Organization: Dungeness Crab & Seafood Festival	Federal Employer ID# (if applicable) 82-0848608
Location of Project: Port Angeles City Pier/waterfront	Date of Event or Project Completion: Oct 8-10
Project/Event Director: Scott Nagel	Title: Executive Director
Mailing Address: 105 1/2 E 1 st St., PA 98362	
Telephone: 360-808-3940	Fax: none
E-mail Address: Director@crabfestival.org	
Amount Requested from Tourism Enhancement Fund: \$5,000	
Use of Requested 2021 Funds (check one): ☒ Tourism Promotion/Activity _____ Tourist-related facility	
Have you applied for an OPVB Tourism Enhancement Grant in the past? If Yes, list all past years applied: 2019, 2017 and previous alternating years	
Do you plan on applying for another OPVB grant in 2021? ☐ Yes ☒ No	

Please send one (1) original and four (4) copies of your application. (Use either staples or paper clips only please.)

Include the following information in your narrative and check off the items on this list:

- ☒ 1. Summary of the project/event. (Include location and date, if applicable.)
- ☒ 2. Description of how project/event will attract overnight destination guests. Must include estimates of the following:
- Number of attendees/participants (overall)
 - Number of tourists who will travel more than 50 miles for the event/activity
 - Number of overnight tourists staying in paid accommodations
 - Number of overnight tourists staying in non-paid accommodations (i.e. staying with friends or family)
 - Number of attendees/participants from another country or state outside their place of resident or business
 - Number of paid lodging room nights resulting from your event/activity
 - Describe how these estimates have been determined.
- ☒ 3. List of key personnel on project/event committee.
- ☒ 4. Proposed project or event budget showing revenue/expenses.
- ☒ 5. List of other agencies' grant funds are being requested of and the amount.
- ☒ 6. Itemized list of how these grant funds will be used in project/event.
(Include distribution, publication and target market information, if applicable.)
- ☒ 7. If full funding is not awarded, how will you modify your proposed tourism promotion?
- ☒ 8. Describe how you will ensure your project/event will meet State and local COVID-19 health and safety protocols.
- ☐ 9. Proof of liability insurance. We do not get insurance until just prior to the event

Notification of acceptance will be sent to the Project/Event Director at the above address. Please refer to the program outline for application requirements and project/event criteria.

We have read and understand the terms and requirements of this program and agree to fulfill our obligations in accordance with same should this application be selected for funding.

Signature: _____

Signature - Project/Event Director

Date _____

Mail/deliver application materials by 5:00pm local time on the due date to:

OPVB, PO Box 670, Port Angeles, WA 98362. (618 S. Peabody St. Suite F, Port Angeles, WA 98362)

Call the OPVB office at 360-452-8552 or email director@olympicpeninsula.org with any questions.

Dungeness Crab & Seafood Festival
2021 OPVB Grant
Narrative

1. Summary of the project/event. (Include location and date, if applicable.)

The 21st Dungeness Crab & Seafood Festival, October 8-10, 2021 is one of the Olympic Peninsula's premier events, focusing on the foods and traditions of our community, especially Dungeness Crab, with such delicacies as Geoduck and oysters from Jamestown Seafood. The Festival is located on the PA City Pier, Gateway Center, Red Lion Parking lot, and part of Lincoln St. Producing festivals in this environment is a challenging and risky undertaking, but CrabFest is an important celebration for the local community.

Like all festivals we will be making modifications so that we comply with COVID-19 requirements. Primarily we will be setting up the grounds so we can control attendance according to the festival guidelines (these are expected next week) and following social distancing protocols. This will necessitate some programs being canceled for this year. The overall festival will look and feel the same and our biggest concern is that too many people will show up and we won't be able to let them in during peak periods. This will be part of our marketing – if people spread out during the day instead of everyone showing up for lunch, we have plenty of space.

2. Description of how project/event will attract overnight destination guests.

Crabfest is the most successful events in the county in attracting overnight visitors, with visitors staying throughout the county and into Jefferson County, not just Port Angeles. People will be looking for events to attend and we are going to be one of the first big ones. Our goals this year are a bit different because of COVID-19:

- First, we want to make sure our regional and national visitors who have attended the festival in the past know that it is happening. We will need to break through the general confusion.
- Second, the "cabin fever" is a great opportunity to get new people out to the Peninsula in the fall and select our specific weekend.

Social media, press releases, paid advertising, and our mailing list will be used to support our programs. We will be doing two national press releases through a media distribution company that gets results in documented story placement. We will also be doing our usual regional press releases focusing on the I-5 corridor and Kitsap county and down to the Portland area. We have not decided on our advertising priorities yet with our limited funds this year. We are not going to try anything new but use the avenues that have gotten us good results in the past. Some of these include NW Public Radio, NW Travel, Outdoors NW, Seattle Dining, Seattle Gay News, Edible Seattle, KNKX Radio.

2a. Estimates of the following:

- | | |
|---|--------|
| - Number of attendees/participants (overall) | 15,000 |
| - Number of tourists who will travel more than 50 miles for the event/activity | 9,000 |
| - Number of overnight tourists staying in <u>paid</u> accommodations | 5,000 |
| - Number of overnight tourists staying in <u>non-paid</u> accommodations | 900 |
| - Number of attendees/participants from another country or state outside | 2,000 |
| - Number of paid lodging room nights resulting from your event/activity | 2,000 |
| - Describe how these estimates have been determined – In a normal year we can predict because we have many years of history and calculations. For this year, the reality is that nobody knows what will happen, so we have reduced our estimates. We think lodging will sell out even though overall attendance may be lower. | |

3. List of key personnel on project/event committee.

Scott Nagel, Executive Director
Karen Powell, Executive Producer
Kelly Jo Hill, Operations Manager
Mike Prebezac, Production Manager
Deborah Anastasi Black, Public Relations Contractor
F&B -Food and Beverage Advisory Committee: Neil Conklin (Bella Italia), Michael McQuay (Kokopelli), Toga Herzog (Toga's)

4. Proposed project or event budget showing revenue/expenses.

See attached

5. List of other agencies' grant funds are being requested of and the amount.

City of PA - \$7,000 LTAC grant received approval

6. Itemized list of how these grant funds will be used in project/event.

Deborah Black Public Relations	\$1,200.00
National Press Release Distribution	\$800.00 (May and September)
Advertising	\$3,000.00
Total	\$5,000.00

7. If full funding is not awarded, how will you modify your proposed tourism promotion?

Unlike a typical year our alternatives are very limited because of the uncertainty of financing (we used our limited reserves to maintain the organization and begin the planning process under the COVID-19 protocols), We do not know if the Coho will be running, and the COVID-19 protocols will reduce capacity and limit some services including canceling several programs. Advertising is crucial in this new year because so many festivals had to be canceled already and it is a very confusing and evolving situation.

8. Describe how you will ensure your project/event will meet State and local COVID-19 health and safety.

Executive Director Scott Nagel has been actively involved in COVID-19 planning with the Washington Festivals & Events Association including working with the Governor's office in evaluating the various categories of business activity that relate to Festivals & events and on the new event procedures which should be announced in the next couple weeks.

- Crab Festival is first and foremost a food festival and our F&B Advisory Committee (see item 3 - personnel) includes 3 of the best restaurant owners/chefs on the Olympic Peninsula.
- Per requirements, we will be producing a plan and manual for review and approval by Clallam County Health Dept.
- We will be continually monitoring changes to requirements so we can adapt as October approaches.
- Our staff is very professional and returns every year. The staff as well as volunteers will be well-trained in the necessary practices that need to be implemented.
- We hope things will be better with COVID-19, but we are planning for the current Phase 3 guidelines as our base of operations. Of course, if something happens and we go back, CrabFest as most festivals would have to be cancelled.

9. Proof of liability insurance.

We do not get insurance until just prior to the event. We will provide a certificate of insurance in September.

2021 LTAC

Keep the Lights on COVID

4th call

Forks Timber Museum

Keep the Lights On COVID request



• FORKS TIMBER MUSEUM •

RECEIVED
CLALLAM CO. COMMISSIONER

APR 29 2021

1...2...3...A...

April 28, 2020
Clallam County Board of Commissioners
Lodging Tax Advisory Committee

RE: Keep the Lights On

The Forks Timber Museum is grateful for the opportunity to request funds from Clallam County's Lodging Tax Keep the Lights On grant. The Timber Museum is requesting assistance to "Keep the Lights On" for 4 months as detailed below. These are minimum monthly expenses that normally are covered by our nominal entrance fees, direct sales, and donations.

Approximate loss of income from entrance fees, sales and in-person donations for January through April is \$4,567.00

1. Salary:	\$11,520.00
2. PUD:	\$800.00
3. CenturyLink:	\$592.00
4. Insurance:	\$1,200.00
5. West Waste Garbage:	\$100.00
6. COVID Supplies:	\$300.00
7. Accounting:	\$1,096.00
8. Tax prep (May):	\$975.00
9. Monthly Covid Cleaning	\$1,000.00
Total:	\$17,583.00

We have a reserve, but with not being open for the majority of 2020, and opening in May of 2021 our income will be reduced. Unfortunately, our basic expenditures, and expenditures required to open (covid supplies, etc.) will make our operating budget for 2021 tight, given our loss of income in 2020 and 2021. We respectfully request \$17,583.00 for a 4-month period to "Keep the Lights On".

Thank you for your time and consideration.

Respectfully,


Heather Sargent-Gross

Museum Manager

Forks Timber Museum, a 501 (c)(3) not for profit organization, has not provided any goods or services, in whole or in part, to you in consideration for this voluntary cash contribution. If you wish to claim the tax deductibility of this gift in the U.S., please retain this acknowledgment letter for your files.

Forks Timber Museum EIN number is 91-1223946

Forks Timber Museum, located at 1421 S Forks Avenue on Hwy 101 south of Forks
Mailing Address: P O Box 873, Forks, WA 98331-0873 Phone: 360-374-9663

APPLICATION

GUIDELINES

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$2,500.

- I **AMOUNT of Lodging Tax Requested:** \$ 17,583.00
- II **Agency/Organization Name:** Forks Timber Museum
Organization is ☐ Government Entity ☒ 501(c)3 ☐ 501(c)6 ☐ Other
Federal Tax ID No. 91-1223946 UBI Number 6000 4600 980
- III **Project/Activity/Event:** Timber Museum open Daily starting in May
- IV **Representative Contact Information:**
Name, Title Heather Sargent-Gross, Museum Manager
Mailing Address PO Box 873, Forks, WA 98334
Phone(s) cell 208-596-6603 office 360-374-9663 home 360-374-2067
Email info@forks-timbermuseum.org
- V **Service Categories, check all applicable:**
☐ Tourism Promotion/Marketing
☐ Operation of a Special Event/Festival designed to attract tourists
☒ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization
☐ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by a Municipality
- VI **Other types of grants and loans you applied for and/or received related to COVID-19 relief:** LTAC 2020 Keep the Lights On, 2020 Federal Stimulus Small Business Admin funds

CERTIFICATION

- I am the authorized agent of the agency/organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- My agency/organization is required to submit a report documenting economic impact results in a format determined by Clallam County.

Heather Sargent-Gross
Signature

Date: 4/28/2021

Heather Sargent-Gross
Print or Type Name

INCOME	Jan	Feb	March	2021 Total Jan-March	2019 Actuals	2020 Actuals	2021 Working Budget
Current Checking carry forward							\$32,000.00
Capital Funds for Roof deposit & permit						\$27,630.24	
DIRECT PUBLIC SUPPORT				\$0.00	\$3,682.50	\$3,180.00	\$2,000.00
Insurance Refund		\$100.00		\$100.00			\$0.00
Tom Rosmond donation	\$150.00			\$150.00			\$0.00
Cash Box Donations				\$0.00	\$1,578.00	\$290.00	\$1,610.00
Outfitters 1% Cash Back				\$0.00	\$507.25	\$556.81	\$500.00
Amazon Smile		\$32.74		\$32.74	\$84.05	\$122.95	\$100.00
EDC Grant				\$0.00	\$0.00	\$2,000.00	
Business After Hours				\$0.00	\$0.00	\$0.00	\$500.00
Giving Tuesday	\$440.00			\$440.00	\$0.00	\$100.00	
Fundraiser				\$0.00	\$623.00	\$2,080.00	\$1,000.00
Forks - Book royalties				\$0.00	\$108.83	\$88.97	\$100.00
Facebook Donations		\$25.00		\$25.00	\$0.00	\$165.00	
CLALLAM COUNTY LTAC PROPOSED PROJECTS:							
Emergency Tower exit							\$11,000.00
Nature Trail Signage							\$504.00
ADA Accessable Entrance							\$2,000.00
Rack Card Design and Printing							\$904.00
Rack Card Distrobution 12 months							\$4,279.92
Newspaper/Mailings Advertising							\$5,286.00
Now Open Covid Signage							\$500.00
Radio Advertising							\$3,348.00
Fire/Emergency Signs and Labor							\$500.00
Museum New Roof Rest of Payment							\$26,137.88
INVESTMENT/INTEREST							
Short Term CD Umpqua				\$0.00	\$1,774.25	\$1,371.22	
Interest CD's First Federal	\$206.27	\$186.57	\$206.85	\$599.69	\$2,689.25	\$2,370.36	\$2,400.00
Money Market Interest	\$0.63	\$0.57	\$0.65	\$1.85	\$414.49	\$117.83	\$100.00
Olympic Evergreen Note 1	\$98.54	\$96.84	\$85.92	\$281.30	\$1,517.69	\$1,288.64	\$1,200.00
Olympic Evergreen Note 2	\$174.01	\$171.16	\$152.00	\$497.17	\$2,652.44	\$2,264.68	\$2,000.00
MEMORIAL INCOME				\$0.00	\$1,030.00	\$1,295.00	\$500.00
Projected May - December							
OTHER TYPES OF INCOME							
Museum Entry Fees				\$0.00	\$20,299.00	\$1,263.00	\$20,000.00
Projected May-December				\$0.00			
PROGRAM INCOME				\$0.00			
Membership Dues				\$0.00	\$1,750.00	\$2,790.00	\$1,500.00
Forks Lodging Tax Funds				\$0.00	\$26,000.00	\$34,000.00	\$31,500.00
Dahlgren Logging picnic table				\$0.00		\$382.13	
Lloyd Allen Trust direct support	\$500.00			\$500.00		\$0.00	\$500.00
Port Grant - hydration station & cups				\$0.00		\$2,161.80	
Keep the Lights On - County LTAC				\$0.00		\$5,040.00	
Federal Stimulus SBAD funds				\$0.00		\$1,000.00	\$5,000.00
TOTAL INCOME	\$1,569.45	\$612.88	\$445.42	\$2,627.75	\$64,710.75	\$91,558.63	\$156,969.80

EXPENSE	Jan	Feb	March	Total Jan-March	2019 Actuals	2020 Actuals	2021 Working Budget
CONTRACT SERVICES							
Website Solutions/Computer help				\$0.00	\$4,275.68	\$177.75	\$2,000.00
Accounting				\$0.00	\$3,120.64	\$3,083.50	\$4,000.00
Tax Preparation				\$0.00	\$975.00	\$1,000.00	\$1,200.00
Square Credit Card				\$0.00	\$116.05	\$18.03	\$200.00
Bank fees				\$0.00	\$52.92	\$0.00	\$0.00
FACILITIES & EQUIPMENT							
Equip Rental	\$137.77			\$137.77	\$822.40	\$42.32	\$0.00
Building Maintenance		\$21.84		\$21.84	\$0.00	\$1,088.20	\$1,000.00
Other				\$0.00		\$358.02	
COVID Cleaning, Supplies and Signage		\$87.03		\$87.03	\$0.00	\$0.00	\$1,300.00

UTILITES

PUD
West Waste - trash

COST OF GOODS SOLD

NEW EXHIBITS

MEMORIAL EXPENSE

**OPERATIONS
SUBSCRIPTIONS**

Loggers World
Forks Forum
PDN
West End Buisness and Professional Assoc.
Amr. Assoc.for ST & Local Hist.
Norton Anti-virus
Website renewal & domain
Non-Profit renewal
Acronis
Office 365
Insurance
Printing and Copying

