

Port of Walla Walla

Tourism Funding Request Application

Thank you for your interest in applying for a Port Tourism Grant. The Port’s Annual Tourism Budget is approximately \$30,000 (Jan. 1 – Dec. 31) to support tourism events that attract out-of-county visitors to the Walla Walla Valley. The maximum tourism funding request is \$2,000. Port tourism funds can only be used for advertising, publicizing, or otherwise distributing information for the purpose of attracting visitors to Walla Walla County. Port funds cannot be used to underwrite general expenses associated with a tourism event.

The Port will accept tourism funding applications throughout the year; however, it is always best to apply early before the Port tourism funds are fully allocated. An online Tourism Funding Grant Application Form is available on the Port’s website at:

1. **Online PDF Application Form:** Download and save the “Port Tourism Grant Application Form”. Open the “Port Tourism Grant Application Form” file in your PDF reader software application and complete the application. At the end of the application is a "Submit by Email" button. Please review your completed application before clicking on the "Submit by Email" button.
2. **Print PDF Application Form:** Print the “Port Tourism Grant Application Form” and complete the application. Scan the completed application form into one (1) PDF file and email the PDF file as a file attachment to pr@portwallawalla.com

Applications will be reviewed by Port staff and will be considered for formal consideration and approval by the Port Commission at one of their upcoming Port Commission meetings. Port staff will notify the applicant of the said Port Commission meeting.

❖ **The Port’s Annual Tourism Budget is approximately \$30,000. The maximum tourism funding request is \$2,000.**

TOURISM EVENT:			
EVENT DATE(S):			
EVENT TIME(S):			
EVENT LOCATION(S):			
ORGANIZATION:			
APPLICANT NAME:			
TITLE:			
MAILING ADDRESS:			
CITY:		ZIP:	
TELEPHONE		EMAIL:	
TOURISM EVENT FINANCING			
Total Port Tourism Funding Request			\$
Amount secured to date:			\$
Total Tourism Project Cost:			\$

BACKGROUND INFORMATION (This information will not be used to evaluate your grant application)

Did the Port award your Organization a tourism grant last year?	
Did your Organization’s tourism event get canceled or rescheduled last year?	

1. QUALIFIED ORGANIZATION

Organization/entity/person must be based in Walla Walla County.	
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2. TOURISM PROJECT DETAIL

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3. USE OF TOURISM FUNDS

Other Funding Sources	Use of Funds	Amount
Port – Tourism Funds		\$
		\$
		\$
		\$
TOTAL		\$

Note: Port tourism funds can only be used for advertising, publicizing, or otherwise distributing information for the purpose of attracting visitors to Walla Walla County. Port funds cannot be used to underwrite general expenses associated with a tourism event. Marketing material must identify the Port of Walla Walla as a financial contributor, either by Port logo or mention in audio ads.

IMPORTANT INFORMATION

The Port will accept tourism funding applications throughout the year; however, it is always best to apply early before the Port tourism funds are fully allocated. Applications can be submitted by mail to the Port Administrative Office, 310 A. Street, Walla Walla, WA 99362, Attention: Patrick H. Reay, Executive Director or by email to

Applications will be reviewed by Port staff and will be considered for formal consideration and approval by the Port Commission at one of their upcoming Port Commission meetings. Port staff will notify the applicant of the said Port Commission meeting.

Declaration

I hereby certify that the information given in this application is true and correct to the best of my knowledge and belief and that I have reviewed Port Resolution No. 01-26-17 "Port of Walla Walla Tourism Policy" on the Port's website.

