

TOURISM PROMOTION PROGRAM • APPLICATION FOR FUNDING

APPLICANT INFORMATION

Project Title: _____

Project Dates: Beginning: _____ Ending: _____

Name of Organization _____ Web Site _____

Mailing Address: _____

Contact Person: _____ E-Mail: _____ Phone: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Portion of Total Project Cost Requested: _____ (%)

Signature of Authorized Representative _____

TYPE OF PROPOSAL

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*).

SUBMISSION REQUIREMENTS

APPLICANTS MUST SUBMIT THE FOLLOWING:

- 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.
- Documentation of non-profit status.
- Proof of active business license with Washington State Charities and Corporations.
- 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 the agency is newly created and the documentation is prepared by an independent source.
- 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 as well as plans for future sustainability. For more information see the included template.
- No additional materials will be accepted.
- Certificate of Insurance evidencing that any required insurance coverages are, or will be, in effect through the 2024 calendar year.
- If these basic criteria are not met, the application will not be reviewed.

Send Completed Application and Required Documentation to:

Glen McNeill

Kitsap County Administrative Services

614 Division St., MS-7

Port Orchard, WA 98366

All documentation must be received by the deadline and contain ALL submission requirements to be considered for funding. **Please provide (6) one-sided printed copies and a USB flash drive** of the submission package. Questions? Call Glen McNeill at 360.337.4789 or e-mail