



Grant Expense Documentation Guidance

TO BE CONSIDERED FOR FUNDING, REQUESTS MUST BE USED FOR ONE OF THE FOLLOWING PURPOSES (RCW 67.28.1816):

- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Operations of tourism-related facilities owned or operated by nonprofit organizations as defined by the IRC 501(c)(3) or 501(c)(6). Proof of nonprofit status will be required.

Note: Capital purchases or improvements are not an allowable use except for City owned and/or Public Facilities District owned tourism-related facilities.

STATE LAW DEFINING THE USE OF SPECIAL LODGING TAX

State law defines promoting tourism as: "activities, event operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

ACCEPTABLE GRANT EXPENSES (examples but not limited to the below)

Marketing:	advertising, website/social media related fees (if used for marketing the event), public relations, marketing/design services, printing of marketing materials, signage
Entertainment:	performers, speakers (as in a person, not purchased equipment)
Volunteers*:	volunteer performers, speakers, event help, attendee calculation volunteers, <i>*may use national accepted hourly rate of \$28.54 (line item each volunteer and the dates, hours, and duties in an invoice format)</i>
Operational:	one-time/non-reoccurring venue expense, event valet service, event permit fees, equipment <u>rental</u> for the project only (not to be used in other events/activities), marketing/PR/design specific staff (for the project/event hours only- outline dates/hours/payrate), event/program leadership staff such as CEO, CFO etc. (for the project/event hours only- outline dates/hours/payrate), operations staff (for the project/event hours only- outline dates/hours/payrate), operational staff and attendee food/beverage: non-alcoholic only (not to exceed \$1,000), room and board fees for staff (related to the event/program only), program décor expenses
Incentives:	prizes/giveaways/incentives for attendees (not to exceed \$1,000), trophies/medals (no \$ limit)
Partnerships:	marketing-related/PR agencies
Technology:	marketing/design software such as Adobe

NOT ACCEPTED GRANT EXPENSES (examples but not limited to the below)

Operational:	equipment purchases (tables/chairs/tents etc.), sanitization services, uniforms, wifi, utilities, building lease/rent (unrelated to one-time venue rental), organization overhead costs, food/beverage (exceeding \$1,000), alcoholic beverages, catering staff, insurance costs, capital purchases or improvements (see note/details in top section) or other expenses as determined by the City.
Technology:	software (unless tourism, marketing, PR specific to drive traffic), A/V (unless rented for the event)

PLEASE PROVIDE PROOF OF PAYMENT AND NECESSARY DETAILS:

We WILL NOT accept invoices or quotes that do not show a payment was received. We will not accept handwritten invoices or informal email documentation. A company paid invoice, paid receipt, or a bank statement showing payment for checks needs to be provided along with details of the service or product.

In-Kind Donations/Trade:

For in-kind donations or trade, please create a receipt or invoice outlining the specific in-kind donation/trade details and market rate (volunteer hours can be calculated at the outlined rate in the "ACCEPTABLE GRANT EXPENSES" section of this document above). In-kind donations and trade may account for 25% of the final grant amount awarded (the grant is based on proof of the matched amount).

Cash Payments (allowed up to \$1,000):

For cash payments, please provide documentation in the form of a written or formal receipt (hand-written receipt in this case is okay). *Checks or non-cash payments are preferred.*

Checks: Need a bank statement or screen shot showing proof of payment

EXPENSE TOTALS NEEDED (FOR 2X MATCH):

Please provide expenses of your event in the amount of at least 2X the grant dollars awarded. The grant amount cannot exceed more than 50% of the cost of the project.

For example, if your grant is awarded in the amount of \$10,000, you will need to provide at least \$20,000 in expenses for documentation with at least \$10,000 of those expenses being from the "ACCEPTABLE GRANT EXPENSES" list from above. Funds will only be allocated based on approved expenses and showing a match of 2X the grant amount. If a 2X match is not met, then the granted dollars will be recalculated based on expense documentation provided.

CAPITAL PURCHASES CANNOT BE USED TO REACH THE 2X AMOUNT. Unacceptable 2X match expenses include (but are not limited to): building or land purchases, equipment or technology purchases, facility upgrades, annual rent (there is a one-month rent cap/limit- see below details)

'NOT TO EXCEED' LIMITS AND OTHER REQUIREMENTS:

- (\$1,000 expense limit) Food and Beverage (non-alcohol)
- (\$1,000 expense limit) Prizes/giveaways
- (\$1,000 expense limit) Cash payments/receipts
- (limit of 25% of grant amount dependent on proof of match) In-kind donations & trade
- (2X grant amount in project expenses) Proof of grant match
- (For match purposes only- not grant dollars) Applicants may use one-month of rent, but it must be a month in which the event/programming is taking place.

NECESSARY DOCUMENTS & RESOURCES:

Please include the following documents in your final grant submission:

- Project Summary
- Grant invoice for grant amount (dependent on showing match)
- Expense spreadsheet outlining submitted/acceptable expenses for the grant funds and showing proof of match ability
 - Provide all paid invoices or receipts/bank statements outlined in the spreadsheet for the granted dollars and 2X match

Example of Final Grant Submission:

Grant amount awarded = \$5,000

1. Create invoice for the City to pay in the grant dollar amount
2. Create expense spreadsheet and include proof of the below documentation:
3. Show proof of at least \$5,000 in acceptable grant expenses (outlined in above sections).
For example purposes (see example spreadsheet)
4. Show proof of 2X match (must be \$10,000 for a \$5,000 grant)
5. Complete project summary report
6. Submit above final documentation to City staff by the requested deadline or your grant dollars will not be awarded

Approval of all expenses and release of grant funds, is at the City's discretion upon final review.