



# Welcome to the City of Spokane

Tourism and Cultural Investment  
(TACI) Grant Workshop

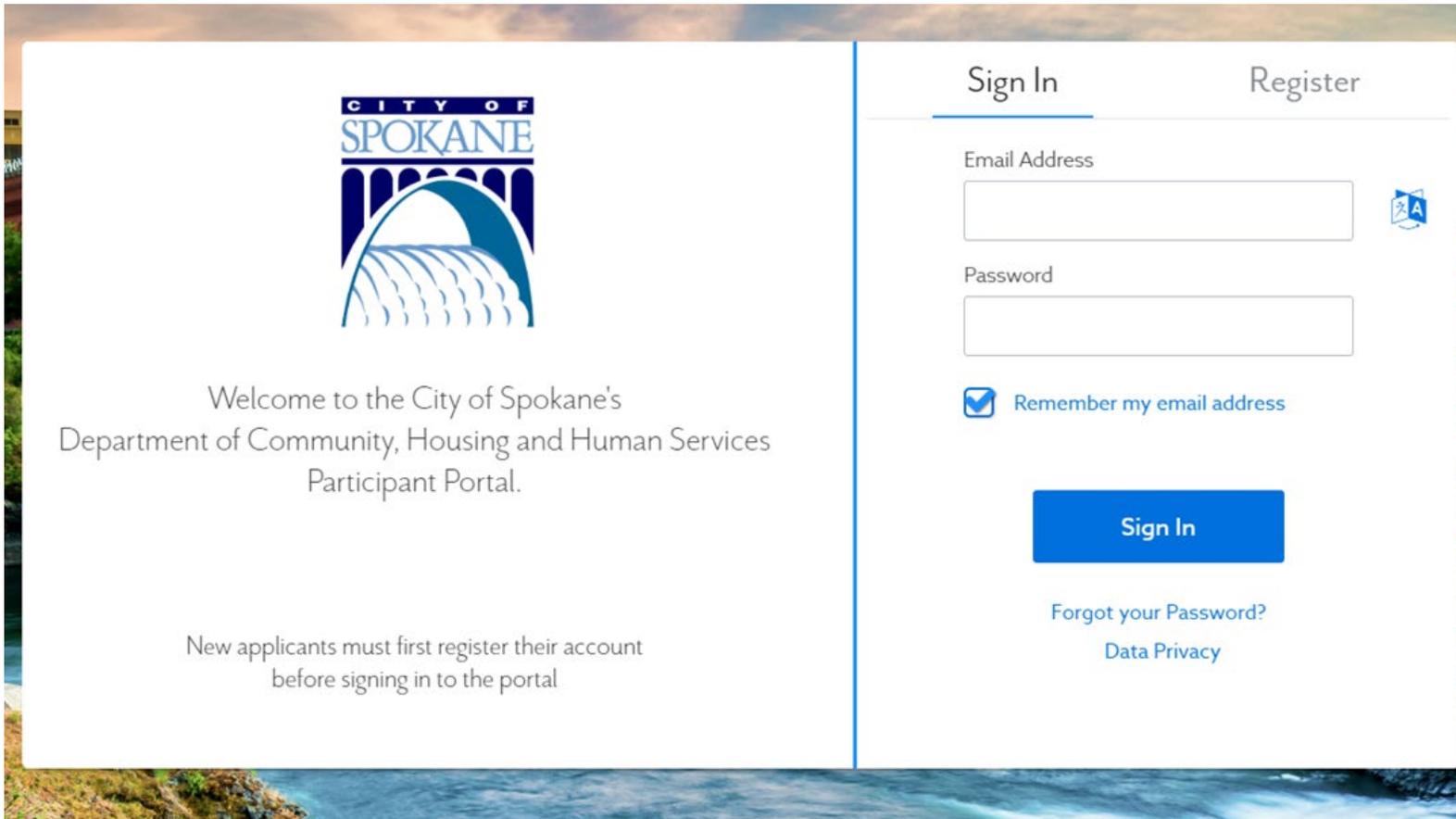
# Where and How to Apply

All applications shall be submitted online through the City of Spokane's Neighborly Portal.

