



CITY OF POULSBO

2026 LODGING TAX GRANT APPLICATION

Applicant/Organization Information			
Public <input type="radio"/> Non-Profit <input type="radio"/> Private <input type="radio"/> Other <input type="radio"/> Name Other _____			
Name			
Address			
Website		Email	
Organization Purpose or Mission:			
Contact Person			
Name		Number of Years of involvement with organization	
Title			
Email		Phone	

Overall Tax Grant Request Information	
What Target Market (demographic) is your organization going to attract?	

Project Number	2026 Project Title	Number of People Served by this Project	Funding Request from the City of Poulsbo	Organization Match	Total Project Cost
#1					
#2					
#3					
#4					
	TOTALS REQUESTED				

Section 1. Title and Descriptions of Project Listed on page 1 of application
If additional project pages are needed, please attach to the back of the application

Project #1 Title: _____

Description:

Funding Requested Breakdown:

Estimated Funding:

	Advertising	
	Operations	
Please list other:		
(ex//promotional items)		
Total Funding Request from the City of Poulsbo:		

Funding Sources for this Project (List all firm commitments to date):

Source:	Amount:
Total Organization Match Funding:	

the Totals of the two above tables should add up to "Total Project Cost" on page 1

List any other sources of funding your organization will apply for:

Source:	Amount:	Date of Funding Determination:

How will this grant be used? Be as detailed as possible: What mediums of advertising will be purchased?
 How will you distribute the information? How will you collect data to prove the tourism & lodging?

Identify the specific tourism audience/market? How will you use these funds to target travelers more than 50 miles from Poulsbo?

How will this project be financed in the future?

Project #2 Title: _____

Description:

Funding Requested Breakdown:		Estimated Funding:
Please list other: (ex//promotional items)	Advertising	
	Operations	
Total Funding Request from the City of Poulsbo:		

Funding Sources for this Project (List all firm commitments to date):	
Source:	Amount:
Total Organization Match Funding:	

the Totals of the two above tables should add up to "Total Project Cost" on page 1

List any other sources of funding your organization will apply for:		
Source:	Amount:	Date of Funding Determination:

How will this grant be used? Be as detailed as possible: What mediums of advertising will be purchased?
How will you distribute the information? How will you collect data to prove the tourism & lodging?

Identify the specific tourism audience/market?; How will you use these funds to target travelers more than 50 miles from Poulsbo?

How will this project be financed in the future?:

Project #3 Title: _____

Description:

Funding Requested Breakdown:		Estimated Funding:
Please list other: (ex//promotional items)	Advertising	
	Operations	
Total Funding Request from the City of Poulsbo:		

Funding Sources for this Project (List all firm commitments to date):	
Source:	Amount:
Total Organization Match Funding:	

the Totals of the two above tables should add up to "Total Project Cost" on page 1

List any other sources of funding your organization will apply for:		
Source:	Amount:	Date of Funding Determination:

How will this grant be used? Be as detailed as possible: What mediums of advertising will be purchased?
How will you distribute the information? How will you collect data to prove the tourism & lodging?

Identify the specific tourism audience/market?: How will you use these funds to target travelers more than 50 miles from Poulsbo?

How will this project be financed in the future?:

Project #4 Title: _____

Description:

Funding Requested Breakdown:		Estimated Funding:
Please list other: (ex//promotional items)	Advertising	
	Operations	
Total Funding Request from the City of Poulsbo:		

Funding Sources for this Project (List all firm commitments to date):	
Source:	Amount:
Total Organization Match Funding:	

the Totals of the two above tables should add up to "Total Project Cost" on page 1

List any other sources of funding your organization will apply for:		
Source:	Amount:	Date of Funding Determination:

How will this grant be used? Be as detailed as possible: What mediums of advertising will be purchased?
How will you distribute the information? How will you collect data to prove the tourism & lodging?

Identify the specific tourism audience/market?: How will you use these funds to target travelers more than 50 miles from Poulsbo?

How will this project be financed in the future?:

Section 2. Additional information your organization would like to include

Describe how you are meeting the emphasized weighting criteria and other important considerations:

Section 3. History

1. How did you hear about the Poulsbo Tourism Grant?: _____

2. Has your organization been previously awarded Poulsbo Tourism? Grant funding: **YES / NO**

If YES, list the number of years your organization was awarded grant funding?: _____

If NO, skip to Section 4.

3. What projects were funded in the past (be specific what event, digital or print marketing, etc.)?:

4. What accomplishments and/or benefits was your organization able to achieve with the awarded funding?:

5. What difficulties or obstacles did your organization encounter with the projects that were awarded funding?:

Section 4: Application Certification

I attest and affirm I am an authorized agent of the organization/agency applying for funding and the information I have provided in this application is true, complete, and accurate. I understand and agree to the following:

- The Poulsbo Tourism Grant funds, for which the organization/agency is applying, can only be used in accordance with the purposes outlined in RCW 67.28.
- If awarded, the applicant organization/agency will enter into a Tourism Promotion Services Agreement with the City.
- If awarded, the City of Poulsbo will only reimburse those costs actually incurred by the organization/agency and only after the service is rendered, or paid for if provided by a third party, and a signed City of Poulsbo payment form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- The agency will be required to submit quarterly and end-of-the-year reports documenting economic impact results in a format determined by the City.

Signature:

Title:

Date:
