

***Commonwealth of Massachusetts*
MA MARKETING PARTNERSHIP**

**MA OFFICE OF TRAVEL AND TOURISM**

**136 Blackstone St, 5th Floor**

**Boston, MA 02109**

**FY22 DESTINATION DEVELOPMENT
CAPITAL GRANT II**

**REQUEST FOR RESPONSES (RFR)**

**GUIDELINES AND APPLICATION INFORMATION**

**RFR RELEASE DATE: February 1, 2022**

**ONLINE APPLICATION DEADLINE: March 31, 2022 at 5:00 p.m.**

[**Online applications only**](https://www.mass.gov/forms/destination-development-capital-ddc-program-application)**.** Hard copies or electronic copies will not be considered.

Applications must include all required documentation by the program deadline.

**QUESTIONS:**Marc Zappulla, Destination Development Capital Grant Manager

Marc.zappulla@mass.gov

Keiko Matsudo Orrall, MOTT Executive Director

Keiko.m.orrall@mass.gov

**OVERVIEW:**

The Executive Office of Housing and Economic Development (EOHED) through the Massachusetts Office of Travel and Tourism (MOTT) is committed to helping communities recover from the impact of the COVID-19 pandemic and contribute to the long-term strength and sustainability of our Commonwealth. The Destination Development Capital (DDC) Grant II Program is the implementation of FY22 funding by the MA Legislature to strengthen the economy of Massachusetts through the development and enhancement of the state’s tourism industry. The DDC Grant II is a competitive program that will award funds to strengthen the economy of Massachusetts through destination development projects that enhance tourism recovery, support the statewide My Local MA campaign, and have the potential to increase non-resident visitation. Funds will be used for covering administrative expenses, adapting programming to cope with COVID-19 and planning efforts to develop creative solutions to build and transform the tourism and hospitality sector to adapt to the post-pandemic environment. These funds will enable local, regional, and statewide organizations to enhance tourism recovery and are encouraged to have long-term transformational impacts.

Eligible projects will enhance tourism resources and infrastructure and will aid in destination recovery and resiliency. Applications will be accepted for projects that include plans to expand, construct, restore or renovate Massachusetts tourism destinations and attractions. Applicants must demonstrate how the tourism capital project will work to promote the tourism goals of the MA Office of Travel and Tourism and the corresponding Regional Tourism Council. Successful tourism capital projects will also complement the goals and strategies of the statewide My Local MA campaign. The DDC grant is focused on capital improvements with a direct relationship to tourism, and other physical/structural items with a greater than five-year lifespan.

**The FY22 Destination Development Capital (DDC) Grant II Program is funded at $4,000,000 through the Capital Budget and the Tourism Trust Fund, subject to appropriation.** **The grant process opens on February 1, 2022 with applications due March 31, 2022 at 5:00 p.m. Grant awards will be announced in June 2022, subject to appropriation. Projects must be completed by June 30, 2023.**

**APPLICANT ELIGIBILITY:**

1. A public agency, municipality, or nonprofit organization incorporated in Massachusetts with 501(c)3, 501(c)4, 501(c)5, 501(c)6, status from the Internal Revenue Service (IRS) that does one of the following: Produces, promotes, or presents tourism attractions and activities for the public and/or Provides public access to physical collections and exhibits
2. Organization must be located in Massachusetts and in operation for at least two consecutive years since January 2020.
3. Agency must be in good standing with the Commonwealth of Massachusetts and city/town: Must be current on all taxes due through December 31, 2021; and have active and valid state licenses/registrations, if applicable
4. Organizations previously awarded MOTT DDC Grant funding may not receive more than $250,000 total during FY22.
5. Applications must be complete, must include all required documentation and be submitted through the online portal, by the deadline, in order to be considered.
6. Applicants are encouraged to indicate how they are addressing diversity, equity, and inclusion within their organization.