Signature of Responsible Official:	
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Print or Type Name and Title:	
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Date:	
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Port of Walla Walla - Internal Office Use				
The application is complete, submitted by the deadline, and signed.	Yes		No	
Organization received funds last year	\$	Yes	No	
Organization complied with the Port's Tourism Guidelines	Yes		No	
Organization is based in Walla Walla County	Yes		No	
Organization has described how the Port tourism funds will be used	Yes		No	

**PORT OF WALLA WALLA
RESOLUTION NO. 01-26-17**

**A RESOLUTION OF THE COMMISSION OF THE PORT OF WALLA WALLA
ADOPTING A TOURISM POLICY AND SUPERSEDING AND REPLACING RESOLUTION NO. 03-27-14
(CURRENT PORT TOURISM POLICY)**

WHEREAS, the Port of Walla Walla has the authority to promote tourism per RCW 53.08.255; and,

WHEREAS, the Commission of the Port of Walla Walla believes tourism promotion is an important economic development activity; and

WHEREAS, Visit Walla Walla has been designated the lead agency for tourism promotion and is the recipient of the majority of the hotel/motel tax receipts dedicated to tourism promotion; and

WHEREAS, the Port finds that providing a modest amount of tourism funding to local groups with events that attract out-of-county visitors to Walla Walla can provide incremental economic benefits to Walla Walla County, while also complementing Visit Walla Walla's overall tourism promotion efforts; and

WHEREAS, on March 27, 2014, the Port Commission adopted Resolution No. 03-27-14 which superseded and replaced the 1995 Port Tourism Policy; and

WHEREAS, this Resolution No. 01-26-17 supersedes and replaces Resolution No. 03-27-14 (Current Port Tourism Policy),

NOW, THEREFORE, the Commission of the Port of Walla Walla adopts the following tourism policy.

1. **Port Tourism Budget:** Each year the Port Commission will determine if tourism funding will be incorporated into the budget. For those years such funding is provided, the Port will accept applications from qualified organizations throughout the year until such funding has been fully allocated.
2. **Qualified Organizations:** To receive Port tourism funding, the organization/entity/person must be based in Walla Walla County. Organization/entity/person receiving direct funding through the Port's community contribution fund are prohibited from applying for Port's tourism funds for said event.
3. **Application Process:** Qualified organizations seeking funding shall submit the Port's current Tourism Funding Application.
4. **Use of Funds:** Port tourism funds can only be used for advertising, publicizing, or otherwise distributing information for the purpose of attracting visitors to Walla Walla


County. Port funds cannot be used to underwrite general expenses associated with a tourism event.

5. Selection Criteria: The Port Commission will use the following criteria in selecting which tourism promotion applications it will fund:
 - a) Applicants that have the highest probability of attracting out-of-county visitors to Walla Walla County.
 - b) Applicants that have a proven track record of attracting out-of-county visitors and having a history of providing the Port with detailed supporting documents regarding the use of funds.
 - c) Applicants with events that benefit communities throughout Walla Walla County.
 - d) Applicants with funding requests cannot exceed 10% of the Port's annual tourism budget.

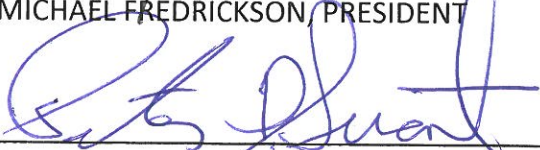
6. Fiscal Requirements. For tourism events/projects approved by the Port Commission, the Port will send a letter to the applicant confirming approval.
 - a) At the end of the event, the applicant will be required to submit a "results letter" to the Port detailing how the funds were used including receipts documenting expenditures of Port tourism funds, along with an estimate of the number of out-of-county visitors attending the event. The applicant may also detail other economic benefits of the event.
 - b) Upon receipt of the applicant's results letter and other supporting documentation and the applicant receiving the Port's final approval, 100% of the grant will be paid out to the applicant.
 - c) In the event the applicant does not submit sufficient documentation as outlined in Section 6(a) above, they will be prohibited from submitting for future Port Tourism Funds for a three (3) year period.

ADOPTED by the Commission of the Port of Walla Walla in an open meeting this 26th day of January 2017, and duly authenticated by signatures of the Commissioners voting in favor thereof.

PORT OF WALLA WALLA COMMISSIONERS



MICHAEL FREDRICKSON, PRESIDENT



PETER D. SWANT, VICE PRESIDENT



RONALD W. DUNNING, SECRETARY