



City of Ritzville – Request for Applications

Ritzville Visitor Impact Grant Fund – 2027

Application Deadline: October 13, 2027 by 11:59pm, via online form at

[Ritzville Visitor Impact Grant Fund Year 2027 – Fill out form](#)



More information: <https://www.cityofritzville.com/visitorimpactfund>

Purpose

The City of Ritzville is seeking applications for the 2027 Ritzville Visitor Impact Grant Fund. This program provides financial assistance to projects, events, and activities that enhance tourism, promote the local economy, and create a positive impact on visitors to Ritzville. Funding is intended to support initiatives that align with the City's mission to increase tourism-related revenue and improve the visitor experience.

Funding is provided from a four percent tax on charges for overnight lodging in the City of Ritzville (2% is considered a basic hotel/motel tax and the second 2% is a credit against the sales tax that lodging establishments collect).

State Law Defining the Use of Lodging Tax

The Washington State Legislature enacted changes to the laws governing the use and reporting of lodging tax revenues with the passage of ESHB 1253 in the 2013 legislative session. These changes, in part, established requirements for reporting information on the use of lodging tax which have been incorporated into the Lodging Tax/Tourism Promotion application. Revised Code of Washington (RCW), Chapter 67.28 'Public Stadium, Convention, Arts and Tourism Facilities' provides detailed information about the use, award, and reporting of tourism funds.



Important Terms Relating to RCW 67.28:

Tourism: economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

Tourism promotion: activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.

Tourism-related facility: real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: Owned by a public entity; owned by a nonprofit organization described under section 501(c)(3) or owned by a nonprofit organization described under section 501(c)(6) of the federal revenue code, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and used to support tourism, performing arts, or to accommodate tourist activities.

Eligible Applicants

Applications are open to:

- Nonprofit organizations
- Business organizations
- Chamber of Commerce
- Marketing Destination Organization
- Governmental entities

Applicants must be able to carry out the proposed project within the awarded budget and comply with all program requirements

Eligible Uses of Funds

Grant funds may be used for activities or projects that:

- Attract visitors to Ritzville
- Promote tourism-related activities and events
- Support and enhance facilities, infrastructure, or services that improve the visitor experience
- Support marketing and advertising campaigns designed to attract tourists

Examples include:

- Event promotion and advertising
- Visitor amenities (e.g., signage, public art, wayfinding)
- Facility improvements that directly benefit tourism
- Tourism-related educational or cultural programs



Funding Details

- Total available funding is subject to City budget approval.
- Grant amounts may vary depending on the scope and impact of the proposal.
- Funds will be awarded on a competitive basis, and partial funding may be offered.
- All awarded funds must be used within the grant year.

Application Requirements

Applicants must submit a complete proposal via the online form. A thorough and specific project budget must be submitted via email to: julie.flyckt@ritzville-wa.us. For organizations without a well-defined budget, a budget template budget is provided for your convenience.

Online form outlines (* denotes required information):

i) Organizational Information

- a. Organization Name*
- b. Project Title*
- c. Organization Website
- d. Contact Person Name & Title*
- e. E-mail*
- f. Phone*
- g. Address* (Street, City, State, Zip)
- h. Is this a joint application? (Additional consideration will be given to proposals that are collaborative between organizations. Include letter of support or memorandum of understanding. Please email document to julie.flyckt@ritzville-wa.us).

ii) Organization Overview

- a. Year organization established
- b. Type of organization
- c. Staff/board/volunteers (Please list current key individuals who run the organization as well as any other relevant staff or volunteers who will be assisting with the proposed project.)

iii) Project Proposal

- a. Proposed Project - Brief Summary*
- b. Tourism Promotion (Please describe how this project meets the basic state and city requirements for tourism promotion. Please include how it will promote a positive image for the city, will attract visitors, build new audiences, and encourage tourist expansion.



