

STATE OF WASHINGTON TOURISM

Technical Assistance Grant

Frequently Asked Questions

This document addresses frequently asked questions (FAQ) associated with the Technical Assistance Grant. For questions about eligible/ineligible expenses and the application portal, contact Matthew Ozuna at matthew@stateofwatourism.com. Additionally, please watch the [info session on the Technical Assistance Grant](#).

Funding for destination planning and development efforts is made possible through a federal grant from the Economic Development Administration, awarded to State of Washington Tourism by the Washington State Department of Commerce to help the tourism industry recover from the COVID-19 pandemic, and intended for rural and underserved communities.

How much funding is available for this grant program and how many projects will it support?

- This year, the total funding available for the Technical Assistance Grant is \$75,000. The number of projects supported by this grant program will depend on many factors. Furthermore, SWT reserves the right to award grants totaling less than the available funds in the program budget, award a different amount than is requested in a grant application, make changes to the grant criteria, or cancel the grant program in its entirety.

Who can apply for the Technical Assistance Grant?

- Local governments, tribes, chambers of commerce, destination organizations, and other nonprofit organizations that support travel and tourism are welcome to apply for this grant.

Where do I find the State of Washington Tourism wizehive application portal link?

- *New Wizehive organization domain url:* Effective 5/20/24, the State of Washington Tourism Wizehive domain address has been updated to the new organization domain found at <https://state-of-wa-tourism.wizehive.app/organization/programs>. Please add a bookmark in your browser with this new domain.

When is the application period?

- SWT will accept applications for the Technical Assistance Grant between Feb. 13 - March 15, 2025 via an [online portal](#). Once submitted, SWT staff will review grant applications for minimum qualifications. Next, a review committee of industry experts will evaluate the leading applications. Finally, SWT will notify award recipients by

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April 14 via email. SWT can provide feedback for applicants denied grant funding per their requests.

Is an organization allowed to submit more than one application per grant program?

- Yes, an organization can submit more than one application per grant program, but in order to differentiate these applications in the review process, organizations will need to create within their WizeHive account a different Org Profile for each application per grant program (e.g., Org Profile name for differentiation: Org Name-Secondary Account). Please refer to the [WizeHive Applicant Portal User FAQ](#) for directions on how to create a New Organization Profile.*Remember to use the “Create New Organization” button under the “Or” and above the “Back” button. Do not use the “Create Using Guidestar” button.
- The grant platform is not set up to allow you to submit more than one application for the same grant program under the same email address, and you will need to invite/add another organization member/email address to your Organization Profile prior to creating the additional Org Profile for other applications.
- If submitting more than one application per grant program, the applicant should designate their priority project in the first answer of the “Application Questions” field.

Can a nonprofit organization be fiscally sponsored?

Yes, a recognized WA nonprofit organization that supports travel and tourism may submit an application through a Fiscal Sponsor. Please refer to the [Fiscal Sponsor - Application and Responsibilities FAQ](#) prior to the application process. The Fiscal Sponsor will be responsible for completing and submitting the grant application. If selected, the Fiscal Sponsor will be considered as the Grantee and will assume all financial, accounting, and reporting responsibilities associated with the grant award contract, including submitting contract approval forms.

Can a Fiscal Sponsor submit an application for these grant funds for a for-profit business?

No, an application is not eligible to be submitted by a Fiscal Sponsor for a for-profit business.

What is the timeline for completing the project?

- Grant funds must be expended by Nov. 30, 2025.

When will I be able to apply for this grant program again?

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- Subscribe to the [industry newsletter](#) for updates regarding this and other grant programs from SWT.

What are the maximum and minimum grant requests for this grant program?

- The maximum request for the Technical Assistance Grant is \$15,000. There is no minimum request for this grant.

Does SWT require a match for this grant program?

- Though not required for the Technical Assistance Grant, applicants are strongly encouraged to match a portion of their grant requests with cash or in-kind contributions.

What are a few examples of a cash match for this grant?

- A cash match could be a community grant, fundraising monies, membership dues, or donations from a philanthropist, etc.

Can you provide an example of an in-kind contribution for this grant?

- An example of an in-kind contribution for this grant could have to do with strategic planning for digital marketing where one volunteer donates his time and expertise toward the website design component of the strategic planning and another volunteer donates her time and expertise to search engine optimization.

Can project administration time be included as a non-cash, in-kind contribution by staff?

- No; however, the donation of time by non-staff members for project administration is considered an in-kind contribution.

How do I calculate the value of volunteer hours as an in-kind contribution for my grant application?

- Yes, volunteer hours qualify as in-kind contributions toward your match. Some communities in the State of Washington have codified the value of a volunteer hour, while others have not. If your community has formally adopted the value of a volunteer hour for local programs and policies, please provide evidence of such a case. For other communities in the state without this provision, please refer to the latest edition of the [Value of Volunteer Time](#) report by Independent Sector.

Are there any stipulations that applicants must follow when working with contractors for this grant?

- Yes, tourism stakeholders should express an intention to seek contract work from a third party **without naming a vendor**. When describing the work, applicants should specify deliverables and the desired qualifications of vendors.

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Applicants must also abide by the following stipulations as outlined by the Washington State Department of Commerce:

If a micro-purchase (up to \$10,000)

- The price is reasonable based on research, experience, purchase history, or other information and must be documented.
- For professional services, Commerce recommends creating a contract to ensure deliverables will not exceed \$10,000 as a best practice.