***Ineligible Organizations:***

1. *For-profit organizations*
2. *Any organization whose sole or primary purpose is to fundraise*

*(e.g., “friends of” groups, foundations, etc.)*

1. *Public colleges and universities, and entities that receive state-level operating support or non-project support directly from the Massachusetts General Fund*
2. *Organizations not located in Massachusetts or whose service does not primarily serve Massachusetts residents*
3. *Organizations who do not demonstrate financial need*

**GRANT AMOUNTS AND DISTRIBUTION:**

 **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.

MOTT primarily works with Regional Tourism Councils (RTC) to promote tourism in the Commonwealth. Each RTC promotes the unique tourism assets of their region**.** Once grants are awarded, grantees will share project and budget information with Regional Tourism Council partners. This is for regional tourism awareness purposes and does not require RTC membership. Funding will be disbursed on a reimbursement model with a completed contract.

**PROJECT ELIGIBILITY:**

Eligible projects should support community efforts related to reopening and recovery from the impact of the COVID-19 pandemic. Projects should create an enhancement to the visitor experience and intend to increase the likelihood of visitation from 50 miles outside the local area or increase overnight stays. Consideration will also be given to activities, attractions and special events that have the potential to generate domestic or international exposure for Massachusetts. Projects must seek to reach a broad audience, including underrepresented communities and diverse communities of visitors. Partnerships with tourism entities and businesses, economic development and/or government entities strengthen an application. Level 3 grant projects must have an impact to multiple regions or statewide. Successful proposals will meet the minimum eligibility requirements, and:

* Demonstrate the value added by the organization to the region, and present a thoughtful, organized, well-written, and complete grant proposal.
* Demonstrate the ability to successfully implement and complete all the services outlined in the contract with MOTT.
* Demonstrate strong and committed collaboration with partners. Community awareness is evident through support letters.

**TYPES OF GRANTS:**

1. **Infrastructure –** Projects that are shovel-ready including but not limited: 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.

***Ineligible expenses:***

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

1. *Expenses incurred or obligated prior to or after the funding project period*
2. *Expenses not related to the project*
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. *Promotional materials – clothing, stickers, plaques*
5. *Sponsorship/Fundraising – contests, prize money, gift cards, scholarships, etc.*
6. *Entertainment, food, and beverages including alcohol, cannabis, or tobacco*
7. *Legal fees, insurance/liability insurances and/or membership fees*
8. *Mini-grants or reallocation to other organizations*
9. *Rental equipment – fencing, tents, portable toilets*
10. *Mobile app development*
11. *Any expenses not related to the described grant project*

**APPLICATION AND EVALUATION INFORMATION:|

Evaluation Criteria**
This is a **competitive process** and projects will be scored on eligibility and completeness of application. They must include the following categories and answer the following questions:

1. **Vision and Clarity: 25%**
* *Describe the project. What is the project trying to achieve and what is the value of the project within the community?*
* *Who are your project partners and how will you work with them to accomplish the goals of the project?*
* *Who is your target audience and what are the outcomes and deliverables of the project?*
1. **Alignment: 20%**
* *What are the top three tourism assets in the community including target markets and demographics? These assets should be within a 15-mile radius of the project. Tourism assets fall into several categories: Natural and Scenic; Cultural, Historic and Architectural; Recreational; Special Events; Agricultural Attractions; Health, Wellness and Lifestyle*
* *How is the project consistent with community plans around economic development in the tourism industry?*
* *How will the project align with the goals of MOTT to promote domestic and international tourism and support the MA economy?*
1. **Partnerships:15%**
* *Who are your tourism partners and how are your collaborating with them on this project?*
* *Demonstrates capacity of partners involved in the program.*
1. **Economic Impact: 15%**
* *How will the success of the project be measured?*
* *Include estimated number of businesses that will be impacted; estimated number of people outside of region who will be reached by the campaign; estimated consumer spending generated by the campaign.*
1. **Ability To Execute: 25%**
* *What is your budget? Do you have matching funds and where are those from?*
* *What is your timeline for completion?*
* *Have you held relevant meetings and made progress on local, state, or federal permits required to implement the proposed project, where applicable? Applications that show the necessary progress on these items will be the most competitive.*

**Matching requirements:**

All grants require a 1:1 match. For example, if you apply for and receive a $100,000 DDC Grant award, you must provide $100,000 of your own funding for a total of $200,000 going towards the DDC project. 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. Grants that are not matched will reimburse the Commonwealth for the amount not met.

