

# STATE OF WASHINGTON TOURISM

## Tourism Sustainability Grant Application

State of Washington Tourism (SWT) is committed to the full recovery of the tourism sector in the wake of the coronavirus pandemic, and it has prioritized industry segments within the sector to hasten and maximize recovery efforts. As tourism continues to rebound toward pre-pandemic levels, the Tourism Sustainability Grant Program will foster safer, more inclusive, and sustainable visitor experiences in the State of Washington.

Washington-based tourism stakeholders may request up to \$30,000 in grant funding based on project eligibility. They must submit a complete and thorough application with details on 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 Tourism Sustainability Grant Program is \$125,000.

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 industry partners on eligible projects.

SWT will accept applications for the Tourism Sustainability Grant between August 18 – September 18, 2023. Once submitted, SWT staff will review grant applications for minimum qualifications. Next, a review committee of industry experts will evaluate the leading applications. Finally, SWT will notify award recipients by October 6 via email. SWT can provide feedback for applicants that were denied grant funding per their requests. Grant funds should be expended by August 1, 2024.

SWT may release grant funds as a lump sum to awardees upon approval of their grant application and contract. If awarded grant funding, the grantee must submit all contracts/contractors involved with each project to SWT for review and approval. Awardees are also instructed to submit an interim report by April 1, 2024 and a final project evaluation approximately by October 1, 2024. 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, tax forms (W-9 and Form 1099), photos, and a written account of how grant funds were used and their impact on travel and tourism.

The grantee must acknowledge the Tourism Sustainability 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

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Federal Tax  
Identification Number

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Mailing Address

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Phone Number

Contact Name

Contact Email Address

Contact Phone Number

Nearby Destination  
Organization(s)

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## Project Information

Title

Grant Amount  
Requested

Total Cost

Project Category (select one):

- Capital Projects
- Festivals and Events
- Outdoor Recreation
- Business Districts and Main Street Associations
- Other (please describe below)

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Select the tourism region(s) for the project:

- Islands
- Peninsulas
- Beaches
- Salish Sea
- Metro Puget Sound
- Volcanoes
- The Gorge
- Trails and Lakes
- Wine Country
- Ponderosa
- Palouse



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## Application Questions

*Limit responses to no more than 400 words.*

- 1) Provide a project description including objectives, budget, partners, and statement of need:
  
- 2) How will this project foster safer, more inclusive, or sustainable visitor experiences in the State of Washington?
  
- 3) Describe the project timeline and evaluation metrics. This project must either be completed by August 1, 2024 or have grant funds expended by that date.
  
- 4) Have the required construction permits for this project been identified and secured  
 Yes  
 No  
 N/A

## 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 using 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 Tourism Sustainability Grant Program. They must also complete this grant application with integrity and accuracy and send all materials to [matthew@stateofwatourism.com](mailto:matthew@stateofwatourism.com) by 5 p.m. on September 18, 2023. Please include "Tourism Sustainability Grant Application" in the subject line.

Signature

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Name

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Title

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Date

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