

# TOURISM PROMOTION PROGRAM • APPLICATION FOR FUNDING

TYPE OF PROPOSAL APPLICANT INFORMATION

**Project Title:** Tourism Infrastructure & Marketing Projects: Visitor Information Center, Heartbeat of Kitsap-Come Play and Stay Campaign, Hotel Concierge Program, Rediscover Kitsap, Business Tourism Expo's, Car Cruise, Taste of Kitsap Tourism Videos, KIOSK, Digital Signage, Podcasts, Uplift Kitsap Kitsap Video Series

**Project Dates:** Beginning: January 1, 2021 Ending: December 31, 2021

**Name of Organization:** Silverdale Chamber of Commerce & Visitor Information Center

**Web Site:** www.silverdalechamber.com

**Mailing Address:** PO Box 1218 Silverdale WA 98383


**Contact Person:** Kathleen Gordon E-Mail: Kathleen@silverdalechamber.com Phone: 360-689-0292

**Amount Requested:** \$143,874.00

**Total Project Cost:** \$480,547

**Portion of Total Project Cost Requested:** 30% (%)

**Signature of Authorized Representative**



**Tourism Infrastructure:**

Support tourism-related facilities, which is defined as real or tangible personal property with a usable life of three or more years or constructed with volunteer labor and used to support tourism, performing arts, or to accommodate tourist activities.

**Tourism Marketing Activities:**

Activities 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 marketing of special events and festivals designed to attract tourists (*not a current funding priority*).

### APPLICANTS MUST SUBMIT THE FOLLOWING:

1. A one-page budget including all income and expenses for the entire project (including matching funds and in-kind contributions) and clearly showing expenses for which County lodging tax dollars will be used.
2. Documentation of non-profit status.
3. Your organization's **most recent tax return** or most recent annual financial statement created by an independent source should a tax return not be available. Other documentation showing financial viability may be considered if agency is newly created and the documentation is prepared by an independent source.
4. A two-page document including a description of the proposed project with an explanation of how it will assist in building tourism and/or promoting events or activities that will bring tourists to Kitsap County. Include marketing plans and examples of performance indicators and well as plans for future sustainability. For more information see the included template.
5. No additional materials will be accepted.
6. If these basic criteria are not met, the application will not be reviewed
7. Certificate of Insurance evidencing that any required insurance coverages are, or will be, in effect through the 2021 calendar year.

Send Completed Application and Required Documentation to:

**Please submit by mail to:**      **OR**

**MAILING ADDRESS**

Vicki Martin, Buyer  
Kitsap County Purchasing Office  
614 Division Street, MS-7  
Port Orchard, WA 98366

**Hand deliver to:**

**PHYSICAL ADDRESS**

Vicki Martin, Buyer  
Kitsap County Administration Building  
Purchasing Office – Fourth Floor  
619 Division Street  
Port Orchard, WA 98366

All documentation must be received by deadline and contain ALL submission requirements to be considered for funding. *Please provide (7) copies of submission package without staples*  
Questions? Call Vicki Martin at 360.337.4788 or e-mail [vmartin@co.kitsap.wa.us](mailto:vmartin@co.kitsap.wa.us)

