

MAINE TOURISM MARKETING PARTNERSHIP PROGRAM

TOURISM ENTERPRISE MARKETING GRANT

INTRODUCTION -- FY 2019

SCOPE

The primary objective of the Maine Tourism Marketing Partnership Program (MTMPP) is the creation and implementation of marketing programs designed to stimulate and expand the travel industry while strengthening the State's image by coordinating the promotional efforts of the private sector with those of the Office of Tourism (MOT). Programs must be aligned with and support the Five Year Plan (www.visitmaine.com/resources/) developed by the Office of Tourism. The intent is to assist new, promising projects, or to increase visitation of healthy, existing tourism efforts attracting individuals residing fifty miles or more from the applying destination. Grant Applications will be accepted twice per year for a minimum amount of \$2,500 and a maximum amount of \$10,000.

TIMELINE

First Grant Cycle

2nd Friday of May: 2pm	Tourism Enterprise Grant Applications Due
2nd week of May:	Technical Review
1 st Thursday of June:	Tourism Enterprise Grant Announcements
July 1: Contract	Begins
June 30: Contract	Ends
September 30:	Final Report Due

Second Grant Cycle

1 st Friday of November:	2pm Tourism Enterprise Grant Applications Due
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2 nd week of November:	Technical Review
1 st Thursday of December:	Tourism Enterprise Grant Announcements
January 2:	Contract Begins
December 30:	Contract Ends
March 30:	Final Report Due

GRANT ELIGIBILITY

The intent of the MTMPP Tourism Enterprise Grant is to distribute awards for projects whose primary purpose is to promote and expand tourism in Maine

Eligibility for Grants

Organizations applying for funding must be a: Maine municipality, Maine-based 501C3 or C6 or L3C.

Organizations may not hold more than one MTMPP Grant contract per fiscal year may only apply once per calendar year and may not file for application in two consecutive grant cycles

Projects must be tourism focused by attracting individuals residing fifty miles or more of the destination with an objective of increasing overnight visitation.

Events applying for this grant may not occur within 90 days of the grant start date (First Cycle: July 1st or Second Cycle: January 1st)

Note: MOT does not fund individual performances or exhibitions, nor does MOT grant funds support organizational marketing efforts such as a website redesign. There would be consideration given to website development that is specific to new or innovative project. For example: a web page or micro site for the project/initiative.

Note: A previous unsatisfactory grant history, for any reason, could immediately disqualify a new MTMPP plan

Application Checklist

Applicants must provide the following:

- ☐ Municipalities must provide town charter
- ☐ Organization's Annual Marketing Budget and Marketing Plan
- ☐ Certificate of good standing issued within 90 days by the Secretary of State. (not applicable for municipalities) <https://icrs.informe.org/nei-sos-icrs/ICRS>

- ☐ List of Board of Directors with contact information, tenure, and term limits.
(Organizations should have on their board a significant number of individuals who are invested in the travel and tourism industry and who are participants in the activities of the organization.) Municipalities must provide a list of selectpersons of city council members
- ☐ Provide five (5) letters of support for the organization's ability to execute an effective regional marketing plan of which only one may from a sitting board member
- ☐ Provide a list of amount and source of all cash match
- ☐ Brief letter to MOT, signed by an Agency officer stating your organization is prepared to accept the incorporation of "Rider B" attached hereto, in the final [TEG Rider B](#)

APPLICATION EVALUATION

Technical Review - Plans are submitted for an overall technical review. The Technical Review Committee is comprised of MOT Director, MOT staff, at least one (1) representative from the Public & Media Relations Agency, at least one (1) representative from the Advertising Agency and a at least one (1) representative from the Department of Economic & Community Development (DECD). This group shall review and score each of the applications.

Only complete plans will be reviewed and scored through a consensus scoring process.

Communities with permanent residency of 7,000 or less will receive an additional 10 points.

Strict attention will be given to the following criteria, listed in order of priority:

- a. Plan Design: Does the plan clearly identify the strategies and resources that will result in attainable goals and objectives within a specified time frame? Is there a proven track record for the projects identified? Is the plan in keeping with the Office of Tourism's Five Year Strategic Plan? Does the plan build upon MOT's brand platform of Originality? Does the plan connect to MOT's Annual Marketing Plan?
- b. Regional Impact: How does the plan address identified needs of the tourism industry within the impacted region? Will the plan increase local/regional awareness, attract new visitors to the region, maintain repeat visitors, encourage visitors to stay in paid accommodations, spend more, stay longer and/or grow off-season visitation? Does the plan connect to other regionally-focused tourism initiatives? Does the plan have a focus on niche markets specific to the region? Does the plan highlight the region's points of differentiation?
- c. Demonstrate the organization has the staffing capacity to execute the proposed marketing plan.

- d. Financial Review: Does the financial commitment reflect an ability to successfully accomplish all of the defined objectives? Has sufficient effort been made to leverage private sector financial involvement in the plan?
- e. Demonstrated Accounting and Management System: Does the organization have a successful history of an adequate accounting and management system for monitoring the type of plan?
- f. Plan Evaluation: Does the project demonstrate a sound methodology for measuring achievement of the stated project objectives?
- g. Plan Finalization – Based upon feedback gained during the Technical Review process, the MOT will negotiate any final plan modifications directly with the successful DMO's. The finalized plans will then be presented to the Commissioner of DECD for review and approval.

ELIGIBLE PROJECTS

Marketing projects should be focused towards MOT's highest-value consumer segments. The applicant must concentrate media weight and audience coverage in markets of opportunity to maintain repeat visitation and drive more first-time visitation. Projects must drive inquiry and engagement with key vacation planning tools. (See-MTMPP Guidelines: Eligible Project Definitions and Measurements)

The following items are eligible projects:

1. Paid Advertising: Print, Broadcast, Digital, Out-of-Home, Paid Social
2. Public & Media Relations: Familiarization Tours, Media Events, Press Room
3. Digital: Website (Upgrades, Mobilization, Content, SEO)
4. Social Media
5. Asset Development: Photography, Video
6. Fulfillment: Brochures, Guides, Maps & Distribution
7. Domestic & International Leisure & Travel Sales: Travel Trade and Consumer Shows: Registration, Operation, Exhibit Redesign & Upgrade

Ineligible projects include: Performances, Exhibitions, Individual organizational websites, Fundraising (for example: raffles, giveaways, contests), Capital equipment, Scholarships

ELIGIBLE PROJECT DEFINITIONS AND MEASUREMENTS

Category - Paid Advertising

Definition: Paid advertising refers to any “purchased” space or placement with the purpose of driving both awareness and lead generation/inquiry among target segments,

Element: Print (refers to space advertisements)

Element: Broadcast: Radio, Television

Element: Digital, Including, but not limited to:

- Banner Ads, E-blast Campaigns, E-marketing, Native content, Paid Search - Google AdWords, Microsoft Ad Center, You Tube, etc., Lead Generation, Digital Video, Digital Radio/Digital Television, Paid Social Media

Element: Outdoors “Out of Home” - billboards, taxi, transit, etc.

Measurement: Impressions, Open and Click-Through rates for email, Cost/Impression, Cost/Click, Cost/Email, Google Analytics: (cost/visit, average time on site, bounce rate, percent of new visits, conversions, unique URL for outdoor/out of home advertising)

Category - Public Relations

Definition: Media/influencer outreach to garnering print, broadcast and online editorial coverage. This can include writing press releases, press kits, online press rooms, distribution services/media database, proactive pitching and familiarization tours.

Element: Familiarization Tours for Tour Operators/Journalists/Influencers

Definition: Hosting an individual or group of travel media or travel trade in your region. The purpose of these tours is to familiarize influencers, media and trade with the region. Typically, this involves reduced rate and/or complimentary lodging, meals and access to attractions, along with a complete itinerary planning. Travel expenses are often requested to be paid by the destination/region.

This element may be taken on by the region independently or by a commitment to the Maine Office of Tourism's PR program to help with and support existing fam trips.

Element: Media Events

Definition: Participation in events that allow for contact and interaction with travel/food & wine/lifestyle media/influencers. (i.e. NYC Media Marketplace)

Element: Online press room

Definition: A section of a website for the purpose of providing the media with easy access to information about your region. It should include contact information, photo library with captions, video library, fact sheet and press releases.

Element: Distribution service/media database

Definition: A paid service that provides media lists, list building options for targeting and distribution services.

Measurement: An accounting of editorial coverage including, but not limited to the number of articles, online impressions, circulation, reach, website visits.

