



# City of Spokane

## 2025 Application for Tourism and Cultural Investment Grant - Funded for 2025

808 W. Spokane Falls Blvd.  
Spokane, Wash., 99201

Application must be complete and submitted to Council Member Zack Zappone at [taciapp@spokancity.org](mailto:taciapp@spokancity.org).

Please use additional pages and attach any additional supporting materials as necessary.

### INFORMATION ABOUT TACI

Spokane Tourist 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.

### ELIGIBILITY

To be eligible for the TACI Grant funding, the applicant must:

- Be a non-profit organization, local municipality, public facilities district created under [RCW 35.57](#) and [36.100](#); or
- Be a for-profit organization marketing and operating a special event or festival designed to attract tourists; and
- Organization must not have been debarred from receiving federal funds in the last 5 years; and
- Organization's event must not be conducted primarily as a fundraiser; and
- Organization's event must not be an ineligible use (See FAQ's); and
- Event must not convey a religious message or advocate a political position; and
- Event held in the 2025 calendar year; and

- Event must be within the City Limits of Spokane. (See: [Spokane City Limits](#)); and
- Access to the event must be open to the general public. Registration fees or ticketing is allowed; and
- Have a current City business license or valid exemption; and
- Have general liability insurance for special events permits at the time of the permitting process (<https://my.spokanecity.org/account/permits/>); and
- Must submit a City-provided Post Event Evaluation Form no more than 90 days after the completion of the event; and
- Must provide an invoice of expenses totaling award amount.

## REQUIRED DOCUMENTS

If you have not done business with the City of Spokane, if awarded you will need to be registered as a new vendor with the city. Please be prepared to submit the following documents within 30 days of your award.

- Business License (email with application)
- Certification of Insurance (email with application)
- Completed W-9 Form (within 30 days of your award)
- ACH Enrollment Form (\*if needed)
- 90 Day Event Completion Form (provided after event)

My organization is:

Registered as a vendor with the City of Spokane.

NOT registered as a vendor with the City of Spokane.

## EVENT & ORGANIZATION INFORMATION

Organization Name	
Event	
Type of Event	
Federal Tax ID #	
Organization Address	
Email	
Phone	
City, State, Zip	
Organization's website (if applicable)	
Organization's social media (if applicable)	
Location and address of Event	
Primary Contact	

Contact Phone	
Contact Email	

My organization is a:

- Non-Profit Agency  
 For Profit Agency  
 Public Agency

Please check mark what best describes your event:

- New:** An event will be considered new if it is the first time that the event is being planned.  
 **Young:** An event will be considered young if it is still heavily supported by volunteers.  
 **Established:** An event will be considered established if the event has regularly been held multiple times and the organization has not relied upon TACI funds.  
 **Legacy:** An event will be considered as a legacy event if it has a stable funding source, occurs regularly happening, and previously used TACI funds.

Amount Requested (minimum of \$5,000 – maximum of \$10,000)	\$
Total Project Budget	\$

## ORGANIZATION BACKGROUND

Brief description of your organization/project including your mission or purpose for existing. (200 words)

Tell us about the communities/people your organization serves. How are they reflected in this project/event? (200 words)

## EVENT SUMMARY

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)

## CULTURAL INVESTMENTS

What type of cultural investment will these funds serve? Check all types below.

- Sports
- Arts
- Street/Park Festivals
- Film
- Culinary
- Music
- Other

If other, explain below

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)

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)

## TOURISM

How will your event/project increase tourism in Spokane? Examples include partnering with Spokane hotels, marketing at least 50-miles away from Spokane, and working with the tourism bureau?

(see FAQs & contact [Visit Spokane](mailto:simpson@visitspokane.com) at [simpson@visitspokane.com](mailto:simpson@visitspokane.com) if you have questions on how to do this) (200 words)

## SENSE OF BELONGING

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?

## PROJECT BUDGET

Please provide an estimated overview of your overall budget. Include your expected revenue and expected expenses. Specify how much you're applying for and how it would be used. Please use and submit with your application the budget template provided [here](#).

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 upfront payment is possible until 90 days after award.**

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 any additional funds are provided on a reimbursement basis.

## UPFRONT EXPENSE REQUEST

For liability reasons the City only pays for costs on a reimbursement basis. Once your event is complete and you provide the event evaluation form (90-day form) then the City can process your payment. **Only fill out this section if you are requesting upfront payment for expenses.**

If you need funds before, then they must be paid or 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. Please provide a detailed list of any funds you would like to request before the event and a date of when you are requesting these funds.

**Because a contract must be in place, no funds can be paid until at least 90 days after award.**

	Costs
Marketing:	
Supplies:	
Printing:	
Total Request	
Date Requesting	



## ESTIMATED TIMELINE

Date	Process Step
March 7 <sup>th</sup> , 2025	Application Workshop
March 3 <sup>rd</sup> , 2025	Application Opens
March 21 <sup>st</sup> , 2025	Deadline for Questions
April 4 <sup>th</sup> , 2025	Application Closes
April 28 <sup>th</sup> , 2025	Award Notice
July 28 <sup>th</sup> , 2025	Absolute earliest any upfront payment may occur *subject to change

## APPLICATION ASSISTANCE

All interested organizations are encouraged to attend an optional Pre-Application Workshop. The workshop will review the guidelines including the submission process, application and evaluation criteria.

## QUESTIONS

Please submit all application questions to Jackson Deese at [taciapp@spokanecity.org](mailto:taciapp@spokanecity.org)

All questions will be publicly posted in the FAQ's on the City Website.

<https://my.spokanecity.org/bcc/committees/tourism-and-cultural-investment-committee/>