



City of Spokane Valley Request for Proposal

Application Deadline: 4:00 p.m. Tuesday September 30, 2025

<https://spokanevalleywa.gov/190/Grant-Funding-Opportunities>

2026 LODGING TAX GRANT FUNDING REQUEST FOR PROPOSAL

The City of Spokane Valley is seeking project proposals that promote and encourage tourism in Spokane Valley. The source of funds is a 2.0 percent tax (RCW 67.28.180) and a 1.3 percent tax (RCW 67.28.181) on all charges for furnishing lodging at hotels, motels, and similar establishments for a continuous period of less than one month. Funds from the 1.3 percent tax may only be allocated for capital purposes for tourism-related facilities and are only available to municipalities and public facilities districts. State law allows the use of lodging tax revenues for the following:

- Tourism marketing
- The marketing and operations of special events and festivals
- The operation and capital expenditures of tourism related facilities owned or operated by a municipality or public facility district
- The operation (but not capital expenditures) of tourism-related facilities owned or operated by non-profit organizations

The expected outcome of such activity is to increase economic activity in the City of Spokane Valley during 2026 through a variety of activities, such as overnight lodging of tourists ("heads in beds"), restaurant sales, and retail activity.

The Spokane Valley Lodging Tax Advisory Committee (LTAC) was established by the Spokane Valley City Council in accordance with state law to advise and recommend to the Council how excise taxes on lodging collected in Spokane Valley should be allocated to best increase tourism in the City.

GENERAL GUIDELINES

Only online submissions will be accepted (see pages 3-5 for details). All required sections and attachments must be completed to be considered for funding. The deadline for submitting a proposal is **4:00 pm on Tuesday, September 30, 2025**.

Funding is open to both for-profit and non-profit organizations, and municipal agencies. See specific details in the categories listed in the section above for uses restricted to non-profits or municipalities.

Funding is generally distributed on a reimbursement basis. Eligible reimbursements will be distributed for documented costs, as outlined in the proposal and approved final contract and budget, up to the amount awarded.

All applicants will be required to deliver an in-person presentation highlighting their proposal to the LTAC on October 29, 2025, at a meeting beginning at 8:30 a.m.

To be considered for funding, a complete application must be received by the deadline indicated above. All required attachments must be included for the application to be considered complete.

Because of the limited amount of funding available, proposals will be evaluated on a competitive basis. The LTAC will make recommendations using a ranking system based on priorities from City Council and may recommend full, partial, or no funding.

An overall organizational budget is an optional but highly recommended submission. This allows for a general review of the organization's financial stability, credibility, and expected allocation of funds. Additionally, this financial review also factors in the total budget for the organization in relation to how much is requested for this grant funding.

ADDITIONAL INFORMATION

Insurance Requirement: As part of its contract for performance, the City typically requires recipients to maintain commercial general liability insurance in the amount of \$2,000,000 General Aggregate and \$2,000,000 per occurrence. Additionally, the contract will include automobile insurance and Worker's Compensation insurance for Washington State, as required. An ACORD certificate and Additional Insured Endorsement showing the City as additionally insured on the policy must be submitted with the contract to complete execution and continue with the grant award.

Contract: The City will utilize a standard or modified grant agreement for City-funded grant activities or services. A sample grant agreement is available on the City's Grant webpage.

Payment: Funding is distributed on a reimbursement basis. Grant recipients may be reimbursed for documented costs, as outlined in the proposal, up to the amount awarded. Funds are provided periodically, typically as monthly or quarterly reimbursement of expenses. Reimbursement requests must include appropriate documentation and backup for the expenses that were incurred by the grantee, including invoices and proof of payment.

Equal Opportunity and Assurance of Non-Discrimination: 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 a City Agreement in violation of local, state, or federal law. The City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, including the Department of the Treasury's Title VI regulations, 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents, hereby notifies all entities that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises and all others will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity) in consideration for an award.

Reporting Requirements: As required by RCW 67.28, applicants and grant recipients are required to report the following as (1) estimates – to be included in the application, and (2) actuals – as post-event/activity information:

- Total event budget, and the amount of lodging tax funds expended.
- The number of participants who attended the event/activity in each of the following categories:
 - Staying overnight in paid accommodations away from their place of residence or business.

