



Olympic Peninsula Visitor Bureau
PO Box 670 • 618 S. Peabody St. Suite F
Port Angeles, WA 98362
360-452-8552 • director@OlympicPeninsula.org

Clallam County Tourism Enhancement Grant 2018 – Part 1 of 2 Recap.

The 2018 Grant Reimbursement Request must be completed and turned in within 45 days following completion of the project/event.

Project/Event _____

Project/Event Director _____ Phone _____

Completion Date of Project/Event _____

Submitting Organization Name _____

Submitting Organization Address _____

To whom should checks be made out to within your organization? _____

Amount of Approved Grant Request _____ Amount of Reimbursement Request _____

Include the following information:

1. Director’s narrative up to 500 words of the event/project detail, process and evaluation.
2. Final Budget including income and expenses.
3. In compliance with ESHB 1253 (Washington Law, 2013): The Grant Reimbursement Request, Parts 1 and 2, needs to be completed and turned in **within 45 days** following completion of the project/event. Recap **must include**:
 - a. Overview of revenues/expenses
 - b. Descriptions of how the event/project increased overnight stays by providing the following to the best of your ability:
 1. Number of attendees/participants (overall, see second page)
 2. Number of tourists who traveled more than 50 miles for the event/activity
 3. Number of tourists who traveled more than 50 miles, but attended only for the day
 4. Number of overnight tourists who stayed in paid accommodations
 5. Number of overnight tourists who stayed in non-paid accommodations (i.e. stayed with friends or family)
 6. Number of attendees/participants from another country or state
 7. Number of paid lodging room nights generated from the event/activity
 8. Descriptions of the methodology used to determine all calculations.

The project/event as named above has been completed.

Signature –Project/Event Director Date

Mail/deliver completed submission form and receipts 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.

Attendance Information

Overall Attendance	Predicted: Actual (Estimated): Method: Please Explain:	Additional Comments:
Attendance, 50+ Miles	Predicted: Actual (Estimated): Method: Please Explain:	Additional Comments:
Attendance, Out of State/ Out of Country	Predicted: Actual (Estimated): Method: Please Explain:	Additional Comments:
Attendance, Paid for Overnight Lodging	Predicted: Actual (Estimated): Method: Please Explain:	Additional Comments:
Attendance, Did Not Pay for Overnight Lodging	Predicted: Actual (Estimated): Method: Please Explain:	Additional Comments:
Paid Lodging Nights	Predicted: Actual (Estimated): Method: Please Explain:	Additional Comments: