



2025 POULSBO TOURISM GRANT REQUEST FOR PROPOSAL

The City of Poulsbo is accepting proposals for the 2025 calendar year of the use of the 4% lodging tax for projects eligible activities/projects as defined by [RCW 67.28](#).

Eligible activities/projects, as defined in Washington State laws.

RCW 67.28.080(5)(6)(7): "Tourism", "Tourism Promotion", "Tourism-related facility"

Allowable Uses, RCW 67.28.1816:

Lodging tax revenues under this chapter may be used, directly by any municipality or indirectly through a convention and visitor's bureau or destination marketing organization for:

- a) Tourism marketing;
- b) The marketing and operations of special events and festivals designed to attract tourists;
- c) Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under [RCW chapters 35.57 and 36.100](#); or
- d) Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under [26 U.S.C. Sec. 501 \(c\)\(3\)](#) and [26 U.S.C. Sec. 501\(c\)\(6\)](#) of the internal revenue code of 1986, as amended.

All these goals are encouraged with extra-weighting given to applications demonstrating:

- New applicants that focus on a) tourism marketing and b) marketing and operations of special events and festivals designed to attract tourists.
- Events created during the off-season: October - April (Spring/Fall/Winter).
- Proven overnight stays in lodging facilities within City limits.

Award funding considerations include:

- City of Poulsbo departments may apply for funds if the request aligns with the RCWs.
- Applicant operations should become more self-sustaining over time.
- Designating 25% or less of funding to be used towards application operations.
- Demonstrable proportionality of 75% or more of awarded funding to be focused on Poulsbo – pertinent to regional organizations.

The Lodging Tax Advisory Committee

The Lodging Tax Advisory Committee (LTAC) was established by the City Council in accordance with [Washington State Law RCW 67.28](#). The committee's purpose is to advise and recommend funding allocations for project applications to the City Council. [Per Resolution #2013-07](#), the Lodging Tax Advisory Committee is comprised of five members:

LTAC Member	Organization	Position
Ed Stern, Councilmember	City of Poulsbo	Elected Official and Chairperson
Victoria Luke	Sound West Group	Business contributing lodging tax
Ashley Walchock	Fairfield Inn & Suites by Marriott	Business contributing lodging tax
Greg Enright	Cultural Arts Foundation NW	Organization eligible to receive these funds
Kathi Foresee	Viking Fest	Organization eligible to receive these funds



2025 Request for Proposal Schedule:

Applications Due	September 6, 2024
LTAC interviews with Applicants	September 26, 2024
Recommendations to City Council	October 10, 2024
Final Budget Adoption	November 2024
Tourism Services Agreement Available	December 2024

Request for Proposal Checklist:

	Completed Application Cover
	Completed & Signed Grant Application
	Organization's most recent Tax Return or Annual Financial Statement
	Detailed Budget for projects including projected Revenues and expenditure

Poulsbo Tourism Grant Application Instructions:

1. Ensure you meet the listed RCW eligibility requirements.
2. Answer every question within the spaces provided. There is a maximum of 10 total pages allowed for the application, 3 pages allowed for attachments (if needed) plus the tax return or financial statement.
3. **REQUIRED: Attach your organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement created by an independent source.**
4. Attach a detailed budget for the project including projected revenues, expenditures, etc.
5. ***Please note - LTAC funding weighting for funding and funding consideration.***
6. Sign and date the application.
7. E-mail the completed application by Friday, September 6, 2024 by 4:00 pm to:
Lin Hino, Special Events Coordinator lhino@cityofpoulsbo.com

Any questions on this process please reach out to the Special Events Coordinator:
Lin Hino: lhino@cityofpoulsbo.com (360) 394-9771