**Technical Assistance Grant Application**

Tourism is the fourth largest industry in the State of Washington, employing more than 182,700 workers and generating $21.4 billion in annual spending. Resources are now available to safeguard and strengthen this incredibly resilient, innovative, and hospitable industry. State of Washington Tourism (SWT) will oversee the Technical Assistance Grant program to meet the needs of industry partners across the state. This grant program will subsidize the cost of industry-specific expertise for tourism-related projects that stimulate economic development for destination communities. Eligible projects for grant funding may include design plans for tourism infrastructure, marketing expertise, economic impact studies, and other consulting services for tourism pursuits.

Washington-based tourism stakeholders may request up to $10,000 in grant funding based on project eligibility. They must submit a complete and thorough application detailing project objectives, longevity, and budget. If awarded grant funding, the grantee must submit all contracts/contractors involved with each project to SWT for review and approval. The total funding available for the Technical Assistance Grant program is $70,000.

Though not required for this grant, applicants are strongly encouraged to match a portion of their grant request with cash or in-kind contributions. Grant funds from SWT should not pay for staff salaries, debt, or interest payments associated with eligible projects. Applicants are also strongly encouraged to collaborate with local destination marketing organizations and other tourism-related partners on eligible projects.

SWT will accept the Technical Assistance Grant applications between August 15 and September 15, 2022. A review committee of industry experts will evaluate the leading grant applications and SWT will announce award decisions by September 30 via email. Grant funds must be expended by August 1, 2023.

SWT will release grant funds as a lump sum to awardees upon approval of their grant applications. Awardees will be expected to submit a project evaluation by October 1, 2023. If awardees fail to submit an evaluation, their consideration for future grants may be adversely affected. Each project evaluation should include a final budget, proof of spending, photos, and a written account of how grant funds were used and their impact on travel and tourism.

The grantee must acknowledge the Technical Assistance Grant program and include the SWT logo in material associated with the grant project. SWT must also review and approve this material.

**Applicant Information**

* Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Federal Tax Identification Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Destination Marketing Organization(s) in your area\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Project Information**

* Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Grant Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Total Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Category (select one): Select the tourism [region(s)](https://www.stateofwatourism.com/regions/) for the project:

 \_\_\_\_ Agritourism \_\_\_\_ Islands

 \_\_\_\_ Bike Tourism \_\_\_\_ Peninsulas

 \_\_\_\_ Cultural Heritage Tourism \_\_\_\_ Beaches

 \_\_\_\_ Indigenous Tourism \_\_\_\_ Salish Sea

 \_\_\_\_ Tourism Master Plan \_\_\_\_ Metro Puget Sound

 \_\_\_\_ Outdoor Recreation \_\_\_ Volcanoes

 \_\_\_\_ Scenic Byways \_\_\_ The Gorge

 \_\_\_\_ Water Recreation \_\_\_ Trails and Lakes

 \_\_\_\_ Other (please describe below) \_\_\_ Wine Country

 \_\_\_ Ponderosa

 \_\_\_ Palouse

**Application Questions**

*Limit responses to no more than 400 words.*

* Provide a project description including objectives, budget, partners, and statement of need:
* How will this project stimulate and sustain economic development for destination communities in the State of Washington?
* Describe the project timeline and evaluation metrics. This project must either be completed by August 1, 2023 or have grant funds expended by that date.

**Supporting Documents**

Applicants must provide proof of their Employer Identification Number (EIN) from the IRS in the form of a verification letter. For more information on verification letters, contact the IRS Tax Exempt and Government Entities Customer Account Services (877-829-5500). Applicants must also submit a completed SWT Substitute W-9 Form as well as a grant budget with the SWT template.

**Optional Documents**

Along with this application form, applicants may also submit letters of support, architectural drawings, site plans, receipts/quotes, and other documents that provide additional context for the review committee.

**Signature and Submission**

Applicants must understand and agree to the criteria for the Technical Assistance Grant program. They must also complete this grant application with integrity and accuracy and send all materials to matthew@stateofwatourism.com by 5 p.m. on September 15, 2022. Please include “Technical Assistance Grant Application” in the subject line.

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 [Name]                                                             Date

 [Title]