



## **Wayne County Hotel Tax Disbursement Program**

**DEADLINES FOR SUBMISSION ARE DECEMBER 14, 2019**

The Pocono Mountains Visitors Bureau has delegated to its Room Tax Allocation Committee - RTAC certain responsibilities concerning the solicitation, evaluation and recommendation of tourism-related projects to be funded in part by proceeds from the hotel room tax imposed throughout the four counties of the Pocono Mountains.

### **General Guidelines:**

1. Annually, the RTAC will provide releases to the media informing eligible non-profit organizations in the county of the availability of monies for tourism-related projects (that primarily bring tourists into the County and encourage overnight stays) and soliciting their inquiries.
2. The RTAC will provide an application to interested organizations together with a timetable for submissions and deadlines.
3. Following each deadline, the RTAC will convene to evaluate all applications that have been received and will record its recommendations for funding.
4. The RTAC will send the report to the Pocono Mountains Visitors Bureau, Inc. (PMVB) for final approval per ACT 18.
5. Invoices from vendors for approved marketing expenditures will be sent directly to PMVB for payment up to the amount funded by the RTAC subject to payment guidelines established by the PMVB.
6. Funded program recipients may be required to submit a summary of all expenditures and pertinent project information to the RTAC within 12 months of the conclusion of the funded project.
7. PMVB branding guidelines will be provided to each program. Branding material should be added to print/digital advertising including, but not limited to websites, billboards and brochures. Any questions should be directed to Brian Bossuyt, Vice President of Marketing (PMVB) at email : [bbossuyt@poconos.org](mailto:bbossuyt@poconos.org) or phone : 570-534-4543
8. Upon approval of funding, invoices should be sent for payment to Jamie Schmeelk, Director of Accounting (PMVB) at email : [jschmeelk@poconos.org](mailto:jschmeelk@poconos.org) or phone : 570-534-4326  
**Please be sure to indicate the organization's name along with your contact information on each marketing invoice.**



**POCONO MOUNTAINS<sup>SM</sup>**  
VISITORS BUREAU

**Wayne County Room Tax Allocation Committee**

**APPLICATION FOR FUNDS FOR TOURISM RELATED PROJECT**

ACT 18 requires that monies are to be used for marketing projects to promote tourism in the County. Projects that include construction or other non-marketing related activities do NOT qualify. Please submit **seven (7) copies** of your application, along with attachments to the PMVB Room Tax Allocation Committee, Attn: Vicky Botjer, Wayne County.

|                              |   |  |
|------------------------------|---|--|
| <b>Submission Deadlines:</b> | <b>Applications Due</b><br><b>December 14th</b> | <b>Awards Announced</b><br><b>February 15<sup>th</sup></b> |
|------------------------------|---|--|

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Are you a non-profit organization?** YES NO

**EIN:** \_\_\_\_\_

**How long has your organization existed?** \_\_\_\_\_

**Are you incorporated?** YES NO

**Have you been granted 501 (c)(3) or 501(c)(6) status by the IRS?** YES NO

*If yes, please enclose a copy of IRS determination letter*

**Amount Requested:** \$ \_\_\_\_\_

**State organization's general purpose and mission:**

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VISITORS BUREAU

*Cont. Application For Funds For Tourism Related Project*

***On behalf of my organization, I affirm that all information in this application and attachments are true and correct and that receipt of any funds will be used for the purpose described herein.***

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Submit **seven (7)** copies of the Application and Attachments to:

Mail or Drop Off:

**Vicky Botjer  
Wayne County  
925 Court Street  
Honesdale, PA 18431**

For application questions call: Jamie Schmeelk at the PMVB: DIRECT: 570-534-4326

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*For office use:*

*Application No. :* \_\_\_\_\_

*Date Received: :* \_\_\_\_\_