- Staying overnight in unpaid accommodation (e.g., with friends and family) *and* traveling 50 miles or more one way from their place of residence or business.
- Staying for the day only *and* traveling more than 50 miles or more one way from their place of residence or business.
- Attending but not included in one of the three categories above.
- The estimated number of participants in any of the above categories that attended from out-of-state (including other countries).

Applicants and grant recipients must provide a description of methods used to determine attendance and distinguish among the visitor categories at the event/activity (methods include a head count, car count, survey, or other with full explanation).

The report will be provided to City Council and the public and will be furnished to the Joint Legislative Audit and Review Committee (JLARC) and the LTAC. The JLARC will provide biennial reports to the Washington State Legislature.

Proposals and any attachments, reports, and supplemental information may be subject to disclosure pursuant to Washington State's Public Record Act, chapter 42.56 RCW.

Additional Information: Additional information, which may be required by a change or interpretation in state law, may also be required from the applicant.

APPLICATION INSTRUCTIONS

Application Deadline: 4:00 p.m. Tuesday September 30, 2025

To apply, visit <https://spokanevalleywa.gov/190/Grant-Funding-Opportunities> and follow each step on the website to complete the information form and upload the required documentation listed below.

Name each attachment to match the numbers and titles listed below in bold, and upload each as a separate PDF attachment. All information and documents should be ready when you begin. *****Applications can NOT be partially completed and saved to return to and complete at a later time!*****

REQUIRED MATERIALS - ATTACHMENTS:

1. **Business Statement**– 1 page. Suggested points to include:
 - Organization name, key personnel, and contact information;
 - Mission statement;
 - Brief description or overview of organization;
 - Primary function and purpose of organization
2. **Project Summary** – 1 page. Provide a concise but complete summary of your request and what the project will accomplish. If it is part of a larger project, you may briefly describe the over-all project.
3. **Detailed Project Budget** – 1 page. Description and itemized budget for the income and expenses of the project. Awards may potentially be less than the amount requested. Please provide a plan for flexibility in your request to address how the proposed project may be adjusted to account for a reduced award. Additionally:
 - a) Provide details of whether your organization applied for or received funding for this project from other sources
 - b) What are the plans of the organization to become self-sustainable?

4. **Scope of Work** – Fully describe the scope of the project. This section should address the specifics of your project, including but not limited to:
- What specifically you wish to do; *expand on your project summary*
 - How will your project increase tourism to the City of Spokane Valley?
 - Does your organization have partnerships, or collaborate project efforts with other organizations to cross promote to encourage tourism? If so, please explain.
 - Beginning and ending dates, location of event/activity
 - Whether the project is seasonal; any plans to address weather constraints
 - Any other specific scope related information
5. **Impact on Tourism** – **Using the template PDF form provided on the website,** estimate the number of visitors who are expected to be attending and attracted due to the proposal:
- Total Overall Attendance
 - Attendees who traveled 50 miles or more to attend
 - Of those, attendees traveling from another state or country
 - Attendees who stayed overnight in:
 - Paid accommodations
 - Unpaid accommodations
 - Total Paid Lodging Nights (*one lodging night=one or more persons occupying one room for one night*)
- You must choose the methodology used to measure these estimates. This methodology should also be used to provide a report of the actual numbers of visitors at the conclusion of your project.
6. **Goals and Metrics** – List specific goals and how your organization will measure the successful use of any awarded grant funding and increase in tourism.
- Strategies should be specific to the metrics outlined in the impact on tourism reporting. Describe the methodology used to determine if goals are met.
 - What specific impact would the grant funding have on the project?
 - Other metrics to measure success
7. **Project Authorization** - Meeting minutes or signed resolution approving project or authorizing application from a board of directors or similar authority
8. **Board of Directors/Principal Staff** – 1 page. List of organization's Board of Directors and principal staff

OPTIONAL SUPPLEMENTAL MATERIALS:

9. **Annual Operational Budget** – Optional, but highly recommended. Most recently adopted overall organizational budget
10. **Additional Presentation Materials** – Optional. PowerPoint presentation to supplement applicants' presentation at LTAC meeting in November.
11. **Impact on Tourism from prior projects** – Optional, but highly recommended. If your organization received funding from the City of Spokane Valley in the past, provide the report of estimates or actuals of tourism impacts and number of visitors generated to further support your current proposal.

