



# LTAC Funding Application Instructions

To be eligible for consideration, your complete proposal must be received six (6) months prior to your event or activity. The Committee will review proposals and make recommendations on funding to the City Council. Successful applicants will be required to enter into a contract with the City "AGREEMENT FOR TOURISM SERVICES" attached at the end of this document for reference.

## Submit Original and 7 Copies to:

City of Airway Heights Lodging Tax Advisory Committee  
1208 S. Lundstrom St.  
Airway Heights WA 99001

- ⇒ You must complete and sign the cover sheet with this packet.
- ⇒ You may use the Supplemental Form or type the questions and answers on a separate sheet(s) of paper.
- ⇒ Please number each page in your packet, except for the optional brochures/information.

## Attach:

1. Itemized budget for your event/activity/facility (income and expenses).
2. Description and budget showing how you intend to use the amount requested from the City of Airway Heights.
3. A copy of your agency's current non-profit corporate registration with the Washington Secretary of State.
4. You have the option of including Brochures or other information about your event/activity/facility, in particular items showing recent tourism promotion efforts.

The proposal and all documents filed with the City are public records. The City may choose to post on its website copies of the proposals and attached documents.