SUPPLIES

Stamps and Postage
P O Box Rent
Telephone/Internet
Fundraiser Expense

TRAVEL & EXPENSES

MISC PROJECTS

4th of July parade entry expenses
Hydration Station (water fountain & cups)
Congregational Church space

CLALLAM COUNTY LTAC PROPOSED PROJECTS:

Emergency Tower exit
Nature Trail Signage
ADA Accessable Entrance
Rack Card Design and Printing
Rack Card Distrobution 12 months
Newspaper/ Mailings Advertising
Now Open Covid Signage
Radio Advertising
Fire/Emergency Signs and Labor
Museum New Roof Rest of Payment
Museum new roof **deposit**

City Permit
Past Perfect Software
Photo Processing
Visitor Center Toilet
Long Term Care Van Donation

PROJECTOR & DISPLAY UPDATES

6 month reserve

City Land Lease

SALARIES

Linda
Heather
Additional help
COVID HELP

TAXES

TOTAL EXPENSES

NET REGULAR INCOME

			\$0.00			
\$191.91	\$215.36	\$206.14	\$613.41	\$2,240.56	\$2,655.51	\$3,000.00
\$20.09		\$20.09	\$40.18	\$307.92	\$601.58	\$750.00
			\$0.00	\$637.30	\$389.99	\$500.00
			\$0.00			
			\$0.00	\$0.00	\$164.86	
			\$0.00			
			\$0.00	\$128.94	\$147.56	\$150.00
			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00	\$27.40	\$27.40	\$28.00
			\$0.00	\$0.00	\$100.00	
			\$0.00	\$135.20	\$145.60	\$150.00
		\$25.00	\$25.00	\$0.00	\$0.00	
			\$0.00	\$118.00	\$118.00	\$118.00
			\$0.00	\$119.34	\$124.76	\$120.00
			\$0.00	\$0.00	\$415.16	
			\$0.00	\$0.00	\$0.00	\$10.00
			\$0.00	\$0.00	\$108.99	
			\$0.00	\$0.00	\$108.49	
\$57.00	\$234.00		\$291.00	\$2,730.00	\$3,595.00	\$2,800.00
			\$0.00	\$2,636.85	\$466.67	\$1,000.00
			\$0.00	\$1,236.85	\$1,323.41	\$1,600.00
			\$0.00	\$18.23	\$216.30	\$200.00
			\$0.00	\$56.00	\$64.00	\$56.00
\$133.92		\$277.86	\$411.78	\$1,696.69	\$1,607.10	\$1,800.00
			\$0.00	\$0.00	\$382.13	\$200.00
			\$0.00			
			\$0.00	\$349.62	\$90.14	\$500.00
			\$0.00			
			\$0.00	\$26.83	\$415.60	\$941.00
			\$0.00	\$344.90	\$0.00	\$300.00
			\$0.00	\$0.00	\$2,161.80	\$0.00
			\$0.00	\$100.00	\$0.00	\$0.00
						\$11,000.00
						\$504.00
						\$2,000.00
						\$904.00
						\$4,279.92
						\$5,286.00
						\$500.00
						\$3,348.00
						\$500.00
						\$26,137.88
			\$0.00	\$0.00	\$27,000.00	
			\$0.00	\$0.00	\$630.24	
				\$426.00		
				\$2,500.00		
				\$500.00		
				\$1,000.00		
			\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00			
			\$0.00			
			\$0.00			
				\$22,401.72	\$14,408.17	
\$210.00	\$231.00	\$441.00	\$882.00	\$0.00	\$1,155.00	\$30,800.00
			\$0.00	\$1,404.00	\$1,000.00	\$5,000.00
					\$0.00	\$5,000.00
\$187.95	\$9.48	\$18.65	\$216.08	\$1,948.84	\$2,203.72	\$4,100.00
\$939.64	\$798.71	\$986.74	\$2,727.09	\$52,453.88	\$67,597.00	\$153,283.80
\$629.81	-\$185.83	-\$543.32	-\$99.34	\$12,256.87	\$23,961.63	\$3,686.00

Forks Old Fashioned 4th of July
Keep the Lights on COVID request

Gores, Alanna

From: Christi Baron <cbaron@forksforum.com>
Sent: Tuesday, May 04, 2021 4:15 PM
To: Gores, Alanna
Subject: Re: Keeping the Lights on - MORE INFORMATION NEEDED ASAP

If we are awarded the keeping the lights on funds, they will be used for operating expenses including fireworks, insurance, and parade and demo derby trophies.

On Tue, May 4, 2021 at 2:07 PM Gores, Alanna <agores@co.clallam.wa.us> wrote:

Hi Christi:

You had submitted an application for Keeping the Lights on for the BOX track. The Prosecuting Attorney's office is requesting some additional information during their review.

- **The application clearly explains financial losses, but does not explicitly state how the LTAC funds will be spent if received. However it is implied they will be used for operation expenses. Some clarification is needed. The application does not clearly state how the LTAC funds will be used. More information is needed before funds can be approved.**

The agenda and packet for the LTAC meeting goes out on Thursday. The LTAC group plans to review the applications during their meeting on May. **Please submit the items above to me by email no later than 3 p.m. Wednesday, May 5 to have this application included in our review at the meeting.**

Thanks, Loni

Loni Gores

Clerk of the Board

Commissioners Office

223 East 4th Street, Suite 4

APR 30 2021

APPLICATION

GUIDELINES

1...2...3...A...

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$2,500.

- I **AMOUNT of Lodging Tax Requested:** \$ 20,000.00
- II **Agency/Organization Name:** Forks Old Fashioned 4th of July Committee
Organization is ☐ Government Entity ☒ 501(c)3 ☐ 501(c)6 ☐ Other
Federal Tax ID No. 91-6187851 UBI Number 601824888
- III **Project/Activity/Event:** Forks Old Fashioned 4th Of July
- IV **Representative Contact Information:**
Name, Title Christi Baron, President
Mailing Address PO Box 881, Forks, WA 98331
Phone(s) 360-374-3311
Email cbaron@forksforum.com

- V **Service Categories, check all applicable:**
☐ Tourism Promotion/Marketing
☒ Operation of a Special Event/Festival designed to attract tourists
☐ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization
☐ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by a Municipality
- VI **Other types of grants and loans you applied for and/or received related to COVID-19 relief:** none

CERTIFICATION

- I am the authorized agent of the agency/organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- My agency/organization is required to submit a report documenting economic impact results in a format determined by Clallam County.



Signature

Date: 4-29-2021

Christi Baron
Print or Type Name

Dear Clallam County LTAC Committee,

Thank you for allowing us to apply for "Keep the Lights On COVID-2021" funding. The Forks Old Fashioned 4th of July Committee is responsible for the annual 4th of July Celebration in Forks, Washington. We did not hold a traditional event last year but did provide fireworks for the tourists and community members. Fireworks are awfully expensive, and we had no income in 2020.

This year, we are working within the Phase 3 Guidelines to produce our annual event with many of the same expenses as a "normal" event without the usual income. Our biggest revenue generator is the demo derby. Due to the guidelines which say you should not have more than 600 people per acre, we are only selling 25% of the tickets we normally do. This outdoor event holds between 2400 and 3000 people as spectators, and we are limiting it to 600 people. We sell tickets for \$10.00 each, therefore we are losing a minimum of \$18000.00 in 2021 due to COVID. In 2020 we had zero revenue. We must keep the demo derby event going because it is our largest source of revenue. If we were to cancel it this year and the participants went somewhere else, it would hurt us for future years.

Our long-time president also resigned last year, and we consider that a COVID casualty, because we believe had the pandemic not happened, he would still be fully involved.

We would very much appreciate help "keeping the lights on" our annual event which draws tourists from all over Washington and other regions. With last year's losses, and this year's expected losses, we are respectfully asking for \$20,000.00 but would appreciate any help given.

Thank you so much,

A handwritten signature in blue ink, appearing to read "Christi Baron", with a long horizontal flourish extending to the right.

