



MAINE TOURISM MARKETING PARTNERSHIP PROGRAM (MTMPP)
ENTERPRISE MARKETING GRANT
FY23 – Cycle 1

APPLICATION CHECKLIST

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 or event sponsors.
- 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” in the final service contract. [Enterprise Grant Rider B](#)

Questions?

Hannah Collins

Maine Office of Tourism

Hannah.Collins@maine.gov

(207) 624-7456