SUBMISSION REQUIREMENTS

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Silverdale Chamber Tourism & VIC Income													
Member Dues & Support/Chamb Adv.	8331	8331	8331	8331	8331	8331	8331	8331	8331	8331	8331	8331	99972
Events/Meetings	12400	12400	12400	12400	12400	12400	12400	12400	12400	12400	12400	12400	148800
Tourism Marketing	3100	5650	8550	7700	10700	8100	9100	10850	10600	9100	10600	9100	103150
Lodging Tax	24846	0	0	34680	0	34680	34680	0	34680	0	34680	0	128886
Total Income	48677	26381	29281	63111	31431	28831	64511	31581	31331	64511	31331	29831	480808
Expense													
Membership Marketing	250	250	250	250	250	250	250	250	250	250	250	250	3000
Events/Meetings	5605	5605	5605	5605	5605	5605	5605	5605	5605	5605	5605	5605	67260
Tourism Marketing	17725	7763	12677	14791	13725	10775	17250	11187	11500	13625	23000	8625	162643
Payroll	16953	16953	16953	16953	16953	16953	16953	16953	16953	16953	16953	16953	203436
Rent/Phone/Util	2331	2331	2331	2331	2331	2331	2331	2331	2331	2331	2331	2331	27972
Website	499	499	499	499	499	499	499	499	499	499	499	499	5988
Office Sup. Equip. Maint. Dues	679	679	679	679	679	679	679	679	679	679	679	679	8148
Postage	100	100	100	100	1000	100	100	100	100	100	100	100	2100
Total Expense VIC & Tourism Projects	44142	34180	39094	41208	41042	37192	43667	37604	37917	40042	49417	35042	480547
Requested Funds for VIC Support													
Rent/Phone/Util	610	610	610	610	610	610	610	610	610	610	610	610	7320
Postage	33	33	33	33	330	165	33	33	99	99	99	99	1089
Office Supplies/Maintenance	170	170	170	170	170	170	170	170	170	170	170	170	2040
Website	166	166	167	166	166	167	166	167	166	167	166	166	1996
VIC Employee	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	31200
weekend	485	485	485	486	486	485	486	485	485	486	485	485	5824
Request for Lodging Tax VIC	4064	4064	4065	4065	4362	4197	4065	4065	4130	4132	4130	4130	49469
Tourism Marketing Programs													
Income													
Rediscover Kitsap Staycation Top 5, WTM Map	0	1350	1750	2800	3250	0	0	0	0	0	0	0	9750
Destination Guide													
Video/KIOSK	2800	2800	2800	2800	2800	2800	2800	2800	2800	2800	2800	2800	33600
Expo/Car Cruise Marketing	0	600	3700	1800	850	0	1500	2750	1000	0	0	0	12200
Podcasts	300	300	300	300	300	300	300	300	300	300	300	300	3600
Totals	3100	5650	8550	7700	10700	8100	9100	10850	10600	9100	10600	9100	103150
EXPENSES Welcome Bags/Top 5/WTM/Printing/Dearner													
Concierge Service (Key Chains & Supplies)													
Destination Guide Printing, writer, media kits photo, designer	1875	2513	3238	3025	3775	3125	3000	3437	3750	3375	3750	3375	44000
small lease for Kiosk & projector	750	750	750	750	750	750	750	750	750	750	750	750	9000
Kiosk	150	150	150	150	150	150	150	150	150	150	150	150	1800
Remote Concierge Kitsap Video Series	10600												25600
Expo-s-Car Cruise-Taste of Kitsap-marketing	0												12500
Podcasts-Studio & Talk Host	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	30000
Site & website editing	550	550	550	550	550	550	550	550	550	550	550	550	6600
Advertising	200	200	200	200	200	200	200	200	200	200	200	200	2400
Marketing personal/Marketing expense	1100	1100	1100	1100	1100	1100	1100	1100	1100	1100	1100	1100	13200
Total Expenses for Projects	17725	7763	12677	14791	13725	10775	17250	11187	11500	13625	23000	8625	162643
Costs-WTM, DG, Expos, Kiosk, Video, Podcast, Ads													
Cost to run SCOC Visitor Information Center													
Seed Money for Kiosk & Video Series													
	162643	49469	68238	431078	58% of Project	11% of Project	30% of Projects	Requested Funds For Tourism Projects & Promotions	Requested Funds For Visitor Information Center Infrastructure	Requested Funds For Tourism Projects & Promotions	Requested Funds for Visitor Information Center Infrastructure	Requested Funds for Visitor Information Center Infrastructure	94405
		10600	Chamber Inkind VIC	431078				Total Request for 2020 Lodging Tax					143874



231315  
FILE NUMBER

DOMESTIC



STATE OF WASHINGTON | DEPARTMENT OF STATE

I, **A. LUDLOW KRAMER**, Secretary of State of the State of Washington and custodian of its seal, hereby certify that

ARTICLES OF INCORPORATION

of CENTRAL KITSAP CHAMBER OF COMMERCE  
a domestic corporation of Silverdale, Washington,

was filed for record in this office on this date, and I further certify that such Articles remain on file in this office.

Filed at request of .....  
J. Michael Koch, Atty. ....  
P.O. Box 368 .....  
Silverdale, Wa 98383 .....  
NON-PROFIT .....

Filing and recording fee ... \$ 20.00

License to June 30, 19..... \$ .....

..... Excess pages @ 25¢ \$ .....

Microfilmed, Roll No. 1271  
283

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In witness whereof I have signed and have affixed the seal of the State of Washington to this certificate at Olympia, the State Capitol,  
July 31, 1973

FILED

JUL 31 1973

A. LUDLOW KRAMER  
SECRETARY OF STATE

ARTICLES OF INCORPORATION  
of the  
CENTRAL KITSAP CHAMBER OF COMMERCE

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We, the undersigned persons, acting as the incorporators of a corporation under the provisions of the Washington Nonprofit Corporation Act (Revised Code of Washington 24.03), adopt the following articles of incorporation for such corporation:

Article One

The name of the corporation shall be the CENTRAL KITSAP CHAMBER OF COMMERCE.

Article Two

The period of duration of the corporation shall be perpetual.

Article Three

The object of the CENTRAL KITSAP CHAMBER OF COMMERCE is to advance the economic, commercial, professional, military, industrial, educational, civic and cultural welfare of the Central Kitsap Area.