The Lodging Tax Advisory Committee (LTAC) will meet, hear presentations, and make award recommendations that will be forwarded to the City Council. Presentations to the LTAC will be limited to **10 minutes**. If an applicant wishes to use material such as PowerPoint or video,

all files must be submitted as supplemental presentation material (#10) with the application before the deadline of September 30, 2025. Any materials received after the deadline will not be allowed for the presentation.

GRANT PROCESS AND SCHEDULE

Project/Program Management and Grant Administration:

Questions concerning the Lodging Tax grant should be directed to Sarah Farr, Accounting and Finance Program Manager at 509-720-5041, or sfarr@spokanevalleywa.gov. The Accounting and Finance Program Manager will oversee and manage the grant program, approve reimbursement requests, and monitor contract compliance and post grant reporting.

Selection Process:

Each application will be reviewed by the City's Finance department staff for completion and eligibility. The selection process will subsequently proceed as follows:

- Applications/proposals will be provided to the LTAC for review.
- Applicants will provide a presentation highlighting their proposals and answer questions during the annual LTAC meeting on October 29, 2025.
- The LTAC will evaluate qualifying applications on a competitive basis using the City Council's adopted goals and priorities and make funding recommendations in two categories based upon priority rankings. The categories are:
 - a) Capital expenditures (must be a tourism-related facility owned or operated by a municipality). Available funding for 2026 may be up to \$2 million (\$1.6 million from the 1.3% portion and a potential transfer from the 2% portion of up to \$447,000)
 - b) Tourism marketing and operations for special events and festivals and the operations, maintenance, and marketing of tourism destination facilities owned and operated by municipalities or non-profit organizations. Available funding for 2026 is anticipated to be up to \$446,000 (from the 2% portion).
- These recommendations will be presented to the City Council for final approval and determination of awards in December 2025.
- After Council's final determination of awards, staff will consult with representatives of approved projects to develop and execute contracts for the allocated award amounts.

City Council discusses and adopts goals and priorities the LTAC are encouraged to consider when making award recommendations. Applicants should also consider how their projects align with these goals when applying for the lodging tax funding. Links to the City Council goals for the 2026 award year can be found on the Lodging Tax Grant page of the City's website.

The following is the anticipated schedule for the 2026 grant cycle:

Lodging Tax Grant Funding Release	September 2, 2025
Application/Proposal Submission Deadline	4 pm September 30, 2025
Proposal Packets finalized for Lodging Tax Advisory Committee	October 17, 2025

Lodging Tax Advisory Committee (LTAC) Meeting
(applicant presentations, award recommendations
determined)

October 29, 2025

Administrative Report to City Council regarding LTAC
recommendation

November 18, 2025

City Council Motion Consideration for 2026 awards

December 16, 2025

Grant Agreement Contracts completed

January 2026

Period of Performance

January 1 - December 31, 2026

Post-event/Project reporting due (must accompany final
reimbursement request)

Dates vary – no later than
January 31, 2027

TECHNICAL ASSISTANCE WORKSHOPS

REGISTER NOW! The City of Spokane Valley is offering two Technical Assistance Workshop sessions to support prospective applicants and other stakeholders interested in the Lodging Tax Grant.

If you need additional assistance or simply wish to learn more about the Lodging Tax funding process, please plan to attend one of these technical workshop sessions. These sessions will include virtual training and Q&A related to the application process and provided on the following dates:

- Wednesday September 10, 2025, 10:00 am: Technical Workshop #1
- Tuesday September 16, 2025, 1:00 pm: Technical Workshop #2

Please see “**Step 3**” on the Lodging Tax Grant funding page on the City’s website at <https://spokanevalleywa.gov/190/Grant-Funding-Opportunities> to register and attend a virtual training session.

Please contact Sarah Farr, Accounting and Finance Program Manager at sfarr@spokanevalleywa.gov or 509-720-5041 with questions.

The City of Spokane Valley in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability in all programs and activities. This material can be made available in an alternate format. Further, the City can also arrange alternative submission procedures as needed. For more information or to request such alternatives, please email John Whitehead, Human Resources Director, at jwhitehead@spokanevalleywa.gov or call 509-720-5111.