



NOTICE OF FUNDING AVAILABILITY

2027 Grays Harbor Tourism Information and Application

Hospitality Services and Special Projects Grant Funding

Please Note:

1. Applications for this grant category include services, signage, tour maps, repairs, improvements, beautification and development of real property or fixed assets that will assist tourists and enhance the stay of visitors from outside a 50-mile radius.
2. This is not the correct application for Festivals, Events, Destination Marketing Projects or Major Tourism Projects.

**If you are unsure if this is the correct application for your project, please contact the Grays Harbor Tourism Office for assistance. Staff will guide you to the application for the grant category that best fits your project.*

The submission period for completed grant applications is **August 15, 2026, through September 15, 2026**. Applications must be received in the Grays Harbor County Tourism Office, or post-marked by September 15 at 5:00 p.m. to be considered for funding. Faxed or e-mailed applications will not be accepted.

Applications must be complete and used as the cover page(s) for any additional material you wish the GHLTAC to review in deciding whether to fund your project. They must include a current State/Federal Tax ID Number. The Tax ID Number listed must be that of the official applicant or the listed partner applicant. The signature on the application must be that of an official representative of the organization whose Tax ID Number is being used. No exceptions.

Please make sure to answer each question. If the question does not apply to your project, please simply answer "N/A". If questions are left blank, the GHLTAC will have the discretion to determine the application to be incomplete.

Funding recommendation decisions will be made by the Grays Harbor Lodging Tax Advisory Committee at their September 2026 meeting.

SUBMIT APPLICATIONS TO:
Grays Harbor Tourism
PO Box 1229/32 Elma-McCleary Road
Elma, WA 98541

How Grants Are Funded and Governing State Law:

Under State law (RCW 67.28) Grays Harbor County receives funds from taxes imposed on lodging facilities. These funds can be retained; utilized directly by the County for Tourism related marketing, promotions and the operation of tourism generating facilities. Or, under certain guidelines, allocated to projects and activities established by an eligible entity, under State law. Tourism promotion is defined in the RCW as "...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; operating tourism related facilities; and funding marketing of special events and festivals designed to attract tourists."

RCW 67.28.1815 Revenue--Special fund--Uses for tourism promotion and tourism facility acquisition and operation. All revenue from taxes imposed under this chapter shall be credited to a special fund in the treasury of the municipality imposing such tax and used solely for the purpose of paying all or any part of the cost of tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities. Municipalities may, under chapter 39.34 RCW, agree to the utilization of revenue from taxes imposed under this chapter for the purposes of funding a multi-jurisdictional tourism-related facility.

Grays Harbor Tourism Funding Criteria:

The evaluation criteria used by the Grays Harbor Lodging Tax Advisory Committee in this grant program is based on State statutes, recommendations of the State Auditor's Office and prioritizations established by the Grays Harbor LTAC and Board of County Commissioners to protect the long-term stability of the Tourism Fund, while best promoting Grays Harbor's tourism assets and growing the tourism industry in our community. "Tourism Hospitality and Special Project" grant applications will be accepted from qualifying, tax exempt, non-profit entities organizing tourism-based activities or projects within Grays Harbor County, **except those services and special projects located in municipalities that are allowed, by law, to collect and manage 3% lodging tax revenues generated within their own corporate limits.** It is preferred that grant funding be awarded to help promote activities and projects from October through May, during shoulder and off-seasons, to generate overnight stays (heads in beds) and increase tourism activity within Grays Harbor County. However, this does not exclude new or existing activities and projects that take place during, or boost tourism during peak season. Priority consideration may be given to shoulder and off-season activities and projects.

Eligible applicants/entities within Grays Harbor County:

1. Established non-profit 501(c)3 & (c)6 organizations, when pertaining to tourism related facility support and operations.
2. Qualifying Tax Exempt/Not-For-Profit entities, when related to festivals and events.
3. City, County or Other Government Agencies (excluding those who collect their own 3% funds.)
4. Tourism Related Facilities and Operations of Grays Harbor County.

Note: To be eligible, the applicant must have a current State or Federal Tax Exempt or Non-Profit Tax ID Number.

