



***Commonwealth of Massachusetts***  
**MA MARKETING PARTNERSHIP**  
**MA OFFICE OF TRAVEL AND TOURISM**  
**136 Blackstone St, 5th Floor**  
**Boston, MA 02109**

**FY22 DESTINATION DEVELOPMENT CAPITAL GRANTS**  
**Frequently Asked Questions**

**1. Who can apply?**

- 1) A public agency, municipality, or nonprofit organization incorporated in Massachusetts with 501(c)3, 501(c)5, 501(c)6, status from the Internal Revenue Service (IRS) that does one of the following:
  - a. Produces, promotes, or presents tourism attractions and activities for the public
  - b. Provides public access to physical collections and exhibits for tourists
- 2) In operation for at least two consecutive years since January 2019
- 3) Agency must be in good standing with the Commonwealth of Massachusetts and city/town:
  - a. Must be current on all taxes due through December 31, 2021; and
  - b. Have active and valid state licenses/registrations, if applicable
- 4) Applicants must have spent at least \$15,000 in the past fiscal year on tourism
- 5) Applicants are encouraged to show how they are addressing diversity, equity, and inclusion within their organization.
- 6) Applications must be complete, must include all required documentation and be submitted through the online portal, by the deadline, in order to be considered.

***Ineligible Organizations:***

- 1) *For-profit organizations*
- 2) *Any organization whose sole or primary purpose is to fundraise (e.g., "friends of" groups, foundations, etc.)*
- 3) *Public colleges and universities, and entities that receive state-level operating support or non-project support directly from the Massachusetts General Fund*

4) *Organizations not located in Massachusetts or whose service does not primarily serve Massachusetts residents*

**2. Can restaurant owners or hotels or private businesses apply for a DDC Grant?**

No. Only a public, nonprofit agency, 501(c)3, 501(c)6 can apply for a DDC Grant.

**3. What are the opening and closing dates of the DDC application?**

Application Opens: Tuesday, February 1, 2022.

Application Closes: Friday, March 31, 2022 at 5:00 PM.

**Applicants experiencing technical difficulties must alert MOTT by 3:00 pm, March 31, 2022.**

**4. How does my organization apply?**

Applications must be submitted electronically along with attachments through MOTT's [online application portal](#). Hard copies or electronic copies will not be considered. Please be advised, applications must include all required documentation by the program deadline in order to be considered.

**5. How many types of DDC grant levels are open for application?**

☐ **Level 1 (<49,999)**   ☐ **Level 2 (\$50,000-\$149,999)**   ☐ **Level 3 (\$150,000-\$250,000)**

Only one application per grant round may be submitted. Eligible costs include direct expenses for the bidding and construction of tourism infrastructure projects, including, but not limited to, bid administration, contracting, construction administration, construction, and equipment. Grant funds are disbursed on a cost-reimbursement basis. Organizations are limited to a grant total of \$250,000 in FY22.

**6. What types of project proposals are eligible for DDC grants?**

- 1. Infrastructure** – Projects that are shovel-ready including but not limited to: additions, renovations, or repair to an existing structure; recreation improvements (signage, kiosks); parking/transportation strategies and solutions
- 2. Facilities:** Projects related but not limited to: garbage management solutions; restroom facility updates; ADA accessibility, systems upgrades and replacements
- 3. Design and Engineering:** Funding for design, engineering and permitting related to tourism projects. Design and engineering grants must be directly connected with a capital project and lead to completion of the project within a 3-year time frame

**7. What types of expenses are ineligible for DDC grants?**

*Ineligible expenses for funding include, but are not limited to, the following:*

- 1) Expenses incurred or obligated prior to or after the funding project period*
- 2) Annual operating expenditures or overhead expenditures (e.g. rent, utilities, etc.)*
- 3) Salaries, bonuses, or fringe benefits of personnel not directly related to the project. No more than 20% of the grant may be spent on administrative or marketing salaries.*
- 4) Prize money, gift cards, scholarships, awards, plaques, T-shirts, uniforms or certificates*
- 5) Entertainment, food and beverages including alcohol, cannabis or tobacco*
- 6) Legal fees, insurance/liability insurances and/or membership fees*
- 7) Mini-grants or reallocation to other organizations*
- 8) Any expenses not related to the described grant project*

**8. My organization wants to apply for a DDC grant to be used for the purchase of a printer, computer, and/or other similar electronic or office-related item(s). Can a DDC grant be used for these types of purchases?**

Yes, under the facilities category for systems upgrades. The overall project needs to be shown how the systems upgrade will be connected to and enhance tourism.

