



Redmond Tourism

Program Grant Application

Fiscal Year 2026

Funding for this grant program comes from the Redmond zone of the Bellevue Redmond Tourism Promotion Area, supported by revenues collected through nightly hotel fees. Prioritization will be given to events that take place from September through May.

Grant Application: Business Information

1. **Business Legal Name** _____
Enter your business legal name as shown on your Washington State business license or registration. Sole Proprietors will enter their own name here.
2. **Business DBA, if applicable (“Doing Business As”)** _____
Enter your “Doing Business As” tradename if different from your business legal name.
3. **Primary Contact Name** _____
4. **Business Address** _____
5. **Business City** _____
6. **Business State** _____
7. **Business Zip Code** _____
8. **Primary Contact’s Phone Number** _____
9. **Website (if applicable)** _____

Grant Application: Project Information

10. Project or Event Name: _____

11. Brief Description of Project or Event:

Provide a brief summary of the event or initiative you plan to host. Be sure to describe how it will attract visitors to Redmond and increase overnight hotel stays.

12. Dates of the Project:

List the specific period dates (months/days) during which the event or initiative will occur.

13. Estimated Number of Paid Overnight Stays:

Provide an estimate of the number of paid hotel nights you anticipate generating during as a result of your event, including an estimate of the number of visitors and how many of them will require hotel accommodations.

14. Projected Number of Hotel Rooms to be Booked:

Provide the number of rooms you estimate will be booked in Redmond hotels as a result of your project.

Grant Application: Economic Impact

15. Estimated Impact on Local Businesses:

Describe how your project will positively impact other local businesses, including restaurants, retail stores, and entertainment venues, during the event period.

16. How does the project align with Redmond's tourism goals?

Explain how the project supports Redmond's tourism initiatives and helps build year-round visitation to the city, particularly during non-peak times.

Grant Application: Budget Information

17. Total Amount Requested:

Enter the amount you are requesting (maximum of \$10,000).

Note: This amount should be directly related to the project's cost and needs.

18. Budget Breakdown:

Provide a detailed breakdown of how the funds will be used, such as for marketing, event logistics, transportation, or any other relevant expenses.

Grant Application: Additional Information

19. Previous Tourism Program Grants (if applicable):

Have you previously received funding from the Redmond Tourism Promotion Area? If yes, please provide a brief description of the project, the amount received, and its outcome.

20. Project Goals and Success Metrics:

Describe how you will measure the success of your project. What are your goals for the event? How will you track attendance, hotel bookings, or other indicators of success?

21. Support Materials (if applicable):

Include or attach any supplementary materials that may help clarify your project, such as promotional materials, event flyers, or letters of support from other community stakeholders.

Grant Application: Signature

Please Note: By entering data into the next fields (Name, Title, Phone Number, Email) you are:

1. Representing that you are an officer or other agent duly authorized to enter into legally binding agreements for the applicant.
2. Agree to submit this grant application in an electronic form, which shall be bound by its contents as an electronic transaction.

3. Agreeing that your insertion of data into these following fields constitutes an electronic signature:

Name _____

Title _____

Phone Number _____

Email _____

Grant Application: Certification

☐ By checking this box I certify that the information provided in this application is accurate to the best of my knowledge. If awarded the grant, I agree to comply with all program requirements and submit any required follow-up reports or documentation.

Applicant Signature: _____ Date: _____

Submission Instructions:

Please submit your completed application form along with any supporting documents to the following:

By mail:

OneRedmond.
ATTN: Audrey Fan
8383 158th Ave NE
Suite 225
Redmond, WA 98052

By Email:

Use Subject Line: Tourism Promotion Grant Application

Send to: tourism@oneredmond.org

Applications are accepted all year based on fund availability. We will evaluate your application and reply to you within 90 days of our receipt of your application by email.