



MAINE TOURISM MARKETING PARTNERSHIP PROGRAM (MTMPP)
TOURISM ENTERPRISE MARKETING GRANT
FY 2022 Cycle 2 - Handbook & Guidelines

The Maine Tourism Marketing Partnership Program (MTMPP) was created to assist with the implementation of **marketing programs** designed to stimulate and expand Maine’s travel and tourism economy by coordinating the promotional efforts of the private sector with those of the Maine Office of Tourism (MOT) and [Regional Destination Marketing Organizations \(RDMO\)](#). Qualifying organizations must be a Maine non-profit, municipality or tribal government.

The **MTMPP Enterprise Marketing Grant** supports tourism marketing projects aimed at increasing visitation to the applying destination. Tourism Enterprise Marketing Grant Applications are accepted for a minimum amount of \$2,500 and a maximum amount of \$10,000.

Apply online at MOTPartners.com/marketing-grants

Additional Resources:

[MOT Partners Website](#)

[Maine Tourism Region Contacts](#)

[MOT Annual Plans & Reports](#)

[Maine Tourism Regions Map](#)

[Maine Tourism Region Websites](#)

CYCLE 2

Thursday, November 18, 2021	2pm - Tourism Enterprise Grant Applications Due
Week of December 6	Tourism Enterprise Grant Awards (January 1, 2022 Contract Start Date)
	A progress report will be due to the MOT mid-way through your grant project along with a final report due within 30 days of contract end date.
	Grant contracts are awarded for a maximum 1-year period.

GRANT ELIGIBILITY

- Organizations must create an [online account](#) 14 days prior to the grant deadline. If you have previously registered for an account, you must log-in to update your account 14-days prior.
- Organizations must be a Maine municipality, tribal government, Maine-based 501C3 or C6 or L3C.
- Organizations previously awarded MTMPP grant funding may not apply for a period of 12 months after the completion of their previous MTMPP Final Grant Report.

- Projects must be tourism focused by attracting visitors residing fifty miles or more from the destination.
- Events applying for this grant may not occur within 90 days of the grant contract start date (January 1, 2022).
- Organizations must be in good standing as of application deadline with the Secretary of State (not applicable for municipalities) <https://icrs.informe.org/nei-sos-icrs/ICRS>
- A previous unsatisfactory grant history, for any reason, could immediately disqualify a grant application.

REQUIRED DOCUMENTS

All 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 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: <https://motpartners.com/partner-organizations/>
- ✓ Completed State of Maine Substitute W-9 & Vendor Authorization Form https://www.maine.gov/osc/sites/maine.gov.osc/files/inline-files/vendor_ME_W9v5.pdf
- ✓ 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](#)

MATCHING FUNDS

For the fiscal year 2022 (FY22), a combination of cash and in-kind match is highly encouraged in order to execute the most effective marketing plan with regional and community support. **All matching funds, cash and in-kind, must be clearly explained in the project budget.**

Examples of Cash Match

- Grantee organization's own funds
- Sponsorships/corporate contributions
- Grant funding from another source
- Cash donations

Examples of In-kind Match

- Donated goods or services
- Administration time of organization's staff- must support the project within the application, above and beyond normal staff responsibilities.
- Volunteer services - services and activities that support the project within the application

ELIGIBLE PROJECTS

The following items are examples of eligible projects:

- Paid Advertising- Print, Broadcast, Digital, Out-of-Home, Paid Social Media
- Public & Media Relations - Familiarization Tours, Media Events, Online Press Room, Content Development, Organic Social Media
- Existing Website Upgrades - Mobilization, Content, Search Engine Optimization
- Asset Development - Photography/Video Acquisition
- Fulfillment - Brochures, Guides, Maps & Distribution
- Domestic & Canadian Leisure Travel & Trade Shows: Registration, Operation, Exhibit Redesign

INELIGIBLE PROJECTS

- Administration costs including overhead
- New organizational websites, hosting
- Fundraising (raffles, giveaways, contests)
- Performance, exhibition, lecture fees
- Promotional products – tents, banners, t-shirts, costumes, stickers, etc.
- Capital equipment, including rental equipment such as fencing, tents, port-a-potties, etc.
- Scholarships
- Professional development, conferences & training

GENERAL CONTRACTUAL REQUIREMENTS

- All invoicing to the MOT will be paid on a **reimbursement only** basis.
- Once the contract has been approved by the Division of Purchases, and the monies have been encumbered, the award recipient will be notified that work can begin. Potential awards cannot be obligated or expended until that date.
- All contracts will be signed for a period of no more than twelve (12) months.