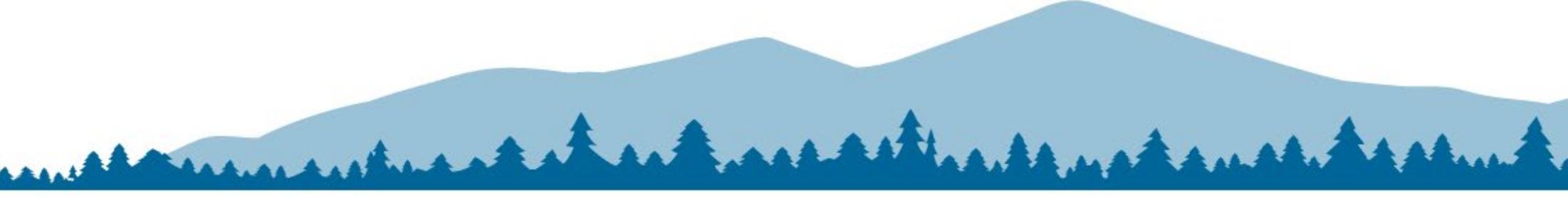
<https://portal.neighborlysoftware.com/SPOKANEWA/Participant>

- City Website TACI Page:  
<https://my.spokanecity.org/bcc/committees/tourism-and-cultural-investment-committee/>
- Language Access Available

\*Use appropriate Link\*



The screenshot shows the login page for the City of Spokane's Participant Portal. On the left, the City of Spokane logo is displayed above the text: "Welcome to the City of Spokane's Department of Community, Housing and Human Services Participant Portal." Below this, a message states: "New applicants must first register their account before signing in to the portal." On the right, there are two tabs: "Sign In" (selected) and "Register". The "Sign In" section contains an "Email Address" input field, a "Password" input field, and a checkbox labeled "Remember my email address" which is checked. A blue "Sign In" button is positioned below the input fields. At the bottom of the sign-in section, there are links for "Forgot your Password?" and "Data Privacy".



# Purpose

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. The main drive are event that get **Attendees** to stay in hotels!

*\*This Grant is scored and ranked by the TACI committee and grants of \$5,000 and \$10,000 will be awarded. The contracted party will be required to submit receipts for expenses to equal or exceed the grant funding awarded.*



# Minimum Qualifications

- Established non-profit organization, for-profit organization, or public agency
- 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 July 1<sup>st</sup>, 2026 and June 30, 2027;
- Event must be within the City Limits of Spokane. See: [Spokane City Limits](#)
- Access to the event must be 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,
- Must submit a City provided Post Event evaluation form no later than 90 days after the completion of the event.



# City Contracting Requirements

- Holder of General liability insurance -\$2 million dollars
  - Awarded Organization must be holder of insurance and add City of Spokane as “Additionally Insured”
- Auto Insurance \$1 million dollars
- Workers Compensation Insurance as required by RCW 51
- Have current City business license
- Special events permits at the time of the permitting process.  
(<https://my.spokanecity.org/account/permits/>)
- 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.
- Must submit a City provided Post Event evaluation form no later than 90 days after the completion of the event. Along with receipts for expenses to equal or exceed the grant funding awarded.