Matching funds may include any of the following assets:

1. cash funds
2. in-kind contributions to the capital project
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

*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*

**Credit Requirements**

All DDC grants will credit MOTT using the logo policy. Any printed materials, audio visual presentations, films or videos, television commercials, broadcast programs, websites and trade show materials regarding the project must include the approved MOTT logos in accordance with the design guidelines. Logos can be downloaded from VisitMA.com. A link to the state’s tourism website, VisitMA.com will be included. Events must be posted on VisitMA.com website.

**Letters of Support**

Each application must include letters of support on official letterhead. One from a civic or business leader, one from a state and/or municipal official, and one from an area tourism business owner. Depending on grant level, additional letters can be from any of the categories mentioned. See grant summary requirements for total number of letters of support required per application. These must be scanned and submitted through the online portal by the grant deadline. Letters submitted after the deadline will not be considered.

**Reporting**Each organization is required to keep accurate records of expenditures associated with the grant and is **required to submit a** **Final Accomplishment Report by June 30, 2023.** The Final Accomplishment Report must summarize the outcomes of the project including measurable results, tasks completed, deliverables, and all documentation of expenses. It must include the number of businesses impacted, number of people outside of your region reached by this project, and the return on investment or estimated consumer spending generated by this project. Copies of original vendor invoices showing the actual matching and grant costs incurred, the check number, and date of the check corresponding to the invoices must be submitted. No more than 20% of the grant may be spent on administrative or marketing salaries. **Projects must be paid for and completed by June 30, 2023. The final budget along with copies of project expenses must be included as part of the report.**

**Progress Meetings**

Each award recipient will meet with MOTT three times during the year for virtual progress updates. Initial meetings will be scheduled after the awards are announced. Mid-project meetings will take place in January- February 2023. The third meeting will take place April-May 2023.

**Evaluation and Award Process**

Massachusetts Office of Travel and Tourism (MOTT) staff will review all complete, eligible proposals submitted by **March 31, 2022 at 5:00 p.m.** MOTT will award and disburse grants based upon criteria outlined above in consultation with EOHED and subject to appropriation. MOTT will prioritize organizations who support socially or economically disadvantaged businesses, which may include, but shall not be limited to, minority-owned, women-owned, veteran-owned, and immigrant-owned small businesses, that have historically faced obstacles accessing capital. Grant funds are disbursed on a cost-reimbursement basis. Organizations that are awarded a Destination Development Capital grant are encouraged to support diversity, equity, and inclusion. Please see the [Commonwealth’s Directory of Certified Businesses](https://www.sdo.osd.state.ma.us/BusinessDirectory/BusinessDirectory.aspx) to find minority and women business enterprises. Awards will be announced in June 2022.

**HOW TO APPLY:**

Applications must be submitted electronically through MOTT’s online application portal. Applications must be completed in one session. Draft information is not saved in the portal. MOTT recommends drafting all responses in a separate document and loading them into the application once complete. Documents A-H must be submitted in alphabetical order in **one PDF**. The maximum file size for uploads is 25 MB per form submission. **Any applications with technical difficulties must alert MOTT by 3:00 pm March 31, 2022. This application closes on March 31, 2022 at 5:00 p.m.** Hard copies and electronic copies by email will NOT be considered. **Please be advised, applications must include all required documentation by the program deadline in order to be considered.**

**KEY DATES:**

* **Application Availability: February 1, 2022**
* **Information Session: March 1, 2022 at 10:00 am
RSVP and submit questions to Marc.Zappulla@mass.gov**
* **Application Deadline: March 31, 2022 at 5:00 p.m.; Any applicants experiencing technical difficulties must alert MOTT by 3:00 pm, March 31, 2022.**
* **Award Notifications: June 2022**
* **Project Duration: All projects must be completed by June 30, 2023**