Eligible Expenditures for Grant Program:

1. Multi-media (newspaper, magazine, Television, and radio.)
2. Design and print of posters, flyers, brochures, maps, and banners.
3. Other event or tourism specific promotional materials.
4. Internet advertising.
5. Those elements specific to tourism hospitality services or projects that are viewed as an attractant to potential tourists, or that accommodate present tourism activity to an extent that they are believed to generate future tourism activity.

6. Qualifying services and projects that are deemed necessary to support the infrastructure and/or operation of tourism activities and that accommodate the public health and safety needs of potential tourists.
7. Permanent signage related to Tourism draws and/or assets that are deemed to generate or support future tourism activity.
8. Salaries, wages and benefits specific to the project or service(s) specified within the grant request, only as allowed by applicable statutes and RCW's that govern the use of Lodging Tax funds. (If you intend on including such costs within your grant application, please contact Grays Harbor Tourism staff to ensure that your intended use of such funds will qualify.)

Ineligible Expenditures for Grant Program:

1. Administrative costs. Capital and general organizational operating costs not directly related to the services or project.
2. Items for resale.
3. Newspaper, television, and radio advertising that cannot be proven to reach significant and relevant markets outside of 50 miles from the festival/event location.

Use of Funds:

Upon approval of your application, grant funds are strictly designated for the exclusive purposes outlined in the approved application submission details. Any deviation from these specified purposes is expressly prohibited. Any changes to expenses or nature of projects will be permitted only in extremely rare cases with documented extenuating circumstances, and requires prior approval from the Grays Harbor County Lodging Tax Advisory Committee (LTAC) Board. Unauthorized use of funds will result in reimbursements being rejected.

All eligible applications are reviewed by the Grays Harbor County Lodging Tax Advisory Committee (LTAC.) The LTAC is charged with providing recommendations to the Grays Harbor County Commissioners. Applicants will be informed by Grays Harbor Tourism staff about the status and decision regarding their requests.

There will be a maximum amount of up to **\$100,000.00** available, in the Tourism Hospitality Projects grant category, upon Board of County Commissioner approval of the funding, within the annual County budget process. Applicants may request a maximum amount of up to **\$20,000** per project application, but may be offered an award less than the amount requested. Preference may be given to events that have secured matching funds from other donors/organizations. Preference may also be given to events funded three years or less by this grant program. However, there will not be an automatic, reduced cap as to the funding amount for events applying in their fourth year or beyond.

Examples of grant project decision making criteria include, but are not limited to:

- Complete application that includes a current State or Federal Non-Profit, Government Agency, or Exempt Tax ID Number.
- Applications received by deadline.
- Draws visitors from outside Grays Harbor County for overnight stays and other commerce.
- Draws visitors from a distance of greater than 50 miles from the event, service or project location.
- Detailed breakdown of effective advertising and marketing campaign.
- Leverages other funding sources.
- Service or project must be covered by insurance.
- Overall economic and socially redeeming benefit to the community.
- Provides measurable outcome performance indicators.



Hospitality Services and Special Projects **Grant Application Form**

NOTE: This is not the correct application for Festivals and Events, Destination Marketing Partnership Projects or Major Tourism Projects (five days or more of event activity). If you are unsure if this is the correct application for your project, please contact the Grays Harbor County Tourism Office, before proceeding.

Name of Hospitality Service or Special Project:

Physical Location of Service or Project:

Date(s) That Service or Project Will Be Operational:

Grant Amount Applying For:

\$

If your application is not funded for the entire amount requested above, would you want to be considered for funding of a lesser amount?

_____Yes _____No

Name of Qualifying Tax Exempt or Not-For-Profit Applicant Organization:

Name of Qualifying Applicant Representative:

Name of Partnering Organization(s) If Any:

Name of Service or Project Contact Person:

Mailing Address:

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

*State And/Or Federal Non-Profit Entity, Tax Exempt Entity, Or Government Agency Tax Id Number:

NOTE: The Tax ID Number must belong to the Applicant Organization or the active Project Partner named above. The signer of the application and grant agreement must be an official representative of the organization the Tax ID Number belongs to.

Would a representative from your organization be interested in scheduling a five-minute presentation regarding your project, with the GHLTAC? All presentations will be scheduled for Monday, September 21, 2026. *(This is not necessary. It does not give your application any advantage, other than allowing the GHLTAC to learn more about the project and ask questions.)*

_____Yes _____No

The submission period for completed grant applications is **August 15, 2026, through September 15, 2026**. Applications must be received in the Grays Harbor County Tourism Office, or post-marked by September 15 at 5:00 p.m. to be considered for funding. Faxed or e-mailed applications will not be accepted.

