



City of Poulsbo

2026 Poulsbo Tourism Grant Timeline

2026 Dates	Action Item
January 15	Deadline for LTAC 2025 awardees to submit their final claim
April 8	Determine if LTAC representatives would like to stay on for the 2027 cycle, otherwise promote openings
May 6	Applications for any available 2027 LTAC representative openings are due
May 29	City staff estimate 2027 grant funding
June 5	Council reviews and concurs with the proposed representatives for the 2027 LTAC cycle
June 17 (updated)	LTAC meets to determine application weighting guidelines for the 2027 cycle
June 26	Applications open for the 2027 Poulsbo Tourism Grant cycle; weighting guidelines posted online
September 3	Deadline to submit 2027 Poulsbo Tourism Grant applications
September 10	Applications sent to LTAC for review
September 30 (Updated)	Selected applicants present to LTAC
October 15 (Updated)	LTAC deliberates on applications and determines award recommendations
November 4	City staff presents the 2027 LTAC recommendations to the City Council Staff to email award applicants links to the deliberations after November 4.
December 30	Award letters and grant agreements are emailed to successful applicants

The completed Poulsbo Tourism Grant Quarterly Report must be submitted to the city by the second Friday after the quarter's end to share data and receive reimbursement. Award winners must submit an annual report to the City to receive their final reimbursement.

1. Q1 purchases from 1/1/2026 – 3/31/2026: Claims due by, Mon, April 13, 2026
2. Q2 purchases from 4/1/2026 – 6/30/2026: Claims due by, Mon, July 13, 2026
3. Q3 purchases from 7/1/2026 – 9/30/2026: Claims due by, Mon, Oct 12, 2026
4. Q4 purchases from 10/1/206 – 12/31/2026: Claims due by, Mon, Jan 11, 2027