Christi Baron, president

	Forks Old Fashioned 4th Of July Draft 2021 Budget	Notes
Income		
Buttons	200.00	
Buy A Veteran Lunch	0.00	
Demo Derby Entry Fees	2,500.00	
Food Booth Income	3,000.00	
Grants & Gifts	500.00	
Prizes Income	0.00	
Sponsorships	500.00	
		Normally we sell \$24000.00 in tickets, which is our biggest moneymaker and helps to fund our 4th of July event.
		Since we can only do 600 people per acre, we are liimiting the tickets to 600 due to COVID.
Demo Derby Tickets	6,000.00	
Total Income	\$ 12,700.00	
Expenses		
Advertising	200.00	
Bank Service Charges	39.00	
Donation	0.00	
Fireworks Display	12,000.00	
Food for Food Booth	1,800.00	
Fuel	0.00	Not taking float outside of area this year
Insurance	3,500.00	
Licenses & Fees	200.00	
Office Supplies	50.00	
Rent Expense	260.00	
Repairs	150.00	
Supplies	2,000.00	
Travel Meals	0.00	
Demo Derby Trophies/Ribbons/Prizes	18,000.00	
Utilities		
Gas & Electric	500.00	
Garbage	250.00	
Total Expenses	\$ 38,949.00	
Year-to-Date Surplus (Loss)	(\$26,249.00)	

Dungeness River Audubon Center

Keep the Lights on COVID request

APPLICATION

APR 30 2021

GUIDELINES

1...2...3...A...

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$2,500.

I **AMOUNT of Lodging Tax Requested:** \$ 25,000.00

II **Agency/Organization Name:** Dungeness River Audubon Center

Organization is ☐ Government Entity ☒ 501(c)3 ☐ 501(c)6 ☐ Other

Federal Tax ID No. 91-1632949

UBI Number _____

III **Project/Activity/Event:** _____

IV **Representative Contact Information:**

Name, Title Powell Jones, Director and Park Manager

Mailing Address PO Box 2450

Phone(s) 360-477-789 (Powell Jones, Director, cell phone)

Email powell@dungenessrivercenter.org

V **Service Categories, check all applicable:**

☐ Tourism Promotion/Marketing

☐ Operation of a Special Event/Festival designed to attract tourists

☒ ☒ ☒ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization

☐ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by a Municipality

VI **Other types of grants and loans you applied for and/or received related to COVID-19 relief:** PPL applied for

CERTIFICATION

- I am the authorized agent of the agency/organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- My agency/organization is required to submit a report documenting economic impact results in a format determined by Clallam County.



Signature

Date: 4/22/21

Powell Jones, Director and Park Manager

Print or Type Name

The Dungeness River Audubon Center Proposal Keep the Lights On Covid (4th Call)

The Dungeness River Audubon Center and Railroad Bridge Park, in Sequim, are recognized as a destination by tourists from across the Pacific Northwest and beyond. When the new, 6,000-square-foot facility is complete in the fall 2021, we will be offering educational programming in both nature and culture of the Olympic Peninsula. We believe it will be a popular stop in Sequim for a substantial number of the million visitors who pass through Sequim on 101 on their way to Olympic National Park.

While the Center facilities are currently closed for the safety of visitors, paid staff is using this much-needed stretch of time to rebuild and reimagine programs and multiple-day events to attract and hold tourists on the North Olympic Peninsula.

The Center will reopen to the public once the community recovers from the Covid-19 pandemic.

Meanwhile, during the entire duration of covid-19 closures, Railroad Bridge Park parking and ramp access to the Olympic Discovery Trail near the railroad bridge is open free of charge to the public. Even though it is free to the public, staff is required to keep it open and safe: first aid station, garbage collection, sani-can maintenance, safety checks on bridge and paths and security. The River Center pays \$230 bi-monthly for water and \$400 monthly for septic, at the Park Host's temporary location during construction.

Financial Need: Our annual revenue is \$370,000.

There are three key reasons why the Dungeness River Audubon Center needs and should be eligible for Lodging Tax Funds to "Keep the Lights On."

First, we normally generate tourism dollars throughout the year, but particularly in April, when we sponsor BirdFest, which would have generated \$37,000, or 10% of our annual revenue. This is the second year without our major fundraiser, representing a loss of \$74,000.

Second, like other tourism facilities we have had to close everything – our Center, events in our Park, our lectures, and tours (now offered for free on zoom), and our summer kids camps. In four months' time they would have generated another 15 % of our revenue.

Finally, 10 % of our income comes from fundraising events other than BirdFest. Some have been canceled, and others modified severely. The River Center Rally consists mostly solitary individuals rather than teams. The Golf Tournament is expected to have fewer players and half the revenue. August's Dine on the Dungeness again will be canceled. We do not anticipate our Nature Mart pre-Christmas craft sale to occur.

We continue to plan for fundraisers when we reopen.

In order to maintain basic staff, to plan ahead for the recovery period, and to maintain security at the Center and in the Park, we request \$25,000. This will help cover:

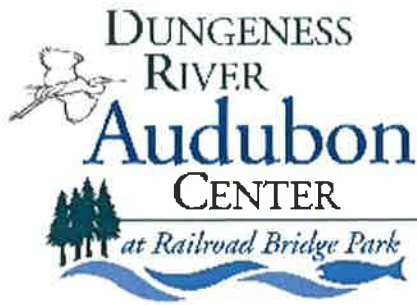
- Staff that:
 - Maintain Railroad Bridge Park and a popular portion of the Olympic Discovery Trail for tourists and locals alike.
 - Manage our Park Host program. Park hosts serve an important role of watching over and maintaining the Park and Center.

- Plan and Develop events that attract tourists like Dine on the Dungeness and the Learn by the Light of the Moon series.
 - Adapt our educational programs to meet challenging community and visitor needs.
- Park Host expenses:
 - Basic utilities for the park host along with internet.
- Basic Business Expenses including:
 - Phone
 - Cleaning and maintenance supplies for the park, public restrooms (sani-cans are provided and maintained), and the Dungeness River Audubon Center where construction crews are based.
 - Signage to encourage appropriate behavior post COVID-19

Dungeness River Audubon Center

IRS#: 91-1632949

UBI #: 601 522 346



www.dungenessrivercenter.org
rivercenter@olympus.net

P.O. Box 2450, Sequim, WA 98382
360-681-4076, 360-681-8060 Fax

In partnership with the Jamestown S'Klallam Tribe (JST), Olympic Peninsula Audubon Society (OPAS) and National Audubon Society

River Center Staff

Powell Jones, Executive Director
 Vanessa Fuller, Admin. Services & Development Manager
 Jenna Ziogas, Educational & Volunteer Coordinator
 Jan Halliday, Donor & Sponsor Engagement
 Roger Magee, Visitor Services

Park Host

Mike Turner & Kristen Payne

Board of Directors

Officers 2020 to July 2021

Laura Dubois, President
 Tuttie Peetz, Vice President
 Ann Sargent, Secretary, JST
 Wanda Schneider, Treasurer

Members

Shirley Anderson
 Tom Butler
 Kendra Donelson
 Marie Grad
 Annette Hanson
 Neil Harrington, JST
 Darcy McNamara
 Lyn Muench
 Annette Nesse, JST
 Ken Wiersema, NAS

If we were awarded \$25,000 from the Lodging Tax Fund we would use it to cover the next 3 months of expenses itemized below.

