



**Olympic Peninsula Visitor Bureau
Tourism Enhancement Fund 2021
Grant Application Cover Sheet**

Received by OPVB:

Initials: _____ Date: _____
Grant Amount Awarded: _____

Project/Event Title:	
Submitting Organization:	Federal Employer ID# (if applicable)
Location of Project:	Date of Event or Project Completion:
Project/Event Director:	Title:
Mailing Address:	
Telephone:	Fax:
E-mail Address:	
Amount Requested from Tourism Enhancement Fund:	
Use of Requested 2021 Funds (check one): _____ Tourism Promotion/Activity _____ Tourist-related facility	
Have you applied for an OPVB Tourism Enhancement Grant in the past? If Yes, list all past years applied:	
Do you plan on applying for another OPVB grant in 2021? _____ Yes _____ No	

Please send one (1) original and four (4) copies of your application. (Use either staples or paper clips only please.)

Include the following information in your narrative and check off the items on this list:

- _____ 1. Summary of the project/event. (Include location and date, if applicable.)
- _____ 2. Description of how project/event will attract overnight destination guests. Must include estimates of the following:
 - Number of attendees/participants (overall)
 - Number of tourists who will travel more than 50 miles for the event/activity
 - Number of overnight tourists staying in paid accommodations
 - Number of overnight tourists staying in non-paid accommodations (i.e. staying with friends or family)
 - Number of attendees/participants from another country or state outside their place of resident or business
 - Number of paid lodging room nights resulting from your event/activity
 - Describe how these estimates have been determined.
- _____ 3. List of key personnel on project/event committee.
- _____ 4. Proposed project or event budget showing revenue/expenses.
- _____ 5. List of other agencies' grant funds are being requested of and the amount.
- _____ 6. Itemized list of how these grant funds will be used in project/event.
(Include distribution, publication and target market information, if applicable.)
- _____ 7. If full funding is not awarded, how will you modify your proposed tourism promotion?
- _____ 8. Describe how you will ensure your project/event will meet State and local COVID-19 health and safety protocols.
- _____ 9. Proof of liability insurance.

Notification of acceptance will be sent to the Project/Event Director at the above address. Please refer to the program outline for application requirements and project/event criteria.

We have read and understand the terms and requirements of this program and agree to fulfill our obligations in accordance with same should this application be selected for funding.

Signature:

Signature - Project/Event Director

Date

Mail/deliver application materials by 5:00pm local time on the due date to:

OPVB, PO Box 670, Port Angeles, WA 98362. (618 S. Peabody St. Suite F, Port Angeles, WA 98362)

Call the OPVB office at 360-452-8552 or email director@olympicpeninsula.org with any questions.