

**KITSAP COUNTY
LODGING TAX FUNDING AWARD APPLICATION**

Application Deadline: October 24, 2025 @ 2:00 pm

TYPE OF PROPOSAL

APPLICANT INFORMATION

SUBMISSION REQUIREMENTS

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 _____

Indicate the Project Type:

- ☐ Tourism marketing (***priority will be given to applications for FIFA 2026***);
- ☐ Marketing and operations of special events and festivals designed to attract tourists;
- ☐ Operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or
- ☐ Operations of tourism-related facilities owned or operated by nonprofit 501(c)(3) and 501(c)(6) organizations.

NOTE: Applicants must refer to the Kitsap County Lodging Tax Funding Award Process Instructions for complete details of requirements.

Applicants Must Submit The Following:

- ☐ Application Funding Cover Sheet signed by an Authorized Representative
- ☐ Project Description
- ☐ Scope of Work
- ☐ Project Timeline
- ☐ Project Budget
- ☐ Project/Organizational History
- ☐ Business Qualification
- ☐ Tax Information
- ☐ Certificates of Insurance

If these basic criteria are not met, the application will not be considered by the Lodging Tax Committee.

Complete applications must be submitted in **one** combined PDF document and emailed to purchasing@kitsap.gov. **Hardcopies will not be accepted.**

Questions?
Contact Glen McNeill at (360) 337-4789 or gsmcneill@kitsap.gov
Kitsap County Administrative Services
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