Category – Digital

Definition: Digital projects involving website architecture, design, maintenance and hosting necessary for a consumer-focused web presence *Note: Chambers applying for this category are limited to a “Visitor-Specific” landing page or pages*

Element: Website: Upgrades

Including, but not limited to Responsive and/or Mobile Compatibility

Element: Content development

Element: Search Engine Optimization

Measurement: Google Analytics (Visits, Page Views, Pages per visit, Bounce Rate, Avg. time on site, New Visits, Content Overview, Traffic Source Overview and Country/Territory Detail)

Category - Social Media

Social Media: Direct contact to the consumer through various social media channels and platforms including but not limited to: Facebook, Twitter, Instagram, and YouTube and other social networks.

Element-Boosted posts

Element- Social monitoring services

Measurement: Engagement: likes, shares, comments, fans, followers, visits, views, retweets, Google Analytics, Facebook Insights, and expert evaluation

Category - Asset Development

Definition: includes professional photography and videography through the process of photo/video shoots or purchasing stock photos and/or video. All photography should include full, non-exclusive rights for print and online and editorial content.

Element: Professional Photography:

Element: Professional Video

Element: Content

Category - Fulfillment

Definition: The production and distribution of marketing materials such as the Visitors Guide, or brochures and digital newsletters.

Note: *Printed materials must have a sound distribution plan*

Element: Publications: printed and digital Lead Response materials

Element: Distribution - Including, but not limited to:

- Direct Mail, Travel Shows Distribution, Digital Fulfillment

Measurement: *Distribution through Mailings and digital newsletter followers, VICs, Shows, increase in social media followers*

Category – Domestic & Canadian Leisure & Travel Shows

Definition: Shows intended to attract visitation and gather leads through personal contact and the distribution of regional tourism information. Expenses can include: Event Registration, Staff travel, Meals & Lodging, Displays, and Exhibitor Fees.

Element: Consumer Travel Shows

Element: Travel Trade Shows

Element: Niche Market Shows/Events

Measurement: *Show attendance, leads collected; materials distributed*

CREATIVE REQUIREMENTS

- a. Maine Brand - The word “Maine” shall be prominent in all MTMPP 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.
- b. 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.
- c. MOT Website - Include the following: “For additional information on Maine, go to www.visitmaine.com.”

Note: *Failure to comply with these requirements elements will jeopardize payment for projects and future funding.*

MATCHING FUNDS

The MTMPP requires match from all organizations applying for funding to increase the regional/local commitment to the plan, to assist in generating more dollars for tourism promotion, and to allow the MOT to participate in more promotional efforts.

MTMPP funded projects require a one hundred percent (100%) match. For every one dollar (\$1) of MTMPP monies, there must be a cash match of one dollar (\$1). All

Matching funds, cash must be clearly outlined in both the scope of work and the budget.

Financial reporting costs are exempt from match requirements.

If the applicant has utilized the services of a small business economic development center/corporation, only project related expenses will be allowed as in-kind match.

Expenditures claimed for projects funded previously will not be allowed as match.

Match defined:

a) Cash Match: Cash collected and expended by the grantee in the process of completing the approved grant projects. This includes money contributed to the region by private organizations, institutions, public agencies, private individuals, etc. Expenditures must be for project related costs and must be tied directly to the projects as outlined in the scope of work.

NOTE: Credit for cash match is received when incurred as an actual expenditure. Documentation will be required.

EXAMPLE OF MATCH REQUIREMENTS:

Total Project Proposal - \$20,000

MTMPP Total Request - \$10,000

MTMPP Project Funds Cash Match Required Total Program Value

MTMPP \$10,000	Cash Match\$10,000	Total Project \$20,000
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GENERAL CONTRACTUAL GUIDELINES

CONTRACT PREPARATION

- When the Commissioner of DECD has confirmed the recommendations of the Technical Review Committee, the OT will notify all applicants by letter of their plan status.
- All contracts will be signed for a period of no more than twelve (12) months unless otherwise stipulated in the contract.
- Extensions and amendments will be reviewed on an individual basis.
- The successful completion of the FY 2018 MTMPP program, where applicable, will be a significant consideration for FY 2019 eligibility.

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. See Attached Rider B [TEG Rider B](#)

Online Applications are available at <http://www.motgrants.com>