



CITY OF SPOKANE - SPOKANE GRANTS DEPARTMENT
808 W. Spokane Falls Blvd.
Spokane, Washington

2026 NOTICE OF FUNDING AVAILABILITY

Tourism and Cultural Investment Grant

<u>NOFA TITLE:</u> 2026 Tourism and Cultural Investment Grant <u>NOFA COORDINATORS:</u> Caleb Stanton, Grants Analyst; Jackson Deese, Legislative Assistant <u>PRE-SUBMITTAL MEETING:</u> None	<u>Application Submittal:</u> All applications shall be submitted electronically through the City of Spokane Neighborly portal before the due date and time.
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1. GENERAL INFORMATION

1.1 BACKGROUND AND PURPOSE

Spokane Tourism and Cultural Investment (TACI) grants are a funding pool for organizations working to bolster Spokane's tourist and cultural environment. The fund comes from state law RCW 67.28.1817, which creates a lodging excise tax that is paid per bed stay at a hotel. Revenue from that tax is then used to fund opportunities that increase tourism. The state law defines a tourist as a person who lives 50 miles away from the destination. Funding from the hotel beds tax can go to projects, programs, events, and public facilities that promote tourism and cultural investment.

The TACI committee is composed of three members from hotel organizations, three members from organizations that would use funds, and a council member. The committee makes recommendations to the City Council on how the funds should be spent. Awarded funds should bring more tourists to the city and promote Spokane's overall cultural environment. Additionally, the TACI committee is most interested in funding projects/events that can grow into tourist and cultural opportunities and/or projects/events that have been traditionally under-resourced. Organizations that apply should anticipate getting established and eventually decreasing their reliance on these funds over time. It is the hope of the TACI committee that these investment grants will help make Spokane a more enduring cultural and tourist hub.

1.2 DEFINITIONS

Definitions for the purposes of this NOFA include:

Applicant - Individual or company who is seeking funding and has been selected for an award by the City and award is fully executed by a written contract.

City – The City of Spokane, a Washington State municipal corporation, the agency issuing this NOFA.

NOFA – Notice of Funding Availability

Organization or Consultant – Individual or company whose Application has been accepted by the City and is awarded a fully executed, written contract.

Reimbursement Only – Grants that are paid out only after your organization has spent the money for an initiative upfront. (i.e. the funder reimburses you for the cost you have already incurred).

TACI - Spokane Tourist and Cultural Investment

1.3 COMMUNICATION

All communication between the Proposer and the City shall be submitted by email to taciapp@spokanecity.org. Any communication directed to other parties is prohibited. All questions received will be answered by the City through a publicly posted Q and A) so all proposers have access to the information. <https://my.spokanecity.org/bcc/committees/tourism-and-cultural-investment-committee/> It is the responsibility of Proposers to check the City of Spokane's ARPA website for this information.

1.4 MINIMUM QUALIFICATIONS

- Established non-profit organization or for-profit organization
- Have current City business license or valid exemption.

- Organization’s event must not be conducted primarily as a fundraiser;
- Event must not convey a religious message or advocate a political position;
- Event is held between January 1, 2026 and June 30, 2026;
- Event must be within the City Limits of Spokane. See: [Spokane City Limits](#);
- Access to the event must be free and open to the general public. Registration fees are permitted so long as such fee does not prohibit the general public from spectating or participating in some portions of the event; and,
- General liability insurance for special events permits at the time of the permitting process. (<https://my.spokanecity.org/account/permits/>)
- Must submit a City provided Post Event evaluation form no later than 90 days after the completion of the event.
- Applicant must be able to demonstrate the legal, financial, and programmatic ability to administer the proposed project and meet the City contracting requirements listed above.

Please note these TACI funds are reimbursement only. Applicants must have the capacity to pay all upfront costs, complete the event, and 90-day post event evaluation form before funds are reimbursed by the City.

Please note: No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with contracts of agreements that may result from the NOFA because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service by a person with disabilities.

1.5 CONTRACT PERIOD

Any contract resulting from this NOFA will be negotiated and subject to available funding. It is anticipated this contract completion date shall be no later than June 30th, 2026.

1.6 ADDENDA

Applicants are responsible for checking the City of Spokane’s TACI site for Addenda or other information that may be posted regarding this NOFA. The City will not provide individual notice of changes; and applicants are responsible for regularly checking the City of Spokane’s TACI site for answers to questions, process updates, clarifications, or amendments. The City will not pay for any costs the organization may incur while they are preparing their application, providing information requested by the City, or participating in the selection process.

1.7 TERMS AND CONDITIONS

Terms and Conditions applicable to this NOFA are included herein by reference and attached to this NOFA in the certification section of the application.