If a small purchase (\$10,001 - \$30,000)

- Quotes were obtained from at least three sources.
- The price is reasonable based on research, experience, purchase history, or other information and must be documented.
- The purchase limit can reach \$40,000 if using a certified small or veteran-owned business as outlined in [RCW 39.26.010\(22\)](#).

For purchases above \$30,000 (or \$40k if using a certified small or veteran-owned business), applicants will need to follow the federal procurement process outlined in [2 CFR 200 procurement](#).

Applicants awarded grant funds must submit all contracts/contractors involved with each project to SWT for review and approval. Contractors must be billed on a reimbursement basis after services are rendered. If applicable, some eligible expenses can only be covered at [OFM reimbursement rates](#).

What are some examples of eligible and ineligible expenses for this grant?

- Grant funds from SWT should not pay for staff salaries, debt, or interest payments associated with eligible projects. If applicable, some eligible expenses may include lodging, mileage, and meals (no alcohol) for vendors. Contact SWT if there is any doubt regarding eligible or ineligible expenses for your grant project.

What reporting requirements will the grantee be responsible for?

- Grantees must submit two reports (an interim and a final evaluation) and comply with quarterly check-in meetings for the duration of the grant project. If awardees fail to submit an evaluation, their consideration for future grants may be adversely affected.

The project evaluation should include:

- A final budget
- Proof of spending
- Vendor tax forms (W-9)
- Photos, deliverables, key findings
- A written account of how the grant funds were used and their impact on travel and tourism in the State of Washington.

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How will my grant application be evaluated?

- A review committee of industry experts will evaluate the leading grant applications based on the following criteria and award funds according to the guidelines below. Letters of support will also be considered in addition to a well-planned project timeline and budget. Applicants should be mindful of word limits and deadlines.

Evaluation Criteria for Technical Assistance Grant

- Detailed proposal (e.g., timeline, partners, budget summary, etc.) (35%)
- Strategic application to travel and tourism (25%)
- Statement of need (20%)
- Project incorporates safety and security, accessibility and inclusion (10%)
- Ratio of anticipated matching funds or in-kind contributions (5%)
- Ability to comply with all reporting requirements (5%)

How do I change/update my grant proposal?

- SWT must approve any significant refinements, clarifications, modifications, or other changes to grant proposals. Grantees must submit these changes in writing and promptly for review by SWT. Changes to a grant proposal may result in the forfeit of grant funds.

What does the awardee do with unused grant funds?

- The awardee must return any unused grant funds to SWT. Any grant funds not used as approved shall be returned to SWT according to the grant contract.

As an awardee, will I receive these grant funds as a reimbursement?

- Not necessarily. SWT can release the grant funds as a lump sum to awardees upon approval of their grant application and contract. When paying subcontractors, this must occur on a reimbursement basis after services are rendered.

Can grant funds be used retroactively to pay for an earlier phase of my grant project?

- No.

Do contractors need to be from Washington?

- No, but they must have an active WA UBI (WA business license). If the contractor is not located in Washington State they still need to obtain a WA UBI, and you must ensure all funds are only going to be spent on projects located in Washington.

IMPORTANT GRANT APPLICATION SUPPORTING DOCUMENT INFORMATION:

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What upload is needed in the UEI# registration “Supporting Document” question?

- To receive these federal funds, all applicants must have a **registered** UEI#. Just having a UEI# is not enough, applicants need to register their UEI# and receive an “Active” Registered UEI# confirmation to upload for this question. Applicants should start this registration process right away. According to SAM.gov, the process can take up to 10 days but may take longer to receive “Active” UEI# Registration confirmation.

Users can view their UEI# entity record via SAM.gov to see if it is a **registered** UEI#. Here is the Sam.gov contact number for further assistance on UEI registration information: 866-606-8220.

Confirmation of an active UEI# registration status needs to be uploaded into the online application portal.

The following SAM.gov screenshot serves as an example of the necessary documentation. The purpose of registration will be “Federal Assistance Awards Only” or “All Awards”.

The screenshot shows the SAM.gov logo at the top left. Below it is a black bar with the text "Entity name will appear here." in white. The main content is a table with three columns: DUNS Unique Entity ID, SAM Unique Entity ID, and PAGE / NCAGE. The first two columns have redacted values. The third column shows "PAGE / NCAGE" and "Expiration Date Jun 4, 2022". Below the table, there are sections for "Purpose of Registration" (Federal Assistance Awards Only), "Physical Address" (redacted), "Mailing Address" (redacted), and "United States". At the bottom, there is a section for "Business Information".

DUNS Unique Entity ID	SAM Unique Entity ID	PAGE / NCAGE
[REDACTED]	[REDACTED]	[REDACTED]
Purpose of Registration Federal Assistance Awards Only	Registration Status Active	Expiration Date Jun 4, 2022
Physical Address [REDACTED]	Mailing Address [REDACTED]	
United States	United States	

Business Information

What upload is needed in the EIN Verification Letter “Supporting Document” question?

- Applicants must provide proof of their Employer Identification Number (EIN) from the IRS in the form of a verification tax-exempt number (determination) letter to prove their status as a “tax-exempt” entity. For more information on EIN verification (determination) letters, contact the IRS Tax Exempt and Government Entities Customer Account Services (877-829-5500).

What upload is needed in the UBI Confirmation “Supporting Document” question?

- Applicants must submit their Unified Business Identifier (UBI) confirmation (current business license). [For UBI information visit the Washington State Department of Revenue website.](#)