**GRANT REQUIREMENTS – SUMMARY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Destination Development Capital Grants** | **Level 1 Grant** | **Level 2 Grant** | **Level 3 Grant** |
| **Size of Grant** | **<$49,999** | **$50,000-$149,999** | **$150,000-$250,000** |
| **Consistent with COVID-19 community recovery plans** | **Yes** | **Yes** | **Yes** |
| **Collaboration with at least one other organizationrequired**  | **No** | **No** | **Yes**  |
| **Letters of Support**  | **3** | **4** | **5** |
| **Regional Tourism Council notification upon award**  | **Yes**  | **Yes** | **Yes**  |
| **Creative component with MA logos required** | **Yes** | **Yes** | **Yes** |
| **Final Accomplishment Report by June 30, 2023** | **Yes**  | **Yes**  | **Yes**  |

**NOTE:**

* Only one application per applicant per category can be accepted for the Destination Development Capital Grant II Program. Collaborating organizations cannot apply individually.
* Organizations previously awarded MOTT DDC Grant funding may not receive more than $250,000 total during FY22.
* 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.
* 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.

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| DESTINATION DEVELOPMENT GRANT IIAPPLICANT INFORMATION  |
| **Applications must be submitted electronically through MOTT’s** [**online application portal**](https://www.mass.gov/forms/destination-development-capital-ddc-program-application)**. Applications must be completed in one session. Draft information is not saved in the portal. MOTT recommends drafting all responses in this separate document and loading them into the online application once complete. SECTIONS A-H must be submitted in alphabetical order by section in one PDF. The maximum file size for uploads is 25 MB per form submission.** |
| **Organization Name:** |  |
| 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)  | **Yes** [ ]  **No** [ ]  |
| **Federal Tax ID #:** |  |
| **Organization Address:** |  |
| **Organization Phone:**  |  |
| **Organization Website:** |  |
| **Lead Contact Info:** | **Name/Title:** **Phone:** **Email:**  |
| Project can be completed by June 30, 2023? | **Yes [ ]  No [ ]**  |
| 1. Able to apply 1:1 matching funds to the project. Funds not matched will need to be returned to MOTT. *For example, a $100,000 request requires a $100,000 match.*
 | **Yes [ ]  No [ ]**  |
| If yes, describe and provide amounts (50 word max) |  |
| Grant amount request:  |  |
| Short project description (must be 50 words or less): |
| Year organization established:  |  |
| 1. Number of full-time employees:
 |  |
| Membership organization? | **Yes [ ]  No [ ]**  |
| If yes, list the number of members for each organization including any collaborative efforts.  |  |
| Was your project developed in collaboration with the Commonwealth’s Massachusetts Downtown Initiative/Rapid Recovery Plan (RRP) program?  | **Yes [ ]  No [ ]**  |
| If yes, describe: |  |
| List which Regional Tourism Council your organization is designated under.1. (Consult list at the end of application)
 |  |
| 1. Applicant is in good standing with the Commonwealth of Massachusetts and city/town?
 | **Yes [ ]  No [ ]**  |
| 1. Organization supports socially or economically disadvantaged businesses, which may include, but is not limited to, minority-owned, women-owned, veteran-owned, and immigrant-owned small businesses.
 | **Yes [ ]  No [ ]**  |
| If yes**,** list how. |  |
| Organization spends at least $15,000 in a fiscal year on tourism related items  | **Yes [ ]  No [ ]**  |
| If yes**,** list how the funding is spent on tourism related items. Include line items and amounts. |  |
| Has an accounting system that will allow for the ability to completely and accurately track the receipt and disbursements of funds related to grant awards?  | **Yes [ ]  No [ ]**  |
| Applicant will report on incurred expenses and/or losses and will retain appropriate documentation in adherence to the grant.  | **Yes [ ]  No [ ]**  |
| Capital project type: **Infrastructure:** Tourism infrastructure grants are available for projects including but not limited to: additions, renovations, or repair to an existing structure; recreation improvements (signage, kiosks); restroom improvements, parking/transportation strategies and solutions **Facilities:** Tourism facilities grants are available to assist with projects related but not limited to: garbage management solutions; restroom facility management; ADA accessibility, systems upgrades and replacements**Design and Engineering:** Funding for design, engineering and permitting related to capital projects with a clear connection to tourism. Design and engineering grants must be in connection with a capital project and lead to completion of the project within a 3-year time frame. | **[ ]** **[ ]** **[ ]**  |
| Capital project meets eligibility requirements?  | **Yes [ ]  No [ ]**  |
| For all projects, identify the following for the existing or proposed facility:Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Facility Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Facility Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If the facility or land is leased or licensed, indicate the date the lease/license period ends: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Facility is open to the public?  | **Yes [ ]  No [ ]**  |
| Will the project promote the goals of MOTT and the goals of the Regional Tourism Councils?  | **Yes [ ]  No [ ]**  |
| 1. Demonstrated community need for the project?
 | **Yes [ ]  No [ ]**  |
| 1. Demonstrated history of collaboration with the tourism community, local officials, and other strategic partners within the identified region?
 | **Yes** [ ]  **No** [ ]  |
| Able to obtain required permits or regulatory approval needed for the project?  | **Yes [ ]  No [ ]**  |
| Will hold relevant meetings and update MOTT on progress with local, state, or federal permits required to implement the proposed project?  | **Yes [ ]  No [ ]**  |
| Total operating budget of organization: | **$**      |
| Salary of highest paid full-time employee:  | **$** |
| Able to demonstrate financial need for DDC funding | **Yes [ ]  No [ ]**  |
| If yes, describe (250 words/1500 characters maximum): |
| Did your organization or affiliate organization receive a MOTT Travel and Tourism Recovery Grant in FY21?  | **Yes [ ]  No [ ]**  |
|  If yes, list amount awarded: |  |
| Did your organization or affiliate organization receive a MOTT Destination Development Grant in FY22? *Note: Organizations previously awarded MOTT DDC Grant funding may not receive more than $250,000 total during FY22.* | **Yes [ ]  No [ ]**  |
| If yes, list amount awarded: |  |
| Did your organization or affiliate organization receive any federal grants in FY21?  | **Yes [ ]  No [ ]**  |
| If yes, list granting organization and amount: |  |
| Did your organization or affiliate organization receive any other state, quasi-public, or Community Preservation Act funding in FY21 or FY22?  | **Yes** [ ]  **No** [ ]  |
| If yes, please list granting organization and amount: |  |