1.8 ESTIMATED SCHEDULE

Public Workshop	September 17 th 2025
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Notice of Funding Availability Application Opens	September 12 th 2025
Deadline for Questions	September 26 th 2025
Application Deadline	October 10 th 2025
Notification of Award	Nov 7 th 2025
Upfront Payment *earliest upfront can be given, subject to contract completion	Jan 31 st 2026

*The City reserves the right to revise the above schedule.

2. SCOPE OF SERVICES

The Spokane Tourism and Cultural Investment grants are aimed at enhancing Spokane's tourism and cultural environment. Organizations, including non-profit agencies, for-profit agencies, and public agencies, can apply for these grants to fund projects, programs, events, and public or non-profit facilities that promote tourism and cultural investment.

Projects that receive funds should promote cultural diversity, support various forms of cultural investment, and create new opportunities for tourism and cultural enrichment. Cultural activities can include sports, arts, street/park festivals, film, culinary, and music.

The contracted party will be required to submit receipts for expenses to equal or exceed the grant funding awarded.

3. APPLICATION CONTENTS

3.1 APPLICATION

Applications shall be clear, concise, and have all proper documentation in order. All applications shall be submitted electronically through the City of Spokane [Neighborly](#) portal. Application shall be signed and dated by a person authorized to legally bind the organization to a contractual relationship.

3.2 ORGANIZATION INFORMATION

Include the following information about the organization and any proposed sub-consultants: Include the following information about the organization and any proposed sub-consultants:

- Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written.
- Identification of any current or former employees from the participating Agencies employed by or on the applicants governing board as of the date of the application or during the previous twelve (12) months.
- Acknowledgement that the organization will comply with all terms and conditions set forth in the Notice of Funding Availability, unless otherwise agreed by the Agencies.

3.3 EVENT INFORMATION

Application content for this section shall include experience, capabilities, and qualifications to convey the ability to perform the scope of services by clearly addressing the following criteria:

EVENT INFO

1. Please provide a summary of your request and what your project will accomplish. If your request is part of a larger project, you may briefly describe the overall project. The bulk of your answer should be focused on the specific element for which you are requesting funding. (200 words)
2. What type of cultural investment will these funds serve? Check all types below.
 - a. Sports
 - b. Arts
 - c. Street/Park Festivals
 - d. Film
 - e. Culinary
 - f. Music
 - g. Other, If other, explain
3. One of the goals of the TACI grants is to grow Spokane's cultural opportunities and make the city a thriving hub of culture. Based on what you have checked above, how do you see this as bolstering the overall cultural scene of Spokane? (200 words)
4. How do you see your event as helping or connecting with surrounding businesses and/or vendors in the area? (i.e. does your projects occur at multiple different restaurants?) (200 words)
5. How will your event/project increase tourism in Spokane? Examples include partnering organizations, partnerships with Spokane hotels, marketing at least 50-miles away from Spokane, and working with the tourism bureau? (see FAQs & contact Visit Spokane at grants@visitspokane.com if you have questions of how to do this) (200 words)
6. The city's motto is: "In Spokane, we all belong." How does your organization live out the city's motto of inclusion and belonging? What do you have in place to ensure your project/event is welcoming and accessible to a variety of people including folks from different cultures, abilities, needs, economic backgrounds? (200 words)

3.5 BUDGET

Applicants will be required to complete and submit a **Detailed Budget** which outlines the budget for the event. You will be able to explain your budget in the budget narrative questions below, please explain how the budget was made (method to determine costs). Grant awards are generally paid on a reimbursement basis. However, grantees who meet the following criteria may be eligible for advance payments. It is important to note that your organization must be fully registered as a vendor and have a contract in place with the City before advance payments can occur.

Because of this no payment is possible before January 31st 2026. Grantees who receive advance payments are required to have expenses that are already paid or substantiate use of funds for eligible expenses.

The advance payment must be accompanied by an invoice and followed up with proof of payment within 14 days. Verification of fund use is required before additional funds are provided on a reimbursement basis.

1. How much funding are you requesting? (\$5,000min - \$10,000max)

2. Are you requesting an advance payment? (Yes/No) *If yes what date do you need this payment by?
3. Budget Narrative: Provide a detailed explanation of all items that would be supported with the grant funds. Explain the budget, what method was used to determine costs.
4. Describe how the event will be adjusted if the full grant amount requested is not received.