Please include any information on how it would increase awareness of the city's amenities, history, facilities, and natural environment). *

- c. Attendees (Estimate the number of attendees this event will bring). *
- d. Sustainability (Explain how this project will create long-term sustainability, whether through the program itself, by supporting economic growth in the community, or by ensuring ongoing use and benefit for residents and visitors [such as through capital projects])
- e. Overnight Stays (Explain how it will increase the number of people staying overnight, traveling more than 50 miles, or coming from another state or country. *)
- f. Benefit to the City (please describe how this project will benefit the citizens of Ritzville) *
- g. Community Support (please describe the project broad based city appeal or support along with any evidence of need for this project within the City of Ritzville) *
- h. Partnerships (Additional consideration will be given to collaborative projects within the community) Please describe what kind and degree of partnership this project exhibits if any. Please include a list of partners working on this proposal. *
- i. Management Capabilities (Please describe how you have demonstrated an ability to successfully complete projects through effective business practices in the area of finance, administration, marketing, and production. Please include any relevant administrative credentials of paid or volunteer staff or individuals.) *
- j. Marketing Plan (Please describe your marketing plan for this project) *
- k. Project timeline (All projects must be completed within a one-year period). Will this project be completed prior to December 21, 2027? *

iv) Organizational Assurances

- a. I understand these funds are given on a reimbursement basis and require accurate documentation and reports to receive the reimbursement. (Itemized receipts and board approved minutes. Detailed reimbursement guidelines will be provided with award letter).*
- b. I understand that if funds are awarded, the City of Ritzville has full access to all documentation and financial records for this project, and the organization is subject to audit by the City of Ritzville at any point in time. *
- c. I certify I am able to apply for funds on behalf of my organization. *
- d. I have emailed a detailed copy of the project budget and if applicable, any letters of support to: julie.flyckt@ritzville-wa.us
- e. By submitting this form, I agree that all information provided in this form is true and correct to the best of my knowledge and that our organization has proper internal controls to ensure proper use and accounting of funds. *



Evaluation Criteria

Applications will be evaluated based on:

- Tourism Impact - Demonstrates clear potential to attract visitors and generate tourism-related spending in Ritzville. (up to 25 points)
- Alignment with City Goals - Aligns with the City's mission to improve the visitor experience and promote local economic growth. (up to 20 points)
- Project Feasibility - Realistic timeline, budget, and plan to execute the project successfully. (up to 20 points)
- Cost Effectiveness - Demonstrates efficient use of funds and potential for strong return on investment for tourism. (up to 15 points)
- Sustainability and Long-Term Benefit - Potential to provide ongoing benefits beyond the grant year. (up to 10 points)
- Organizational Capacity - Applicant's experience, skills, and resources to deliver the project successfully. (up to 10 points)
- Collaborative Applications - Demonstrate collaborative efforts with other organizations that will support and enhance tourism facilities and activities. (10 points added for joint collaborative applications).

Post-Award Requirements

Award recipients must:

- Sign a funding agreement with the City of Ritzville;
- Submit a final report documenting project outcomes and how funds were used;
- Provide copies of promotional materials, if applicable; and
- Acknowledge City of Ritzville's support in all advertising and media.

How to Apply

Completed applications must be submitted to the City of Ritzville via online application. Budget and if applicable, letter of support should be emailed to: julie.flyckt@ritzville-wa.us. Incomplete applications will not be considered.

Organizations may be asked to provide a presentation or complete an interview prior to being offered funding on a case-by-case basis.



For questions or additional information, contact:

City of Ritzville

Julie Flyckt, Clerk-Treasurer

(509) 659-1930

julie.flyckt@ritzville-wa.us

Information Session

The information session is for applicants to learn about the new application process, eligibility requirements, reporting, and answer questions.

Date: Friday, September 25th

Time: 4:00pm

Location: Ritzville City Hall and available online via Zoom.

Speakers: City Council Member Brooke Scheel and Clerk-Treasurer Julie Flyckt

Zoom Call Information

1-253-215-8782 United States Toll

Meeting ID: 273 377 5980

Passcode: 1930

View Meeting Online:

<https://us02web.zoom.us/j/2733775980?pwd=SU14WTVqdGJpYnVMeEYzV1pJOEFOQT09&omn=82495171804>