**9. My organization submitted an application online. However, we forgot to submit a required document or did not fill out the information correctly when submitting online. Can we submit corrected information by email and/or by postal mail before or after the closing deadline? Can we submit another application?**

No. Applications must be submitted electronically along with attachments through MOTT's online application portal. Hard copies or electronic copies will not be considered. Please be advised, applications must include all required documentation by the program deadline in order to be considered. Submit your application online when you have all the required information and attachments ready to be submitted. Review your information before submitting to be sure it is submitted correctly only once. Multiple applications or multiple online submissions will not be accepted.

**10. Will my application time-out while I am filling out the information on the online application portal?**

No.

**11. Is there an option to save my work online while I am filling out the application via the online portal?**

No. There is no opportunity to save the online application once you have started filling it out. You must fill out all the required information, upload the required attachments, review, sign

and submit your application via the online portal by the application deadline. Please keep a copy for your records.

**12. My organization submitted an application for a DDC grant online and upon submitting my application, I see a message on the screen that says my submission was successful. Does that mean I will receive a grant?**

If your online submission was successful and was electronically submitted by the program deadline, the submission materials will be reviewed by MOTT. Submission of an online application does not guarantee a grant.

**13. If my organization meets the eligibility requirements and we apply for a DDC grant, will we definitely receive a grant?**

No. This is a competitive process and projects will be scored based on eligibility and completeness of the application.

**14. When will grants be awarded?**

Grant awards will be announced in June 2022. This date is subject to change.

**15. How many grants will be awarded?**

The grant is funded at \$4,000,000. The MOTT and EOHED review will determine the number of awards granted.

**16. My organization is awarded a DDC grant. As a grant recipient, can my organization be reimbursed for costs associated with the grant project that were incurred prior to the grant contract signing?**

No. The Massachusetts Office of Travel and Tourism **will not reimburse a grant recipient** for any costs associated with a grant project that are incurred before a grant contract has been signed.

**17. My organization or affiliate organization applied for federal, state or quasi-public funding grant in FY21. Can my organization still apply for a DDC grant with the Commonwealth of Massachusetts?**

Yes, you can apply for a DDC grant with the Commonwealth of Massachusetts. The capital project proposal must meet the criteria listed in the RFR to be eligible.

**18. Can my organization use Federal CARES Act funding or other grant funding for matching funds?**

No. Matching funds must be raised or promised for this grant program from outside funds, not from existing funds.

### **19. What if I am not able to meet my match 1:1?**

Matches that are not met will reimburse MOTT for the amount not met. All grants require a 1:1 match. DDC recipients will have up to 12 months from the grant approval date to raise matching funds. Applicants who demonstrate ability to raise matching funds within 6 months of the application deadline will be prioritized for award. Matching funds must be used for eligible project costs.

Matching funds may include any of the following assets:

- 1) cash funds (new or existing funds dedicated to the capital project)
- 2) in-kind contributions to the capital project (hardscape, not volunteer service hours)
- 3) land acquired for the capital project at the purchase price, or fair market value, if donated
- 4) capital project design and engineering donations
- 5) capital equipment donation
- 6) municipal funding
- 7) donation of consultant time

### **20. Can I count my staff salary time as matching funds?**

No. Match amount may not include:

- 1) donation of employee time or fringe benefits
- 2) consultant fringe benefits
- 3) endowment funds
- 4) MOTT funds, other Commonwealth grant funds, federal grant funds

**Grants that are not matched will reimburse MOTT for the amount not met.**

### **What if I have more questions?**

Please review the [RFR found online](#). For further questions contact Marc Zappulla at the MA Office of Travel and Tourism [marc.zappulla@mass.gov](mailto:marc.zappulla@mass.gov)