4. APPLICATION SUBMISSION AND EVALUATION

4.1 SUBMISSION OF APPLICATIONS

Applications shall be submitted with most favorable terms that can be proposed. There will be no best and final offer procedure. All applications shall be submitted electronically through the City of Spokane's online portal: [Neighborly](#) before the due date and time. **Hard paper e-mailed or faxed copies will not be accepted. Late applications shall not be accepted.** Applicants must register if they have not done so previously and follow the steps below to enter and submit the electronic Application:

1. Register email address
2. Verify email address
3. Log in
4. Select Notice of Funding Available
5. Fill out required application and supply required documents
6. Certify application
7. Submit Application.

*Once an application is submitted it is final, no revisions or edits can be made.

4.2 EVALUATION PROCEDURE

Responsive applications to this NOFA will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. The City, at its sole discretion, may elect to select the top-scoring organizations as finalists for an oral presentation and evaluation. The NOFA Coordinator may contact the organization for clarification of any portion of the organization's application.

4.3 EVALUATION SCORING

The application will be evaluated as follows:

1. Impact on Lodging and Tourism (30 points)

- Tourism Increase Potential (20 points)
 - How well does the proposal demonstrate its potential to attract people to Spokane?
 - Are there clear and realistic projections of number of people attending?
 - How many people are anticipated to be attending from out of town?
 - Does this project plan on marketing or getting the word outside of Spokane?
- Lodging Utilization (10 points)
 - Does the project have a plan to utilize existing lodging facilities or create new ones?

- Are there partnerships with local hotels or lodging providers?

2. Community Engagement (25 points)

- Spokane Promotion (10 points)
 - Does the project highlight Spokane, its businesses, industries, or cultural groups?
 - Is the event likely to draw interest from both locals and tourists? How?
- Community Involvement and Inclusivity (15 points)
 - How inclusive is the project for diverse community groups?
 - Are there partnerships with local cultural organizations?

3. Economic Impact and Sustainability (15 points)

- Economic Benefits (10 points)
 - What are the projected economic benefits for the local economy (e.g., job creation, business for local vendors)?
- Sustainability and Long-Term Viability (5 points)
 - Does the project have a long-term plan for sustained events beyond the initial grant?

4. Diversity, Equity, and Inclusion (15 points)

- Racial Equity in Client Engagement (5 points)
 - How does the organization ensure all people are included in their work?
- Inclusion (10 points)
 - How does the organization adjust in response to underrepresented populations?

5. Budget and Implementation (10 points)

- Project Feasibility (5 points)
 - Is the project plan realistic and achievable within the proposed timeline?
 - Are there clear milestones and deliverables?
- Budget and Resource Management (5 points)
 - Is the budget realistic and well-justified?
 - Are resources allocated effectively?

6. Partnerships (5 points)

- Partnerships and Collaborations (5 points)
 - Are there established partnerships that enhance the project's reach and impact?

7. Organizational Resources and Catalyst Project (20 points)

- Organizational Resources (10 points)
 - Does this organization that has other established revenue sources?
 - Does this organization have other resources available to them?
 - Is this a non-profit? Or a for-profit?
 - Priority is given to smaller organizations lacking additional resources
- Catalyst Project (10 points)
 - Is this a new event? Or a legacy event?
 - Priority is given to new events

4.4 AWARD/REJECTION OF APPLICATION

This NOFA does not obligate the City to award a contract. Any contract awarded as a result of this solicitation is contingent upon the availability of funding.

The City of Spokane reserves the option of awarding this contract in any manner most advantageous for the City and without further discussion of submitted Application. Failure to comply with any part of the NOFA may result in rejection of Application as non-responsive. The City also reserves the right, at its sole discretion, to waive minor irregularities, reject any and all applications received without penalty and to not issue a contract from this NOFA. More than one contract may be awarded. Contract negotiations may incorporate some or all of the application.

Award of contract, when and if made, will be to the proposer whose Application is the most favorable to the City including consideration the evaluation criteria. Contract is optional (non-exclusive) use.

5. NOFA ATTACHMENTS

ATTACHMENT 1: TERMS AND CONDITIONS

1. CONTRACTING WITH CURRENT OR FORMER CITY EMPLOYEES

Specific restrictions apply to contracting with current or former City officers and employees pursuant to the Code of Ethics in chapter 1.04A of the Spokane Municipal Code. Proposers shall familiarize themselves with the requirements prior to submitting a Proposal that includes current or former City officers or employees.

2. PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

All materials submitted to the City in responses to this competitive procurement shall become the property of the City.

All materials received by the City are public records and are subject to being released pursuant to a valid public records request. Washington state law mandates that all documents used, received or produced by a governmental entity are presumptively public records, and there are few exemptions. Chapter 41.56 RCW.

When responding to this competitive procurement, please consider that what you submit will be a public record. If you believe that some part of your response constitutes legally protected proprietary information, you MUST submit those portions of your response as a separate part of your response, and you MUST label it as "PROPRIETARY INFORMATION." If a valid public records request is then received by the City for this information, you will be given notice and a 10-day opportunity to go to court to obtain an injunction to prevent the City from releasing this part of your response. If no injunction is obtained, the City is legally required to release the records.