31.5% of Staff Salary & Fringe	\$ 23,105.00
Garbage	\$ 504.72
Phone	\$ 245.16
Park Host Expenses	\$ 624.07
Grounds Maintenance	\$ 275.05
Bird Seed	\$ 246.00
Total	\$ 25,000.00

*The Dungeness River Audubon Center is a charitable organization.
 Membership fees and donations are tax deductible to the extent of the law.
 For tax purposes, our 501©3 Federal EIN is 91-1632949.*

Sequim Irrigation Festival

Keep the Lights on COVID request

APPLICATION FOR CLALLAM COUNTY "KEEP THE LIGHTS ON"
April 30, 2021

APPLICANT: SEQUIM IRRIGATION FESTIVAL

EVENT: SEQUIM IRRIGATION FESTIVAL

OVERVIEW OF SEQUIM IRRIGATION FESTIVAL:

The Sequim Irrigation Festival celebrates the work that D.R. "Crazy" Callen and his partners did to design and develop the Irrigation Ditches that brought water from the Dungeness River to the parched prairie. The first headgate on the Dungeness River was lifted on May 1, 1895. On May 1, 1896 the first celebration took place at Crazy Callen's farm. This was the start of a tradition that would become the oldest continuing festival in Washington state which has received numerous awards as the "Best Small Town Celebration in the Pacific Northwest" over the past few years. Each and every year the Sequim Irrigation Festival has played host to a variety of community events over a ten-day celebration which has attracted thousands of tourists to the community. While the events have varied somewhat over time the most recent years have included a Crazy Daze Breakfast, a Grand Parade, an Arts & Crafts Fair, Car Show, Family Fun Day, the Logging Show, Fun Run, and many other notable events.

2020 & 2021

The 125th Festival originally scheduled for May 2020 was delayed until October 2020 due to the ongoing COVID-19 pandemic. Rather than the traditional ten-day event the Festival was reduced to a single day with very limited live events and the initiation of a virtual "Sequim Irrigation Festival" celebration due to State mandates and restrictions. 2021 marks the 126th Sequim Irrigation Festival. The Sequim Irrigation Festival continues to be an all volunteer Board of Directors and Committee Directors along with scores of community volunteers. Events honoring the 126th Festival commenced earlier this year. The Festival Royalty Pageant was held in early March and the Grand Pioneers and Honorary Pioneers have been selected and announced as has the Grand Marshall for the Grand Parade. Washington State COVID restrictions and mandates continue to be in place in 2021 and while some restrictions have been relaxed the state continues to mandate mask coverings, social distancing and discourages travel and large gatherings. Therefore the 126th Irrigation Festival will be held on May 8, 2021 and will consist of all virtual events with the exception of a small parade consisting of only the royalty float and honorees.

STATEMENT OF FINANCIAL NEED:

The continuation of the Sequim Irrigation Festival has been severely hampered as the COVID-19 pandemic continues into 2021. The Festival's annual May 2020 celebration was necessarily postponed to October 2020 due to Washington State "Stay at Home" orders. The Festival Committee is determined to accomplish the 126th Sequim Irrigation Festival this year and, as in 2020, is not willing to accept that this will be the year the Festival was not held. In order to accomplish this goal in 2020 and again in 2021 many live events have been cancelled and the majority of the remaining events will be held virtually.

The Festival derives its income exclusively from sponsorships and event revenue. Although the Festival is grateful for the continued generous support of local sponsors, sponsorships for the 125th and 126th Irrigation Festival have been significantly lower both in numbers and level of financial contributions as a result of the cancellation of many Festival events due to COVID-19 as well as the negative economic impact of COVID-19 for traditional Festival sponsors. With so many businesses and families crippled by the continued duration of the pandemic many were just not able to contribute last year or this year. Unfortunately most of the events which provide substantial sources of income for the Festival were cancelled for 2020 and again this year. This not only dramatically reduced funding income for the 2020 and 2021 Festivals but also negatively impacted the reserve the Festival needs to retain each year to fund expenses for the next year. Due in part to the status of an all-volunteer board, director, and committees each festival requires approximately 18 months of planning and work. Plans are already well underway in hopes of celebrating a more traditional 127th Irrigation Festival in 2022.

EXPLANATION OF HOW REQUESTED FUNDS WILL BE USED TO SUSTAIN THE FESTIVAL DURING THE COVID-19 PANDEMIC:

The Festival is grateful for the financial support provided to the Festival in 2020 through the "Keep The Lights On" funding. In light of the continuation of the "gathering" restrictions and participant limitations imposed by the State of Washington to reduce the number of COVID-19 cases, the Festival Board Members and Committee Directors again analyzed each traditional event to determine how the Festival could take place this year and how these events would function. The Festival incurred significant expenses in 2020 to facilitate the production of videos for each event and online streaming of virtual events.

The Festival budget includes a number of fixed expenses required to produce the Irrigation Festival each year. The budget below indicates those expenses for which the Festival is requesting "Keep The Lights On" funding:

Liability, Vehicle & Umbrella Insurance	\$8,750
Bookkeeping Professional Services Contract	\$2,000
Storage Fees	\$2,600
Dues & Subscriptions	\$2,500

GRANT REQUEST: \$15,850

Detailed budget is provided as an attachment.

All "Keeping the Lights on COVID-19" funds will be allocated only to the identified expenses and for professional services in accordance with this application. Financial assistance from the County will greatly assist the Festival in "keeping the lights on".

~~~~~

APPLICATION

RECEIVED  
CLALLAM CO. COMMISSIONERS

APR 30 2021

**GUIDELINES**

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$2,500.

- I **AMOUNT of Lodging Tax Requested:** \$ 15,850
- II **Agency/Organization Name:** Sequim Irrigation Festival  
Organization is ☐ Government Entity ☐ 501(c)3 ☐ 501(c)6 ☒ Other 501(c)4  
Federal Tax ID No. 91-1675926 UBI Number 604-209-241
- III **Project/Activity/Event:** Sequim Irrigation Festival
- IV **Representative Contact Information:**  
Name, Title Julianne Coonts  
Mailing Address P.O. Box 2073 Sequim, WA 98382  
Phone(s) 360-461-2095  
Email juliannevillella@hotmail.com

- V **Service Categories, check all applicable:**  
☐ Tourism Promotion/Marketing  
☒ Operation of a Special Event/Festival designed to attract tourists  
☐ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization  
☐ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by a Municipality

- VI **Other types of grants and loans you applied for and/or received related to COVID-19 relief:** Sequim LTAC (\$15,000 for PPE & Virtual Festival 2020)  
Clallam County "Keep the Lights on" (\$14,000 for annual expenses 2020)

**CERTIFICATION**

- I am the authorized agent of the agency/organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- My agency/organization is required to submit a report documenting economic impact results in a format determined by Clallam County.

Julianne Coonts  
Signature

Date: 4-30-21

Julianne Coonts  
Print or Type Name

**APPLICATION FOR CLALLAM COUNTY "KEEP THE LIGHTS ON"**  
**April 30, 2021**

**APPLICANT:                SEQUIM IRRIGATION FESTIVAL**

**EVENT:                    SEQUIM IRRIGATION FESTIVAL**

**OVERVIEW OF SEQUIM IRRIGATION FESTIVAL:**

The Sequim Irrigation Festival celebrates the work that D.R. "Crazy" Callen and his partners did to design and develop the Irrigation Ditches that brought water from the Dungeness River to the parched prairie. The first headgate on the Dungeness River was lifted on May 1, 1895. On May 1, 1896 the first celebration took place at Crazy Callen's farm. This was the start of a tradition that would become the oldest continuing festival in Washington state which has received numerous awards as the "Best Small Town Celebration in the Pacific Northwest" over the past few years. Each and every year the Sequim Irrigation Festival has played host to a variety of community events over a ten-day celebration which has attracted thousands of tourists to the community. While the events have varied somewhat over time the most recent years have included a Crazy Daze Breakfast, a Grand Parade, an Arts & Crafts Fair, Car Show, Family Fun Day, the Logging Show, Fun Run, and many other notable events.

**2020 & 2021**

The 125th Festival originally scheduled for May 2020 was delayed until October 2020 due to the ongoing COVID-19 pandemic. Rather than the traditional ten-day event the Festival was reduced to a single day with very limited live events and the initiation of a virtual "Sequim Irrigation Festival" celebration due to State mandates and restrictions. 2021 marks the 126th Sequim Irrigation Festival. The Sequim Irrigation Festival continues to be an all volunteer Board of Directors and Committee Directors along with scores of community volunteers. Events honoring the 126th Festival commenced earlier this year. The Festival Royalty Pageant was held in early March and the Grand Pioneers and Honorary Pioneers have been selected and announced as has the Grand Marshall for the Grand Parade. Washington State COVID restrictions and mandates continue to be in place in 2021 and while some restrictions have been relaxed the state continues to mandate mask coverings, social distancing and discourages travel and large gatherings. Therefore the 126th Irrigation Festival will be held on May 8, 2021 and will consist of all virtual events with the exception of a small parade consisting of only the royalty float and honorees.

**STATEMENT OF FINANCIAL NEED:**

The continuation of the Sequim Irrigation Festival has been severely hampered as the COVID-19 pandemic continues into 2021. The Festival's annual May 2020 celebration was necessarily postponed to October 2020 due to Washington State "Stay at Home" orders. The Festival Committee is determined to accomplish the 126th Sequim Irrigation Festival this year and, as in 2020, is not willing to accept that this will be the year the Festival was not held. In order to accomplish this goal in 2020 and again in 2021 many live events have been cancelled and the majority of the remaining events will be held virtually.

The Festival derives its income exclusively from sponsorships and event revenue. Although the Festival is grateful for the continued generous support of local sponsors, sponsorships for the 125th and 126th Irrigation Festival have been significantly lower both in numbers and level of financial contributions as a result of the cancellation of many Festival events due to COVID-19 as well as the negative economic impact of COVID-19 for traditional Festival sponsors. With so many businesses and families crippled by the continued duration of the pandemic many were just not able to contribute last year or this year. Unfortunately most of the events which provide substantial sources of income for the Festival were cancelled for 2020 and again this year. This not only dramatically reduced funding income for the 2020 and 2021 Festivals but also negatively impacted the reserve the Festival needs to retain each year to fund expenses for the next year. Due in part to the status of an all-volunteer board, director, and committees each festival requires approximately 18 months of planning and work. Plans are already well underway in hopes of celebrating a more traditional 127th Irrigation Festival in 2022.

**EXPLANATION OF HOW REQUESTED FUNDS WILL BE USED TO SUSTAIN THE FESTIVAL DURING THE COVID-19 PANDEMIC:**

The Festival is grateful for the financial support provided to the Festival in 2020 through the “Keep The Lights On” funding. In light of the continuation of the “gathering” restrictions and participant limitations imposed by the State of Washington to reduce the number of COVID-19 cases, the Festival Board Members and Committee Directors again analyzed each traditional event to determine how the Festival could take place this year and how these events would function. The Festival incurred significant expenses in 2020 to facilitate the production of videos for each event and online streaming of virtual events.

The Festival budget includes a number of fixed expenses required to produce the Irrigation Festival each year. The budget below indicates those expenses for which the Festival is requesting “Keep The Lights On” funding:

|                                            |         |
|--------------------------------------------|---------|
| Liability, Vehicle & Umbrella Insurance    | \$8,750 |
| Bookkeeping Professional Services Contract | \$2,000 |
| Storage Fees                               | \$2,600 |
| Dues & Subscriptions                       | \$2,500 |

**GRANT REQUEST: \$15,850**

Detailed budget is provided as an attachment.

All “Keeping the Lights on COVID-19” funds will be allocated only to the identified expenses and for professional services in accordance with this application. Financial assistance from the County will greatly assist the Festival in “keeping the lights on”.