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| DESTINATION DEVELOPMENT CAPITAL PLAN  |
| **SECTION A: GRANT PROJECT NARRATIVE**Keep answers short and concise. Each grant will be scored based on the percentages noted. Maximum word count is per section, not per question.Each required section must be organized and titled based on the categories below and answer the following questions. |
| **Vision And Clarity**: 25% (250 words or less)* What is the scope and vision of the project and how will the Destination Development Capital grant continue that vision?
* What is the project trying to achieve and what is the value of the project within the community?
* Who are the stakeholders and what are the outcomes and deliverables of the project?
* What are the unique attributes of the project and its value as a tourist destination for visitors from Massachusetts, nationally, or internationally?

**Alignment**: 20% (250 words or less)* What are the top three tourism assets in the community including target markets and demographics? These assets should be within a 15-mile radius of the project. Tourism assets fall into several categories: Natural and Scenic; Cultural, Historic and Architectural; Recreational; Special Events; Agricultural Attractions; Health, Wellness and Lifestyle
* How is the project consistent with community plans around economic development in the tourism industry?
* How will the project align with the goals of MOTT to promote domestic and international tourism and support the MA economy?

**Strong Partnerships**: 15 % (250 words or less)* Who are your project partners and how will you work with them to accomplish the project?
* What is the capacity of the partners involved in the program?

**Economic Impact**: 15% (250 words or less)* How will the success of the project be measured?
* What is the projected impact on the tourism economy in the region?
* What is the target area of marketing the project with metrics and background?

**Ability To Execute:** 25% Please fill in the charts below.* What is your budget? Do you have the matching funds and where are those from?
* What is your timeline for completion?

