

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 its corresponding [Regional Destination Marketing Organization \(RDMO\)](#). Qualifying organizations must be a Maine non-profit, municipality or tribal government.

The intent of the **Special Event Grant** is to provide **marketing** funds to existing, well-established events for the expansion and progression of marketing strategies to **attract new audiences, increase overnight visitation and length of stay**. Special events strengthen Maine’s brand and image nationally and internationally, have a direct economic impact on the state economy and attract visitation to Maine’s shoulder season. Events must be aligned with and support the Office of Tourism [Destination Management Plan](#) and [Stewardship Principles](#).

Two Special Event Grants are awarded each fiscal year (one award per cycle) for a minimum amount of \$30,000 and a maximum amount of \$60,000.

Additional Resources:

[MOT Partners Website](#)

[MOT Destination Management Plan](#)

[MOT Stewardship Principles](#)

[MOT Annual Plans & Reports](#)

[MOT Visitation & Economic Impact](#)

[RDMOs & Contact Info](#)

[Maine Tourism Regions Map](#)

Apply online at MOTPartners.com/marketing-grants

CYCLE 1

Friday May 23, 2025	2pm - Applications Due
Week of June 9, 2025	Grant Awards (July 1, 2025 Contract Start Date)
	<i>A final grant report is due within 30 days of contract end date.</i>

GRANT ELIGIBILITY

- Organizations applying for funding must be a Maine municipality, tribal government, or Maine-based 501C3 or C6 or L3C.
- 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 previously awarded MTMPP Enterprise grant funding may not apply for a period of 12 months after the submission and approval of a **MTMPP Final Grant Report**.
- Projects must be tourism focused by attracting individuals residing fifty miles or more from the destination.
- Projects must be aligned with and support the Office of Tourism [Destination Management Plan](#) and [Stewardship Principles](#).
- Events may not occur within 90 days of the grant start date (July 1, 2025).

- Organizations must be in good standing as of application deadline with the Secretary of State (not applicable for municipalities). Search for organization status [HERE](#).
- A previous unsatisfactory grant history, for any reason, could immediately disqualify a grant application.

REQUIRED DOCUMENTS

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 **Event Marketing Plan** that includes:
 - Marketing Goals and Objectives that can produce measurable results
 - Target Audience/Markets
 - Detailed Marketing Tactics & Rationale
- ✓ Complete Budget, including sources of all cash match.
- ✓ Project Timeline
- ✓ List of current board of directors with contact information. Municipalities must provide a list of selectpersons or city council members
- ✓ An official certificate of good standing <https://apps3.web.maine.gov/nei-sos-icrs/ICRS?MainPage=x> (\$10 fee required). Screenshots are not permitted.
- ✓ Three (3) letters of support. Include letters from businesses who can speak to their anticipated benefit from the event. 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: MOTPartners.com/partner-organizations/
- ✓ Completed State of Maine Substitute W-9 & Vendor Authorization Form. Federal W-9 forms are not permitted. [Download the Maine form here.](#)
- ✓ Brief letter to MOT, stating your organization is prepared to accept the incorporation of [Rider B](#) in the final service contract.

All the above should be submitted as separate documents. PDF format is preferred.

MATCHING FUNDS

For the fiscal year 2026 (FY26), a 25% cash match is required. Special Event Grant requests must be for a **minimum of \$30,000** but not exceed **\$60,000**.

EXAMPLES OF MATCH REQUIREMENTS:

- 1.) MTMPP Event Grant Total Request = \$60,000

Minimum Cash Match Requirement (25%) = \$15,000

TOTAL EVENT MARKETING FUNDS - \$75,000

2.) MTMPP Event Grant Total Request = \$30,000

Minimum Cash Match Requirement (25%) = \$7,500

TOTAL EVENT MARKETING FUNDS - \$37,500

Examples of Cash Match

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

ELIGIBLE PROJECTS

The following items are eligible projects:

- Paid Advertising - Print, Broadcast, Digital, Out-of-Home, Paid Social Media
- Public & Media Relations - Familiarization Tours, Media Events, Online Press Room
- Existing Website Upgrades - Mobilization, Content, Search Engine Optimization
- Asset Development - Photography/Video Acquisition
- Fulfillment - Brochures, Guides, Maps & Distribution
- Event Management/Administration - No more than 20% of total MTMPP funds can be used for administrative expenses. Administrative expenses may not be built into any other section of the grant and must be clearly explained in event budget.

INELIGIBLE PROJECTS

- Performances & exhibition fees
- Professional development conferences & training
- Promotional products – tents, banners, t-shirts, costumes, stickers, etc.
- New organizational websites, hosting
- Fundraising (raffles, giveaways, contests)
- Capital equipment, including rental equipment such as fencing, tents, stages, etc.
- Scholarships
- Food and alcohol
- Gift cards

GENERAL CONTRACTUAL REQUIREMENTS

- All invoicing to the Maine Office of Tourism will be paid on a **reimbursement only basis**. Invoices should be submitted on a monthly 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.
- All contracts will be signed for a period of no more than twelve (12) months.

- A final grant report is due within 30 days of the contract end date.

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.

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](#). When appropriate, please include a link to the State’s tourism website visitmaine.com.
3. Events **must** be posted on the 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 press releases and other event highlights to:

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

APPLICATION EVALUATION

Grant applications are submitted for an overall technical review. The Technical Review Committee will review, provide comments and score each of the applications.

Applications are scored based on the following criteria:

- I. APPLICATION
 - i. Does the application clearly identify goals and attempt to target new or expanded markets?
- II. COLLABORATION

- i. Does the application include logical partners and proof of cooperation and support from stakeholders and local businesses?
- III. DESIGN, IMPLEMENTATION, AND MEASUREMENT
 - i. Application provides evidence of a high-quality event plan that includes logical strategy, and an identified measurement of results
- IV. ECONOMIC IMPACT
 - i. Will the event attract new/increase overnight visitation, increase visitor spending, improve shoulder season visitation, or produce reasonable return
- VI. DESTINATION MANAGEMENT PLAN ALIGNMENT
 - i. Application aligns with the MOT Destination Management Plan & Stewardship Principles.

Based upon feedback gained during the Technical Review process, the Maine Office of Tourism 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?

Chiara Moriconi
Maine Office of Tourism
(207) 624-9809
Chiara.Moriconi@maine.gov