APPLICATIONS MUST BE COMPLETE AND MUST INCLUDE CURRENT STATE AND FEDERAL TAX ID NUMBERS. NO EXCEPTIONS. MAKE SURE TO ANSWER ALL QUESTIONS. IF A QUESTION DOESN'T APPLY TO YOUR PROJECT PLEASE ANSWER "N/A".

SUBMIT APPLICATIONS TO:
Grays Harbor Tourism
PO Box 1229/32 Elma-McCleary Road
Elma, WA 98541

2026 Hospitality Services & Special Projects Application Form

Please attach this application as the cover to all proposal materials that you would like the GHLTAC to consider when making funding decisions. (NOTE: You may use additional pages to provide information for each question.)

1. Was this hospitality service or special project funded in 2025 with a Grays Harbor Tourism Grant Award?

_____YES _____NO

If the answer is "YES", what amount was awarded in 2025? _____

Please list all past years this hospitality service or project has been awarded funding through the Grays Harbor Tourism Grant Program and the amount(s) received:

2. **Insurance** - Is this tourism hospitality service or project insured?

_____YES _____NO

Please list the name of the Insurance Policy Provider and Policy Number.

3. **Hospitality Service or Project Description** - Please provide a detailed description of the proposed tourism hospitality service or project. Include information on the people and area of Grays Harbor County that the service/project will serve, or impact.

4. **Benefits** - Describe how the service/project will enhance tourism in Grays Harbor County. Please be sure to quantify the estimated number of visitors and overnight stays that will be supported or generated specifically by this service/project, as well as any other commercial, economic and social benefits that will be realized by the community. Also, please estimate the number of, and/or percentage of people that will benefit from this service/project that will come from a distance greater than 50 miles. (Do not include any direct revenue generated by the service/project. Such information will be asked for in question #6.)

5. **Organization Financial Statement** - Please provide a financial statement or general operating budget for your parent organization (This is not the specific budget for the service/project).

6. **Specific Service/Project Budget** – Please provide a detailed, budget proposal for this service/project, listing all expenditures and projected revenues that will be realized by your organization.

7. **Service/Project Budget History** – Please provide an actual, detailed, overall budget for this service/project from the most recent year it existed, listing all expenses and revenues. If this is a new service/project, please answer "N/A". DO NOT LEAVE BLANK.

8. **Use of Grant Funding** - Please list, specifically, the items within your proposed budget that Grays Harbor Tourism funding assistance is intended to be used for. Include specific items and the cost of each.

9. **Other Funding Sources** – Please list all other funding sources for this service/project. Also, please tell us what efforts have been made to obtain funding assistance from other sources.

10. **Collaboration** – Please provide information about any other organizations or agencies involved or partnering in this service/project. Describe their level of involvement. You may attach up to three letters of support from these organizations or agencies.

11. **Coordination and Scheduling** - Please describe how the seasonal timing, dates, scheduling and scope of this service/project have been coordinated with other tourism events, services and projects within the area.

12. **Project Evaluation** – Please describe how the service/project will be evaluated to determine if the projected benefits are realized and whether or not it was a success. Be sure to list evaluation criteria that will be used. (How will an increase in tourism and overnight stays be determined? How will an increase in the sale of goods and services as a result of the service/project be measured? What other short or long term economic and social benefits will occur as a result of the service/project?) How will it be determined if it is feasible to continue to offer the service/project in years to come?

Application Certification

"I hereby certify that I, (name of person completing application) _____
represent (organization name) _____

and have the authority to speak for and bind this Organization to contract with signature. I also certify that the information supplied in this application is true and correct and that I have read and understand the procedures, policies, and guidelines that govern this grant program. Further, I acknowledge that any variance to the procedures and guidelines governing this program may result in non-reimbursement of any or all expenditures related to this grant.

Name (Print): _____

Signature: _____

Title & Organization: _____ Date: _____

IMPORTANT!!!