~~~~~

Ordinary Income/Expense

Income

	Jan - Mar 21	Budget	\$ Over Budget	% of Budget
010.00 Street Fair (Arts/Craft)	0.00	9,000.00	-9,000.00	0.0%
015.00 Family Fun Day	0.00	1,600.00	-1,600.00	0.0%
018.00 Fun Run	867.19	2,000.00	-1,132.81	43.36%
020.11 Carnival	0.00	15,000.00	-15,000.00	0.0%
020.12 Parade	2,000.00	3,675.00	-1,675.00	54.42%
020.13 Products	2,989.88	11,000.00	-8,010.32	27.18%
020.14 Pins & Buttons	-1,142.40	4,000.00	-5,142.40	-28.56%
040.00 Royalty Income	500.00	500.00	0.00	100.0%
040.50 Jr. Royalty	0.00	400.00	-400.00	0.0%
045.00 Pageant	3,500.00	7,750.00	-4,250.00	45.16%
048.00 Kickoff Dinner	463.50	45,500.00	-45,036.50	1.02%
055.00 Pioneers	0.00	1,000.00	-1,000.00	0.0%
070.00 Crazy Days Breakfast	0.00	3,500.00	-3,500.00	0.0%
080.10 Auto Show	0.00	8,000.00	-8,000.00	0.0%
080.20 Log Show	0.00	44,800.00	-44,800.00	0.0%
095.0 Other Irrigation Festival	0.00	5,750.00	-5,750.00	0.0%

Total Income

9,177.97	161,275.00	-152,097.03	5.69%
----------	------------	-------------	-------

Gross Profit

9,177.97	161,275.00	-152,097.03	5.69%
----------	------------	-------------	-------

Expense

10.00 Street Fair (A&C FAIR)	0.00	12,550.00	-12,550.00	0.0%
18.00 Fun Run	4,110.99	1,000.00	3,110.99	411.1%
20.12 Parade	0.00	5,550.00	-5,550.00	0.0%
20.13 Products	4,719.78	11,000.00	-6,280.22	42.91%
20.14 Pins & Buttons	1,171.12	2,750.00	-1,578.88	42.59%
20.15 Sponsors Expense related	54.75	1,000.00	-945.25	5.48%
20.50 Family Fun Day	0.00	700.00	-700.00	0.0%
20.51 Kiddies Parade	0.00	100.00	-100.00	0.0%
30.00 Float Construction	85.04	7,500.00	-7,414.96	1.13%
31.00 Float Display	280.00	11,400.00	-11,120.00	2.46%
40.00 Royalty	1,050.46	5,230.00	-4,179.54	20.08%
40.25 Past Royalty Luncheon	0.00	400.00	-400.00	0.0%
40.50 Jr. Royalty	0.00	200.00	-200.00	0.0%
45.00 Pageant	824.16	3,275.00	-2,450.84	25.16%
48.00 Kick Off Dinner	1,151.42	11,845.00	-10,693.58	9.72%
48.50 VIP Event	0.00	250.00	-250.00	0.0%
49.00 Royalty Scholarship	1,250.00	4,250.00	-3,000.00	29.41%
55.00 I.F. Pioneer	0.00	300.00	-300.00	0.0%
70.00 Crazy Days	0.00	4,475.00	-4,475.00	0.0%
80.10 Auto Show	0.00	2,085.00	-2,085.00	0.0%
80.20 Logging Show	0.00	30,250.00	-30,250.00	0.0%
80.25 Strongman Competition	0.00	700.00	-700.00	0.0%
90.01 PR & Marketing	-600.00	12,700.00	-13,300.00	-4.72%
94.0 Vehicles	107.99	3,650.00	-3,542.01	2.96%
95.00 Other Irrigation Festival	11,941.97	17,825.00	-5,883.03	67.0%
Utilities- Float Shed	624.06	2,200.00	-1,575.94	28.37%
Voids	0.00			

Uncategorized Expenses

112.67

Total Expense

26,884.41	153,185.00	-126,300.59	17.55%
-----------	------------	-------------	--------

Net Ordinary Income

-17,706.44	8,090.00	-25,796.44	-218.87%
------------	----------	------------	----------

Net Income

-17,706.44	8,090.00	-25,796.44	-218.87%
------------	----------	------------	----------

Feiro Marine Life Center

Keep the Lights on COVID request

APPLICATION

MAY 03 2021

1...2...3...A...

GUIDELINES

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$2,500.

I **AMOUNT of Lodging Tax Requested:** \$ 11,309.⁰⁰

II **Agency/Organization Name:** Feiro Marine Life Center
 Organization is ☐ Government Entity ☒ 501(c)3 ☐ 501(c)6 ☐ Other
 Federal Tax ID No. 26-1957956 UBI Number _____

III **Project/Activity/Event:** Keeping The Lights on support

IV **Representative Contact Information:**
 Name, Title Melissa Williams, Executive Director
 Mailing Address PO BOX 625, Port Angeles WA 98362
 Phone(s) 773-597-7570 (cell)
 Email melissaw@feiromarinelifecenter.org

V **Service Categories, check all applicable:**
☐ Tourism Promotion/Marketing
☐ Operation of a Special Event/Festival designed to attract tourists
☒ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization
☐ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by a Municipality

VI **Other types of grants and loans you applied for and/or received related to COVID-19 relief:** Paycheck Protection Program (PPP) loan = \$35,855

CERTIFICATION

- I am the authorized agent of the agency/organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- My agency/organization is required to submit a report documenting economic impact results in a format determined by Clallam County.

