KITSAP COUNTY **Application Deadline: August 12, 2016 @ 12:00 PM**

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 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 and operating tourism promotion agencies.

☐ **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.

SUBMISSION REQUIREMENTS

APPLICANTS MUST SUBMIT THE FOLLOWING:

1. 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.
2. Documentation of non-profit status.
3. 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 agency is newly created and the documentation is prepared by an independent source.
4. A two page document including a description of the proposed project with an explanation of how it will assist in building tourism that will bring tourists to Kitsap County. Include marketing plans and examples of performance indicators and well as plans for future sustainability. For more information see the included template.
5. No additional materials will be accepted.
6. If these basic criteria are not met, the application will not be reviewed

Send Completed Application and Required Documentation to:

Colby Wattling, Buyer
Kitsap County Administrative Services
614 Division St., MS-7
Port Orchard, WA 98366

All documentation must be received by deadline and contain ALL submission requirements to be considered for funding. Please provide (7) copies of submission package. Questions? Call Colby Wattling at 360.337.7036 or e-mail cwattling@co.kitsap.wa.us