**SECTION B: PROJECT BUDGET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Spending Category** | **Amount of Funds Requested** | **Amount of Match/ Other Funds**  | **Source of match funds/other funds** | **Match Secured? Y/N/** |
| Planning/Feasibility |  |  |  |  |
| Design/Engineering  |  |  |  |  |
| Review/Permitting |  |  |  |  |
| Bidding |  |  |  |  |
| Construction \*itemization required (see below) |  |  |  |  |
| Contingency |  |  |  |  |
| Construction Admin. |  |  |  |  |
| Equipment  |  |  |  |  |
| Other / Miscellaneous  |  |  |  |  |
| **TOTAL BUDGET**  |  |  |  |  |

**Construction Itemization:** Provide line-item explanation and/or notes, as needed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**SECTION C: ESTIMATED TIMELINE FOR COMPLETION**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Start Date** | **End Date** |
| Planning/Feasibility |  |  |
| Design/Engineering |  |  |
| Review/Permitting |  |  |
| Bid/Contract |  |  |
| Start Construction |  |  |
| 25% Construction |  |  |
| 50% Construction |  |  |
| 75% Construction |  |  |
| 100% Construction |  |  |
| Punch List |  |  |

|  |  |
| --- | --- |
| **SECTION D:****Letters of Support** | Each application must include letters of support on official letterhead. One from a civic or business leader, one from a state and/or municipal official, and one from an area tourism business owner. Depending on grant level, additional letters can be from any of the categories mentioned. See grant summary requirements for total number of letters of support required per application. These must be scanned and submitted through the online portal by the grant deadline. Letters submitted after the deadline will not be considered. |
| **SECTION E:****Project Images**  | Images of the overall site as well as specific areas of work (1 page max) |
| **SECTION F: BOARD OF DIRECTORS OR MUNICIPALITY GOVERNING BOARD** | List of board members or municipality governing board for each organization including any collaborative efforts  |
| **SECTION G:****Audited Financial Information** | Audited financial or draft audit statements for the most recent fiscal year. If your organization does not have audited financials available, please provide a Form 990 for the most recent year. |
| **SECTION H: OPTIONALSupplemental Materials** | •Architectural plans for the building or renovation. •Maintenance plans and replacement schedules for the facility |

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| **CONFLICT OF INTEREST**  |
| *Pursuant to Chapter 240 of the Acts of 2010, applicants are subject to performance measurements and uniform standards related to accounting procedures, personnel practices, and purchasing procedures, and are subject to Commonwealth* [*conflict of interest rules*](http://www.mass.gov/ethics/education-and-training-resources/implementation-procedures/state-employees-summary.html)*. As a condition to receiving grant funds from MOTT, the DDC Grant contract shall require that in any matter in which a person, corporation, or other business entity in which you or any member of your organization is in any way interested, such interest shall be disclosed in writing in advance. In addition, you or any member of your organization having such an interest may not participate in a decision relating to such person, corporation, or other business entity. As deemed necessary, the DDC Grant contract shall also require that the Grantee undergo a biennial audit and examination of the audited financial statements of the applicant conducted by the auditor of the Commonwealth.* ***I agree*** *[ ]* **Written Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **SIGNATORY, CERTIFICATION & ACKNOWLEDGEMENT** |
| *I/We,      (names and titles) of the       (organization) submitting a proposal for the FY22 Destination Development Capital Grant Program, as established by the Commonwealth of Massachusetts and administered by the Massachusetts Office of Travel and Tourism, hereby certify that I/we have been authorized to file this proposal and to provide the information within and accompanying this proposal.* ***I/we certify that the information provided herein is true and complete and that it reflects the applicant’s intentions to the best of my/our knowledge. I/We understand that the information provided within this proposal will be relied upon by the Commonwealth in deciding whether to contract with the organization and that the Commonwealth reserves the right to act against the applicant organization or any other beneficiary if the Commonwealth discovers that the applicant intentionally provided misleading, inaccurate, or false information. I/We make this certification under the pains and penalties of perjury. The signatories also hereby acknowledge that, under the Public Records law of the Commonwealth of Massachusetts, this application and all documents submitted in support thereof are public records under the provisions of Massachusetts G. L., Ch. 4, sec. 7 (26).*** **Written Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**APPLICATION CHECKLIST:**