STATE LAWS AND REGULATIONS

Funds awarded must be used in accordance with all applicable state laws and subject to contracting requirements as specified in Rider B of the contract. Grantees are not exempt from paying sales tax. [TEG Rider B](#)

CREATIVE REQUIREMENTS

1. Maine Brand - The word “Maine” shall be prominent in all grant funded media, in accordance with the design guidelines of the MOT. The proper usage in other venues will be negotiated and pre-approved in writing with the MOT.
2. Maine Logo - All printed materials, audio visual presentations, films or videos, television commercials, broadcast programs, websites and trade show materials must include the approved MOT logo in accordance with the design guidelines of the MOT. Logos can be downloaded from the MOT Tourism Partners website here: <https://motpartners.com/additional-resources/logos-and-graphics/>
3. MOT Website – www.visitmaine.com - A link to the state’s tourism website will be prominently displayed.
 - Events must be posted on visitmaine.com website. Keep your websites up to date - even if it means a “*Save the Date*” is posted with the next year’s dates and future information.

MEDIA REQUIREMENTS

Forward any press releases, highlights, and other success stories related to your grant project to:

- Charlene Williams, Marshall Communications cwilliams@marshallpr.com
- Jennifer Geiger, Maine Office of Tourism Jennifer.Geiger@maine.gov
- Hannah Collins, Maine Office of Tourism Hannah.Collins@maine.gov

APPLICATION EVALUATION

Grant applications are submitted for an overall technical review. The Technical Review Committee is appointed by the MOT and is comprised of tourism, economic development, marketing, public relations and research professionals. This group shall review, provide comments and score each of the applications.

Applications are scored based on the following criteria:

I. APPLICATION

- i. Application Overview - How well does the applicant explain the overall project? (Summary, mission, goals, collaborations & sustainability)
- ii. Does the applicant present a clear marketing plan with a realistic timeline?
- iii. Are the sources and uses of funds for this project easily understandable in the budget section of the application?
- iv. Will the project target new or expanded markets and improve results?

II. COLLABORATION

- i. Does this project include logical partners (within the applicant's region or sector, from other neighboring regions, throughout the state, along a specific thematic line, etc.)
- ii. Does this project attract interest and cooperation from a broad constituency of potential stakeholders?
- iii. Do the letters of support demonstrate a broad mix of community support?
- iv. Will local businesses benefit?

III. DESIGN, IMPLEMENTATION, AND MEASUREMENT

- i. Is the design of this project high quality and well-targeted at the intended audience?
- ii. Are the implementation strategies proposed for this project logical relative to desired results?
- iii. How will the results of this project be quantified, measured and proven?
- iv. Is this the logical next step in the evolution of applicant's approach to tourism development?

IV. ECONOMIC IMPACT

- i. What is the potential for this project to produce a reasonable return on investment for the state?
- ii. What is the likelihood that this project will have a substantive effect on raising state revenues in addition to the Rooms and Meals Tax?
- iii. Will this project attract overnight visitors who are likely to stay for several nights, or promote visitors during slower seasons of the year, or midweek?
- iv. Is this an opportunity to develop tourism in an area that has not taken advantage of its potential?

V. REINFORCING THE STATE'S MARKETING EFFORTS

- i. Does this project support and complement the state's marketing initiatives and/or enhance the image of the State of Maine?
- ii. Is it likely that the return on the state's investment in this project will be at least equal to, if not greater than, other applications being presented at this review?

Based upon feedback gained during the Technical Review process, the MOT will negotiate any final plan modifications directly with the successful applicants. The finalized plans will then be presented to the Commissioner of DECD for review and final approval.

QUESTIONS?

Hannah Collins

Maine Office of Tourism

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