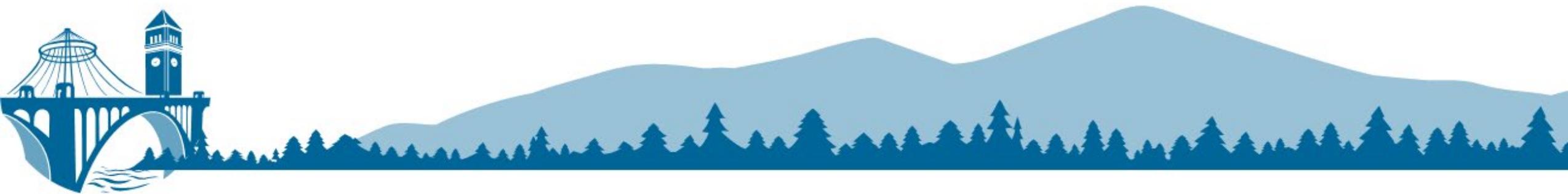
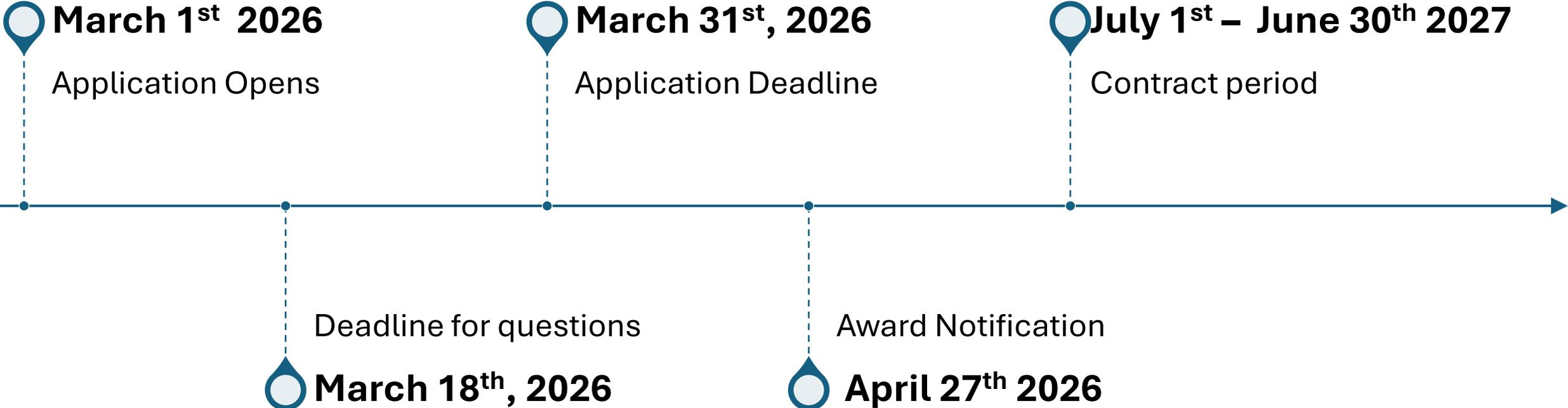
# Examples of eligible projects (not exhaustive)

Projects eligible for funding may include, but are not limited to:

- Street and Park Festivals
- Concerts and Performing Arts
- Artist Events
- Sporting Events
- Cinematic and Film Events
- Culinary Events
- Spokane event related supplies, materials, or advertising



# Application Timeline



# Reimbursement Basis Funding

Applicants must have the capacity to pay for all upfront costs before funds are reimbursed by the City. Reimbursement takes place only after three things have happened:

- The Contract is signed (*ideally this should be done before event*)
- Event is completed
- Billing form, receipts, and 90-day post event evaluation are provided to the City.
  - This can be done in the form of a draw in Neighborly

*\*Application may allow for upfront costs to be paid before the event is completed but it must be in the application and costs must still be paid before reimbursement can occur.*



# Reschedule Policy

## **Policy:**

If a funded event cannot take place as planned, the event may be rescheduled or postponed within three (3) months of the original event date with prior written approval from the City. If the awarded event is rescheduled for more than three (3) months in the future, the awardee must reapply for TACI funding. For all other types of awards (non-event projects or activities), grant funds must be spent within the same calendar year as the award, unless otherwise approved in writing by the City.



SCORING DESCRIPTIONS	TOTAL POINTS EARNED	TOTAL POINTS AVAILABLE
<b>IMPACT ON LODGING AND TOURISM</b> <ul style="list-style-type: none"> <li>• Tourism Increase Potential (20pts)</li> <li>• Lodging Utilization (10pts)</li> </ul>	30 Points (Maximum)	30 points
<b>COMMUNITY ENGAGEMENT</b> <ul style="list-style-type: none"> <li>• Spokane Promotion (10pts)</li> <li>• Community Involvement and Inclusivity (10pts)</li> </ul>	20 Points (Maximum)	20 points
<b>ECONOMIC IMPACT AND SUSTAINIBILITY</b> <ul style="list-style-type: none"> <li>• Economic benefits(10pts)</li> </ul>	10 Points (Maximum)	10 points
<b>DIVERSITY, EQUITY, AND INCLUSION</b>	10 Points (Maximum)	10 points
<b>BUDGET AND IMPLEMENTATION</b>	15 Points (Maximum)	15 points
<b>PARTNERSHIPS</b>	5 Points (Maximum)	5 points
<b>Organizational Resources</b> <ul style="list-style-type: none"> <li>• Organizational Resources (10pts)</li> </ul>	10 Points (Maximum)	10 Points
<b>GRAND TOTAL FOR WRITTEN APPLICATION</b>	100 POINTS	100 POINTS

# Questions, Comments, Concerns

QUESTIONS

