



MAINE TOURISM MARKETING PARTNERSHIP PROGRAM (MTMPP)
ENTERPRISE MARKETING GRANT – FY22/CY2

APPLICATION CHECKLIST

Applicants are required to provide the following:

- ✓ Brief history/overview of your organization and its mission; include local/regional collaborations with other organizations that will support and enhance the impact of your project and how the organization plans to sustain the project after grant funding.
- ✓ Complete **Marketing Plan** for project(s) including:
 - Marketing Goals and Objectives that can produce measurable results
 - Target Audience/Markets
 - Detailed Marketing Tactics & Rationale
 - Complete Budget including sources of all cash & in-kind match
 - Project Timeline
- ✓ List of current board of directors with contact information. Municipalities must provide a list of selectpersons or city council members
- ✓ Three (3) letters of support. At least two (2) letters must be from businesses who can speak to their anticipated benefit from the project. Letters cannot be from current board members.
- ✓ Letter of acknowledgement from your Regional Destination Marketing Organization (RDMO). For a list of RDMO representatives visit: MOTPartners.com/partner-organizations/
- ✓ Completed [State of Maine Substitute W-9 & Vendor Authorization Form](#)
- ✓ Brief letter to MOT, stating your organization is prepared to accept the incorporation of “Rider B” attached hereto, in the final service contract. [Tourism Enterprise Grant Rider B](#)

Questions?

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