If your project is funded by Grays Harbor County Tourism, you must include the Grays Harbor Tourism logo in all advertising. Further, Grays Harbor Tourism must be listed in advertisements and print materials (where possible) as a sponsor. The logo must appear in a size that is noticeable and proportionate in relation to the ad layout. If you need the logo, please call 800-621-9625 and we will email you a copy, or provide one on CD or thumb drive.

Also, if this funding application is approved, Grays Harbor County agrees to contribute only the amount specified within the official funding agreement approved by the Grays Harbor County Commissioners, based on compliance with all policies and guidelines set forth in this program, as well as those established by State statutes and County auditing/accounting principles. Any expenses deemed by Grays Harbor Tourism to not be allowed, by either the policies of this grant program, statutes governing the use of Lodging Tax Funds, or because they are not consistent with expenses presented within the grant application process, will be denied. Applicants receiving preliminary funding approval by the GHLTAC must successfully pass a criminal history background check and a credit report, prior to an official offer of funding and agreement for such being presented. By signing this application at your own will, you are acknowledging that you fully consent to and authorize Grays Harbor County to complete both the criminal history background check and credit report for you, your current business, and any former business entities you have been associated with.

Further, a full post project report, detailing the tourism related benefits realized by this marketing project, must be submitted. The report includes, but is not limited to the approximated number of overnight stays that were generated by the project; the approximated number of day travelers generated by the project; the estimated number of persons traveling to Grays Harbor from a distance of over 50 miles generated by the project; and the projected number of future, overnight stays and visitors from a distance of greater than 50 miles that were generated by the projects. The report must be received by Grays Harbor Tourism, within 30 days of the completion of the project. **Award recipients who do not submit the report within this timeframe, and/or do not comply with the agreement governing such grant awards, will not be eligible for funding for the following year's grant cycle.**

By signing below, you acknowledge the above notice. Applications must be fully signed to be considered complete by the GHLTAC.

Authorized Applicant Signature: _____ Date: _____

LTAC decisions in regard to the awarding of grant funding for the 2027 cycle will be confirmed in October of 2026. Notifications will be sent out in November of 2026.

NOTICE OF INSURANCE REQUIREMENTS TO ALL FUNDING RECIPIENTS

A Certificate of Insurance listing **GRAYS HARBOR COUNTY** and **GRAYS HARBOR COUNTY TOURISM** as additionally insured and including these minimum requirements will be required for all recipients (if funded):

- a. The recipient shall carry General Liability Insurance, Comprehensive Automobile Liability Insurance and such other coverage as may be appropriate. The recipient shall complete a Certificate of Insurance, which is to be made part of this Agreement. Such liability coverage must not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Where automobiles or vehicles are used in conjunction with the performance of this Agreement, the recipient and its contractors shall, at their own expense, maintain automobile liability insurance with an insurance carrier licensed to do business in the State of Washington and with minimum coverage as follows: Bodily Injury Liability and Property Damage Liability Insurance, \$1,000,000 each occurrence or combined single limit coverage of \$1,000,000.

- b. GRAYS HARBOR COUNTY must be named as an additional insured in respect to this agreement. Such insurance as carried by the recipient is primary.
- c. In the event of non-renewal, cancellation or material change in the coverage provided, thirty (30) days written notice must be furnished to the County prior to the date of non-renewal, cancellation or change.
- d. GRAYS HARBOR COUNTY has no obligation to report occurrences unless the claim is filed with the County Risk Manager and GRAYS HARBOR COUNTY has no obligations to pay premiums.
- e. The recipient's insurance policies must contain "cross liability" endorsement substantially as follows: inclusion of more than one insured under this policy shall not affect the rights of any insured in respect to any claim, suit or judgment made or brought by or for any other insured or by or for any employee of any other insured. The policy shall protect each insured in the same manner as though a separate policy had been issued to each, except that nothing herein shall operate to increase the company's liability beyond the amounts for which the company would have been liable had only insured been named.



2026 Grays Harbor Tourism Grant Application Checklist

- ☐ State/Federal Tax ID Number
- ☐ Insurance Policy Provider and Policy Number
- ☐ Organizational Financial Statement
- ☐ Application Certification Signed (In Both Places)
- ☐ ALL Questions Answered

Applications must be complete and must include current State and Federal Tax ID Numbers. No exceptions. Make sure to answer all questions. If a question doesn't apply to your project, please answer "N/A".

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