Article Four

The name and address of the initial registered agent of the corporation shall be

Glen A. Gordon, M.D.  
P.O. Box 338  
Highway 3  
Silverdale, Washington 98383

Article Five

The number of directors constituting the initial board of directors of the corporation shall be eleven (11) directors. The names and addresses of the persons who are to serve as the initial directors of the corporation are as follows:

<u>Name</u>	<u>Address</u>
Paul Goheen	P.O. Box 156, Silverdale, Wa. 98383
Glen A. Gordon, M.D.	P.O. Box 338, Silverdale, Wa. 98383
Larry Johnson	Rt. 4, Box 2235, Bremerton, Wa. 98310
Don Lewis	P.O. Box 698, Silverdale, Wa. 98383
Paul Linder	P.O. Box 223, Silverdale, Wa. 98383
Gerry Lyon	P.O. Box 1, Silverdale, Wa. 98383
Cmdr. R. D. Melim	NTS, Keyport, Wa. 98345
Pete Ross	10907 Hiway 3, Bremerton, Wa. 98310
Ron Ross	Rt. 3, Box 372, Poulsbo, Wa. 98370
Rick Smith	P.O. Box 68, Silverdale, Wa. 98383
Pat Tucker	10922 Hiway 3, Bremerton, Wa. 98310

Article Six

The names and addresses of the incorporators of the corporation are as follows:

<u>Name</u>	<u>Address</u>
Glen A. Gordon, M.D.	P.O. Box 338, Silverdale, Wa. 98383
J. Michael Koch	P.O. Box 368, Silverdale, Wa. 98383

Article Seven

Upon dissolution of the corporation, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the board of directors.

DATED this 30th day of July, 1973.

Glen A. Gordon, M.D.  
J. Michael Koch

STATE OF WASHINGTON )  
  ) ss.  
COUNTY OF KITSAP     )

GLEN A. GORDON and J. MICHAEL KOCH, being first duly sworn, on oath depose and say: That they are the incorporators of the CENTRAL KITSAP CHAMBER OF COMMERCE; that they have read the foregoing Articles of Incorporation, know the contents thereof and believe the same to be true.

Glen A. Gordon, M.D.  
J. Michael Koch

SUBSCRIBED AND SWORN to before me this 30th day of July, 1973.

Sue Kraft  
Notary Public in and for the State  
of Washington, residing at Poulsbo

JUL 09 2015

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SOS

Office of the Secretary of State  
Corporations & Charities Division

FILED  
SECRETARY OF STATE  
JULY 1, 2015  
STATE OF WASHINGTON

This Box For Office Use Only

06/18/15 2936512-001  
\$20.00 K  
tid: 3019908

07/01/15 2946406-001  
\$0.00 D  
tid: 3019908

Washington Nonprofit Corporation  
See attached detailed instructions

- Standard Filing Fee \$20.00
- Filing Fee with Expedited Service \$70.00

UBI Number: 600138947

### ARTICLES OF AMENDMENT

Chapter 24.03 RCW

#### SECTION 1

NAME OF CORPORATION: (as currently recorded with the Office of the Secretary of State)  
Silverdale Chamber of Commerce

#### SECTION 2

ARTICLES OF AMENDMENT WERE ADOPTED BY: (please check and complete one of the following)

- The amendment was adopted by a meeting of members held: (Date) May 27, 2015  
A quorum was present at the meeting and the amendment received at least two-thirds of the votes which members present or represented by proxy were entitled to cast.
- The amendment was adopted by a consent in writing and signed by all members entitled to vote.
- There are no members that have voting rights. The amendment received a majority vote of the directors at a board meeting held: (Date) \_\_\_\_\_

#### SECTION 3

AMENDMENTS TO ARTICLES ON FILE: (if necessary, attach additional information)  
the addition of a new section to the Articles of Incorporation which reads as follows: please see attached documentation

#### SECTION 4

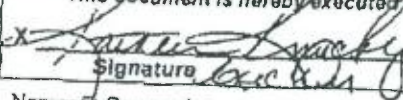
EFFECTIVE DATE OF ARTICLES OF AMENDMENT: (please check one of the following)

- Upon filing by the Secretary of State
- Specific Date: \_\_\_\_\_ (Specified effective date must be within 30 days AFTER the Articles of Amendment have been filed by the Office of the Secretary of State)

#### SECTION 5

SIGNATURE: (see instructions page)

This document is hereby executed under penalties of perjury, and is, to the best of my knowledge, true and correct.

	Kathleen Knuckey, Exec Director	6/16/15	360-692-6800
Signature	Printed Name and Title	Date	Phone

Nonprofit Corporation - Amendment

Washington Secretary of State

Revised 07/10

**Attachment to Section 3:**

No director shall be personally liable to the corporation or its members for monetary damages for conduct as a director; PROVIDED, that this section shall not eliminate or limit the liability of a director for acts or omissions that involve intentional misconduct by a director or a knowing violation of law by a director, or for any transaction from which the director will personally receive a benefit in money, property, or services to which the director is not legally entitled, as provided in RCW 24.03.025.