The City will neither look for nor honor any claims of "proprietary information" that are not within the separate part of your response.

3. OWNERSHIP OF DOCUMENTS

Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films or any other material created, prepared, produced, constructed, assembled, made, performed or

otherwise produced by the Business or the Business's subcontractors or consultants for delivery to the City under this Agreement shall be the sole and absolute property of the City. Such property shall constitute "work made for hire" as defined by U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Business uses to perform this Agreement, but is not created, prepared, constructed, assembled, made, performed or otherwise produced for, or paid for, by the City is owned by the Business and is not "work made for hire" within the terms of this Agreement.

4. REVISIONS TO THE NOFA

In the event it becomes necessary to revise any part of this NOFA or provide any other pertinent information, it shall be posted to the City of Spokane's website. The City also reserves the right to cancel or reissue the NOFA in whole or in part, prior to final award of a contract.

5. ACCEPTANCE PERIOD

Proposals shall remain in effect for ninety (90) days for acceptance by the City from the due date for receipt of Proposals.

6. COSTS TO PROPOSE

The City will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this NOFA, in conduct of a presentation, or any other activities related to responding to this NOFA

7. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. Discussion will be limited to a critique of the requesting Firm's Proposal. Debriefing conferences may be conducted in person or on the telephone.

8. MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

The City encourages participation in all of its contracts by Firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Proposers may contact OMWBE at (360)753-9693 to obtain information on certified Firms.

9. NONDISCRIMINATION No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Firm agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Firm.

10. BUSINESS REGISTRATION REQUIREMENT

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained and currently being the holder of a valid annual business

registration or temporary business registration as provided in this chapter. The Firm shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Firm does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at 509-625-6070 to request an exemption status determination.

11. PAYMENT

Payment will be made via direct deposit/ACH except as provided by state law. A completed ACH application is required before a City Order will be issued. If the City objects to all or any portion of the invoice, it shall notify the Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

12. ANTI-KICKBACK

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this contract shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.

13. DISPUTES

This contract shall be performed under the laws of Washington State. Any litigation to enforce this contract or any of its provisions shall be brought in Spokane County, Washington.

14. TERMINATION

A. For Cause: The City or Consultant may terminate the Agreement if the other party is in material breach of this Agreement, and such breach has not been corrected to the other party's reasonable satisfaction in a timely manner. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.

B. For Reasons Beyond Control of Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the Consultant's own employees, sabotage, or superior governmental regulation or control. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination

C. For Convenience: Either party may terminate this Agreement without cause, upon thirty (30) days written notice to the other party.

D. Actions upon Termination: if termination occurs not the fault of the Consultant, the Consultant shall be paid for the services properly performed prior to the actual termination date, with any reimbursable expenses then due, but such compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all subconsultants for all profits, costs, expenses, losses,

liabilities, damages, taxes and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.

E. Upon termination, the Consultant shall provide the City with the most current design documents, contract documents, writings and other products the Consultant has produced to termination, along with copies of all project-related correspondence and similar items. The City shall have the same rights to use these materials as if termination had not occurred; provided however, that the City shall indemnify and hold the Consultant harmless from any claims, losses, or damages to the extent caused by modifications made by the City to the Consultant's work product.

15. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

A certification form will accompany the contract to be signed confirming that, to the best of its knowledge and belief, Firm and its principals.

A. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;

B. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,

C. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

16. LIABILITY The Firm shall indemnify, defend and hold harmless the City, its officers and employees from all claims, demands, or suits in law or equity arising from the Firm's negligence or breach or its obligations under the contract. The Firm's duty to indemnify shall not apply to liability caused by the sole negligence of the City, its officers and employees. The Firm's duty to indemnify for liability arising from the concurrent negligence of the City, its officers and employees and the Firm, its officers and employees shall apply only to the extent of the negligence of the Firm, its officers and employees. The Firm's duty to indemnify shall survive termination or expiration of the contract. The Firm waives, with respect to the City only, its immunity under RCW Title 51, Industrial Insurance.

17. INSURANCE COVERAGE

During the term of the contract, the Firm shall maintain in force at its own expense, each insurance coverage noted below:

A. Worker's Compensation Insurance in compliance with RCW 51, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000.

B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's

services to be provided under this Agreement.

i. Acceptable supplementary Umbrella insurance coverage combined with Company's General Liability insurance policy must be a minimum of \$2,000,000, in order to meet the insurance coverage limits required in this Agreement; and

C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) upon request by the City. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.