Date: 4-29-21

Signature

Melissa A. Williams
 Print or Type Name



March 26, 2021

Dear Lodging Tax Committee:

Feiro Marine Life Center (FMLC) is requesting "Keeping the Lights On Covid" funds in the amount of **\$11,309**. An outline of anticipated expenses over a 4-month/16-week period is included.

In 2019, almost 21,000 guests visited Feiro Marine Life Center exhibits with a majority traveling from out-of-area. As with most tourist-based businesses, the effects of the Covid-19 pandemic were significant in limiting FMLC visits to just 3,549 in 2020, a 83% drop in ticket sales resulting in a major decline in the associated revenue. Though we are encouraged by the incremental gains made in recent months toward a return to regular business and welcoming guests back, constraints remain along with associated financial need.

FMLC has taken significant action over the last year to maintain a healthy organization in the midst of great challenge that includes pursuing additional emergency and capacity-building grants, engaging in individual fundraising efforts and making operational sacrifices that include staff furloughs. As we look to the near future, the need to make staff whole in preparation for an anticipated return to more regular and will provide us the capacity and opportunity to restart many of the paused education and outreach activities and associated business needs that are so vital to both our mission and our business viability.

ITEM	COST	SUBTOTAL
Business Administration Staff (Executive Leadership, Accounting, Legal, Information Technology, Marketing, Operations)	Williams, 50% time, salary & benefits, 16 weeks	\$7,211.00
Utilities – Lights, no heat	4 months @ \$350.00	\$1,400.00
Liability and D&O Insurance	4 months @ \$299.50	\$1,198.00
Marketing Support – update marketing collateral for business restart	Estimated contract cost	\$1,500.00
TOTAL REQUEST		\$11,309.00

We are thankful to the Lodging Tax Committee for this opportunity and appreciate your consideration of our request.

Sincerely,

Melissa William
Executive Director

Felro Marine Life Center**2021 Approved Budget - December 2020**

	<u>2021 Budget</u>	
Operating Revenue		
<u>Earned Revenue</u>		
Tuition/Fees	15,000	Assumes partial summer
Contracts	25,000	
<u>Other (Retail, Interest)</u>	5,000	
Total Earned Revenue	45,000	
 <u>Contributed Revenue</u>		
Total Individual	154,000	
Foundations	80,000	
Corporation	22,000	
<u>In Kind Donations</u>	40,000	
Total Contributed Revenue Received	296,000	
 <u>Less Funds Restricted for Future Use</u>	(2,000)	
 Total Revenue	339,000	
 PPP Loan/Grant		
 <u>Funds Released from Restriction</u>	2,000	
Total Revenue for Use	341,000	
 Operating Expense		
Personnel	261,000	includes staff furlough
 Non Personnel		
Program Expenses	46,000	
Admin&Facility	18,000	
PPP Loan Repayment		
Fundraising	13,000	
<u>Retail Cost of Goods Purchased</u>	3,000	
Total Non Personnel	80,000	
 Total Expenses	341,000	
 Operating Gain/(Loss)	-	

Lincoln Park BMX Association

Keep the Lights on COVID request



Lincoln Park BMX

Clallam County Lodging Tax Advisory Committee
Board of Commissioner's Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362

May 3, 2020

Dear Committee-

Currently we would be looking to use this COVID "Keep the Lights On" grant to pay for COVID materials. Lincoln Park BMX track does not have public restrooms, so we rely on santicans. Now with COVID requirements we have hand wash stations with each santican. Each hand wash station is \$100.00/month.

- Hand Wash station- 2 each @ \$100/month x 8 months = \$1600.00
- Larger Races-
 - Race for Life in June 2 Each @ \$100 = \$200.00
 - State Qualifier & Gold Cup Qualifier in August 6 each @ \$100 = \$600.00
- COVID related materials for volunteers and attendants- We have spent \$424.75 in the first month. But figure that we will expend approximately \$900 on covid supplies through the season.
- The online Registration is our only approved signup method currently
 - Cost- \$12/month plus \$0.10/transaction.
 - First month was \$37.71, and only three events, estimated monthly average \$55.00. \$55.00/month x 8 months = \$440.00
- Due to limited spectators, we use our internet service to broadcast live races. This is \$71.30/month x 12 months = \$855.60
- If we are moved back to phase 2, then we will have to reduce participants, which will cause our costs to go up

Thank you

Sean Coleman
Track Operator & President.

MAY 03 2021

APPLICATION

1...2...3...A...

GUIDELINES

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$2,500.

I **AMOUNT of Lodging Tax Requested:** \$ 5,000.00

II **Agency/Organization Name:** Lincoln Park BMX Association

Organization is ☐ Government Entity ☒ 501(c)3 ☐ 501(c)6 ☐ Other

Federal Tax ID No. 82-0747801 UBI Number 604-096-475

III **Project/Activity/Event:** Lincoln Park BMX- 2021 BMX Season and Washington State Qualifier/Gold Cup Qualifier

IV **Representative Contact Information:**

Name, Title Sean Coleman

Mailing Address 403 South Lincoln Street #4 PMB4 Port Angeles, WA 98362

Phone(s) 360-460-1435

Email Lincolnparkbmx@gmail.com

V **Service Categories, check all applicable:**

- ☐ Tourism Promotion/Marketing
- ☐ Operation of a Special Event/Festival designed to attract tourists
- ☒ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization
- ☒ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by a Municipality

VI **Other types of grants and loans you applied for and/or received related to COVID-19 relief:** Clallam County COVID grant 2020- \$5,000.00

CERTIFICATION

- I am the authorized agent of the agency/organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- My agency/organization is required to submit a report documenting economic impact results in a format determined by Clallam County.


Signature

Date: 04.28.2021

Sean Coleman
Print or Type Name

2021 LINCOLN PARK BMX BUDGET

Income

Concessions	\$	7,000.00
Appareal/Advertising	\$	3,500.00
LTF Grant 2020	\$	6,158.00
Practices	\$	5,000.00
Bike Sales	\$	1,500.00
Single Point Races fee & memberships	\$	14,750.00
SCR/Gold Cup Race	\$	15,000.00
Race Packages	\$	1,900.00
Donations/Sponsors	\$	5,000.00
USABMX Fee Collected	\$	11,000.00
Pump Track Grants & Donations	\$	707,748.00
Misc	\$	3,500.00
Savings for Long Term Equipment Replacement	\$	12,000.00
Savings on hand	\$	46,375.00

Total Income **\$ 840,431.00**

Expenses

Awards	\$	10,500.00
Concessions	\$	5,800.00
Taxes	\$	700.00
Insurance & Security	\$	1,900.00
Advertising	\$	2,500.00
USABMX Sanction Fees & Membership fees	\$	11,000.00
Appareal	\$	2,800.00
Santi-can	\$	3,500.00
Scholarship Program/Donations	\$	6,000.00
Track Bike Program	\$	4,000.00
Misc (office, track minor supplies)	\$	5,100.00
Professional fees	\$	1,200.00
Long term Equipment Replacement	\$	15,000.00
Covid Costs	\$	3,200.00

Capital Improvements

Re-Pave Turn #1	\$	9,500.00
Slurry Track Surface & Rebuild of track	\$	10,596.00
New Office/Concession Building (2021/2022)	\$	38,000.00

Capital Improvements- Erickson Field (Pump Track)

Pump Track Construction	\$	707,748.00
--------------------------------	-----------	-------------------

TOTAL Expense **\$ 839,044.00**

Net Income **\$ 1,387.00**

Dungeness Crab & Seafood Festival

Keep the Lights on COVID request



RECEIVED
CLALLAM CO. COMMISSIONERS

MAY 08 2021

1...2...3...A...

LODGING TAX FUNDING APPLICATION 2021

GUIDELINES

Clallam County lodging tax paid by visitors is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$2,500.

