Now that your LTAC Application has been submitted…

The Lodging Tax Advisory Committee (LTAC) reviews all applications received and recommends to the City Council which applicants and the grant amount should be approved for funding. The City Council makes the final decision to award grant funds, as well as the amount of each grant.

Process for APPROVED applications:
1. **The Contract:** Applicants approved for grant funds will receive an email with a link to the LTAC contract for signature. It will include information about submitting the contract, Special Use Permits, and insurance requirements. The deadline to return the signed contract is **30 calendar days** from the date of the email. Once signed and submitted, the contract will be routed to the City Administrator for signature and then it is considered fully executed.
2. **The Attendee Reporting Form:** After the event, the applicant will receive an email with a link to the Attendee Reporting Form. Completion of this report is required before any LTAC funds are dispersed to the organization.
3. **The Receipt Submittal:** Once the Attendee Reporting Form is approved, the applicant will receive an email with a link and instructions to submit receipts for reimbursement. The deadline to submit receipts is **December 15th of the year of the grant**.
4. **Reimbursement of Funds:** Once the Receipt Submittal Form is audited and approved, the applicant will receive reimbursement for the amount authorized by the Finance Director, an amount up to the amount of the grant based on the receipts submitted.

Process for DENIED applications:
Applications not approved for funding will receive an email notification. Denied applicants are welcome to reapply for LTAC funding when future application periods open.

More information about LTAC can be found on our website at the following link: https://www.dupontwa.gov/87/Lodging-Tax-Advisory-Committee.

If you have any questions, please contact the City of DuPont Finance Director at (253) 964-8121, ext. 5300.

Rev. 10/2023: LTAC Application Process Information