



Port of Port Angeles Community Partner Program Application

The Port of Port Angeles' 2026 Community Partner Program offers matching funds of up to the amount established during the annual budget process for use in eligible economic development projects, education projects and workforce training, community events, tourism promotion projects, and environmental stewardship programs in Clallam County. Annually, the Commission's goal is to utilize 4% to 5% of the Port's property tax revenue to benefit the citizens of Clallam County. To be eligible, the applicant must be a public or non-profit group or an incorporated or unincorporated small city of no more than 10,000 residents. **Each applicant's request will be limited to \$10,000 or less.** Port-sponsored events or projects promoting Port facilities or the Port's mission will be part of the Port's operating budget rather than being included in this program.

Definitions

Community Event: A community event is a local event or activity that may attract non-Clallam County residents. A community event must provide the Port with an opportunity to educate and market itself to the event attendees.

Education Project and Workforce Training: An education project will identify, evaluate, and/or provide exposure to local needs and opportunities in the areas of workforce training, vocational outreach, and/or career education for Clallam County residents in manufacturing and the skilled trades. A workforce training project may include occupational job training and placement, job advancement and job retention, pre-apprenticeship training, or occupational programs associated with the local economy and development. Such programs may be operated by either non-profit, private, or public entities. Although the Port is authorized to work with private entities for workforce training, the Community Partner Program is currently limited to governmental agencies and non-profit organizations.

Economic Development Project: An economic development project promotes the creation and/or retention of jobs and the growth of household incomes in Clallam County by developing new industries and trades or expanding existing ones, including those that rely on the use of Port properties and facilities.

Environmental Stewardship Project: An environmental stewardship program promotes environmental improvements through projects such as watershed management and habitat protection (RCW 35.21.278). Environmental stewardship projects require, by statute, a 3:1 cost-share match by the applicant. A match may include, but is not limited to, volunteer time at a predetermined rate (including participants' time), in-kind donations, and cash donations or grants acquired during the project. The Port has restricted this program to the following qualifying applicants: Non-profit and Tribal entities only.

How It Works

As stated in the introduction, the Board of Commissioners determines the available funds for the year.

For 2026, there will be \$25,000 total funds available for all applications, with no more than 25% of the that to be awarded to environmental stewardship projects.

The application window will open on January 1, 2026 and will run through the calendar year. All applications must be \$10,000 or less. Following the solicitation period, the Port shall perform a “pre-screening” of the applications, ensuring the application is complete and that supporting documentation is attached if necessary. Port staff may reject incomplete applications or applications that fail to meet the legal requirements set forth for port districts in RCW 53.08.245, RCW 53.08.255, RCW 53.08.260-.270, RCW 53.08.420, and RCW 35.21.278.

Port staff will forward all eligible proposals to the Board of Commissioners on the next regularly scheduled commission meeting following receipt of the application. The Board will then award funds based on the proposals meeting the above definitions and the funds' availability. **The awards will be determined as applications are received, but no later than the first Commission meeting in December.** The number and value of individual awards may vary from year to year depending on the selections by the Board of Commissioners, available funds, and the proposals submitted. Each successful applicant will then have until the end of the 2026 calendar year to spend the project money and submit supporting documentation to the Port of Port Angeles for reimbursement. If funds are needed in advance, the applicant must appoint a fiscal agent to pre-pay the funds to the applicant or the vendor.

Guidelines

1. Projects must provide a direct link to economic development, education and workforce training, community events, and environmental stewardship programs as defined above.
2. Applicants **must** limit their request for funds to **\$10,000 or less**.
3. Applicants **must** document the needs/benefits of their project. For example, in the education project and workforce training category, documentation could demonstrate the need for vocational outreach to local schools about the skilled trades.
4. Projects deemed most “ready-to-go” or that fill a needed funding gap shall receive preference. For example, if project funding helps to secure additional funds from the public or private sector, the project would receive preference.
5. A minimum 1:1 cost-share match by the applicant is preferred for all categories except environmental stewardship projects. The match does not necessarily have to be local dollars; in-kind contributions will be considered. Matching funds must be firmly committed and documented as part of the application.
6. For the environmental stewardship project category, applicants must provide a minimum 3:1 cost-share match.
7. Matches may include volunteer time at a predetermined rate (including participants’ time), in-kind donations, and cash donations or grants acquired during the project.
8. Reimbursement by the Port is based on actual expenses documented by the applicant through paid invoices. Proof of payment must be submitted with the invoices. All payments will be made to the organization or group requesting the funds or a fiscal agent appointed by the organization or group.
9. Projects should be consistent with the applicant’s and/or Port’s mission and/or strategic plans.
10. Projects must be within the port district's legal and statutory authority*.
11. Following award notification, an interlocal agreement with the Port of Port Angeles may need to be executed.
12. Applications for financial support for the ongoing operations of the applicant will not be considered.
13. Once the project is complete, a 3-minute presentation to the Port Commission at an open public meeting may be required.
14. **Preference may be given to applicants who have not previously received two (2) consecutive years of Community Partner Program funds.**

Instructions

15. Preference will be given to applicants who have not received Lodging Tax Advisory Committee (LTAC) funds for their project.

1. Please type or legibly print your responses on the Community Partner Program Application.
2. Answer each question in the space provided. If more space is needed, either extend the page length or add additional pages.
3. Attach supporting documents for your project i.e., budget, quotes, plans, etc.
 - a. If an entity is a non-profit, please attach form 990.
 - b. Committed matching funds for the project must be documented in writing and submitted.
4. Sign and date the application.
5. Send the completed application to the Port of Port Angeles, PO Box 1350, Port Angeles, WA 98362, or email it to katharinef@portofpa.com.
6. Call or email Katharine Frazier at (360) 417-3455 or katharinef@portofpa.com with any questions relating to the information and instructions above.

**As a special purpose district governed by state law, investments by the Port of Port Angeles must adhere to the legal requirements outlined in Title 53 of the Revised Code of Washington (particularly RCW Chapter 53.08 and Section 53.08.245). Additionally, the Port is bound by the Constitution of the State of Washington. Articles VIII, Sections 5 and 7 prohibit the Port from loaning or gifting state funds, property, or credit.*

Community Partner Program Application

Organization

| | | | |
|--|---------|---|----------------|
| Organization Name: | | | |
| Address: | | | |
| City: | County: | State: | Zip Code: |
| Website: | | Organization Legal Status, ie 501(c)3 or 107(c)(1): | |
| Organization/Representative/Contact: Name and Title: | | Phone: | Email Address: |
| Has your organization received funding from the Community Partner Program before? When, how much and what for? | | | |

Project Information

| | | | |
|--|-----------|--|---------------|
| What category does your project represent? (Check the box below) | | | |
| Economic Development | Education | Community Event | Environmental |
| Title and Brief Description of Project: | | | |
| Firm Financial Commitments to Date: Source | | Total Project Cost: | |
| Amount Requested from the Port of PA: | | Has your project received LTAC funding? If so, how much? | |
| Port Funds: Specifically, how would you use the Port's funding? | | | |

Need

Why is this project important for economic development in Clallam County? How is this project consistent with the communities and/or Port's strategic/comprehensive plans? Attach and reference relevant plans, if applicable.

Approach

Describe the plan for implementation of this project. When would you need the funds? What is the timeline for completion?

Signature

| | |
|---------------|-------|
| Printed Name: | Date: |
| Signature: | |