I **AMOUNT of Lodging Tax Requested: \$ 13,100**

II **Agency/Organization Name:** Dungeness Crab & Seafood Festival

Organization is ☐ Government Entity ☐ 501(c)3 ☐ 501(c)6 ☒ Other Wa State nonprofit corporation

Federal Tax ID No. 82-0848608 UBI Number 604-110-043

III **Project/Activity/Event:**

Proposal – Keep The Lights On COVID (4th call) for \$13,100. For operational expenses and PPE Covid program for the Dungeness Crab & Seafood Festival, October 8-10, 2021.

IV **Representative Contact Information:**

Name, Title Scott Nagel, Executive Director

Mailing Address 105 ½ E 1st St., Port Angeles, WA 98362 1st

Phone(s) 360-808-3940

Email director@crabfestival.org

V **Service Categories, check all applicable:**

- ☒ Tourism Promotion/Marketing
- ☒ Operation of a Special Event/Festival designed to attract tourists
- ☐ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization
- ☐ Operation and/or Capital Expenditure of a Tourism-Related Facility owned by

VI **Other types of grants and loans you applied for and/or received related to COVID-19 relief:**

PPP \$7,000 received, Clallam "Keeping the Lights" \$10,000 2020 received

CERTIFICATION

- I am the authorized agent of the Agency/Organization applying for Lodging Tax funding. I understand and affirm that:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.

- My Agency/Organization is required to submit a report documenting economic impact results in a format determined by Clallam County.

Date: 5/2/2021

A handwritten signature in black ink, appearing to read "Scott Nagel". The signature is written in a cursive style with a large initial 'S'.

Signature
Scott Nagel

Dungeness Crab & Seafood Festival

Keeping The Lights On – COVID (4th Call)

May 2, 2021

The Dungeness Crab & Seafood Festival is getting ready to celebrate the 20th Anniversary of this much-loved free festival on October 8-10th, 2021. With the release of the recent Governor's guidelines for fairs and festivals, it is now possible to produce outdoor festivals with specific COVID protocols in Phase 3. While we hope the COVID environment improves in October we must plan according to the situation right now and planning decisions need to be confirmed in the next few weeks.

The required modifications will include a maximum of 1,800 visitors on our site at one time (allowing 600 people per acre on our 3-acre site on the downtown waterfront) and a 50% seating reduction in the First Fed Crab Central Pavilion, reducing capacity by 500 people at a time. We will be making several changes this year to manage the crowds and provide a safe environment for the public. We are working now on our plan with Dr. Allison Berry, County Health Officer, and her staff.

Most essential elements of the festival will be there, a free (no admission) Festival, our fresh whole Dungeness crab dinners, 14 restaurants, vendors, the popular family Grab-A-Crab Dinner, the Welcoming Ceremony with our Tribal partners, and some limited music.

CrabFest is a little different than most festivals because the main source of revenue is food and beverages, and our major fundraiser (and international attraction) is our fresh whole Dungeness crab dinners. Last year we sold 18 tons of fresh Dungeness Crab. The production costs of setting up the Festival are mostly fixed. The 17,000 sq ft First Fed Crab Central Pavilion is expensive, along with the other costs needed to produce a high quality and professional event. We are developing a new budget with a potential drop of 30-40% in food & beverage sales, which is the majority of our revenue. Dungeness Crab sales are around 45% of the entire budget. We are reaching out to sponsors, developing more way to generate revenue (we will be offering a crabs-to go system with online ordering and a drive thru pickup line in the Transit Lanes), and of course cutting as much as we can. We believe that while risky (and assuming current COVID restrictions), there is a reasonable chance of breaking even this year, especially if we can secure additional funding and sponsors.

There are typically two elements we cannot control. The first is the price of crab. Since our crab is caught fresh the week of the festival from local waters (Managed by High Tide Seafood who does an amazing job) we do not know the price of crab until Monday the week of the Festival when most of the tickets will be sold. Unlike previous year's most crab dinners will need to be sold in advance to control the program and attendance. A big price increase last year resulted in a small financial loss for the Festival. We also don't control the weather. But we know, through our 20 years of experience how the various weather conditions affect the crowd and the budget. These are the inherent risks in an event of this type, and we accept those risks. And over 20 years there is an ebb and flow that we handle based on our experience and history. But, of course, this year we all face another unknown factor with COVID. We are extremely optimistic, but there is also a lot of uncertainty.

The question of the COHO looms over all our tourism activities. The COHO as we all know is one of most important contributors to the Festival and Olympic Peninsula tourism. Although it is possible the Coho will be running, we are not including it in our plans. If the COHO does sail it will be unlikely to be at full capacity because of COVID protocols and the Festival could not accommodate a full boat because of our COVID limitations. Obviously if the Coho does sail it will be a huge boost to the Festival, even with limited numbers. Typically, the Coho sells over \$20,000 in crab dinner tickets, plus all of the food, beverage, and souvenirs consumed by our Canadian neighbors.

The Festival has received one *Keep The Lights On* grant in 2020 which we used to keep the organization stable. We would use additional funding for the 4-month period from July-October to help with our ongoing operational expenses and the (hopefully) one time cost of the PPE program.

The biggest new expense, of course is PPE. With our 3-acre site, and numerous health check points we will be purchasing substantial quantities of masks, gloves, towels, disinfectant, cleaning supplies, etc. We will be purchasing Plexiglas counter tops for our sales/check points and will be renting additional radios, stanchions for line management, hand sink wash stations and sanikans. We will be hiring a COVID Manager to plan and implement the program. This will be their sole responsibility at the Festival. Signage will be a significant cost in printing large signs as required for all our health check points and entrances, marking 6' spaces and other crowd control needs. And new items are being developed for the festival & event industry that we will be reviewing.

Requested Project Budget – 4 months July-October

Office rent	\$800
Phone, internet, web general	\$1,200.00
Insurance	\$200
Festival Covid Coordinator	\$2,500
PPE Supplies-Equip (see description above)	\$8,400
Total Request	\$13,100

Thank you for your consideration of our request. Funding from Clallam County will have a significant impact on the success of the Festival in this special COVID environment.

CRABFESTIVAL 2021 DRAFT BUDGET
Prior to Revised COVID Budget in Development

DESCRIPTION	2021 BUDGET
INCOME	
101 - Crab Meals	\$150,000.00
102 - Food Vendors	\$20,000.00
103 - Wine & Beer Sales	\$75,000.00
105 - Crab Derby	\$30,000.00
106 - Merchandise	\$2,000.00
107 - Vendor Booths	\$10,000.00
108 - Sponsorships	\$24,000.00
109 - Grants	\$12,000.00
Total Income	\$323,000.00
EXPENSES	
Program Services	
201 - Crab Feed Operations	\$90,000.00
202 - Crab Central Ops	\$2,000.00
203 - Crab Derby	\$20,000.00
204 - Wine Operations	\$11,000.00
205 - Beer Operations	\$9,000.00
206 - Music Program	\$4,000.00
207 - Merchandise	\$2,000.00
208 - Cooking Demo	\$0.00
209 - Credit Card-Bank Fees	\$15,000.00
212 - Vendor Program	\$1,000.00
Marketing	
301 - Advertising	\$10,000.00
302 - General Marketing	\$4,000.00
305 - Sponsors	\$2,000.00
Production	
401 - Production	\$50,000.00
402 - Production Crew	\$10,000.00
403 - Sanitation	\$10,000.00
404 - Security	\$3,000.00
405 - Signage	\$3,000.00
406 - Staff Support	\$4,000.00
501 - Volunteer Services	\$3,500.00
502 - Hospitality	\$2,000.00
Operations	
601 - Admin Operations	\$1,000.00
601.1 - Payroll Taxes	\$4,000.00
601.2 - Computer Services	\$3,500.00
602 - Telephone	\$4,200.00
603 - General Supply	\$900.00
604 - Accounting	\$5,000.00
606 - Rent	\$7,400.00
607 - Insurance	\$4,000.00
608 - Management Staff	\$30,000.00
609 - Charitable Contributions	\$4,000.00
610 - Licenses and Permits	\$3,500.00
Total Expense	\$323,000.00
Net Income	\$323,000.00
Balance	\$0.00