1. Draft answers in this application. Keep a copy for your records.

2. Upload grant application into [**online portal**](https://www.mass.gov/forms/destination-development-capital-ddc-program-application)**.**

**Scan all supporting documents into one PDF, labeled by section in alphabetical order.
Upload to the MOTT online portal.**Section A: Grant Project Narrative

Section B: Project Budget

Section C: Estimated Timeline

Section D: Letters of Support

Section E: Project Images

Section F: Board of Directors or Municipality Governing Board

Section G: Statement of need, Most recent audited or reviewed financial statements

Section H: Optional materials -Architectural plans, Maintenance plans and replacement schedules

3. Sign application online

**Any applications with technical difficulties must alert MOTT by 3:00 pm March 31, 2022.**

**DEADLINE FOR ONLINE SUBMISSIONS IS March 31, 2022 at 5:00 PM .**

**REGIONAL TOURISM COUNCIL (RTC)**

**DESIGNATED SERVICE AREAS**

|  |  |
| --- | --- |
| **RTC** | **Designated Service Area** |
| **1Berkshire** | **Berkshire County [32 communities]** |
| Adams | Lanesboro     | Richmond |
| Alford | Lee | Sandisfield |
| Becket | Lenox | Savoy |
| Cheshire | Monterey | Sheffield |
| Clarksburg | Mount Washington | Stockbridge |
| Dalton | New Ashford | Tyringham |
| Egremont  | New Marlborough | Washington |
| Florida | North Adams | West Stockbridge |
| Great Barrington | Otis | Williamstown |
| Hancock | Peru | Windsor |
| Hinsdale | Pittsfield |   |
| **Cape Cod Chamber of Commerce** | **Barnstable County [15 communities]** |
| Barnstable | Eastham | Provincetown |
| Bourne | Falmouth | Sandwich |
| Brewster | Harwich | Truro |
| Chatham | Mashpee | Wellfleet |
| Dennis | Orleans | Yarmouth |
| **Discover Central Massachusetts** | **Worcester County [35 communities]**  |
| Auburn  | Leicester | Southbridge |
| Berlin | Mendon | Spencer |
| Blackstone | Millbury | Sturbridge |
| Boylston | Millville | Sutton |
| Brookfield | New Braintree | Upton |
| Charlton | Northbridge | Uxbridge |
| Douglas | North Brookfield | Warren |
| Dudley | Oakham | Webster |
| East Brookfield | Oxford | West Boylston |
| Grafton | Paxton | West Brookfield |
| Hardwick | Rutland | Worcester |
| Holden | Shrewsbury |   |
| **Franklin County**  | **Franklin County [26 communities]**  |
| Ashfield | Greenfield | Orange |
| Bernardston | Hawley | Rowe |
| Buckland | Heath | Shelburne |
| Charlemont | Leverett | Shutesbury |
| Colrain | Leyden | Sunderland |
| Conway | Monroe | Warwick |
| Deerfield | Montague | Wendell |
| Erving | New Salem | Whatley |
| Gill | Northfield |   |
| **Greater Boston CVB** | **Suffolk County; Norfolk County (except Cohasset); Middlesex County (as listed below) [44 communities]** |
| Arlington | Malden | Sharon |
| Avon | Medfield | Somerville |
| Belmont | Medford | Stoneham |
| Boston | Melrose | Stoughton |
| Braintree | Milton | Wakefield |
| Brookline | Needham | Walpole |
| Cambridge | Newton | Waltham |
| Canton | Norfolk | Watertown |
| Chelsea | North Reading | Wellesley |
| Dedham | Norwood | Weston |
| Dover | Plainville | Westwood |
| Everett | Quincy | Weymouth |
| Foxborough | Randolph | Winchester |
| Holbrook | Reading | Winthrop |
|  |  | Revere | Wrentham |
| **Greater Merrimack Valley CVB** | **Following in Middlesex County [21 communities]**  |
| Acton | Concord | Maynard |
| Bedford | Dracut | Stow |
| Billerica | Dunstable | Tewksbury |
| Boxborough | Lexington | Tyngsborough |
| Burlington | Lincoln | Westford |
| Carlisle | Littleton | Wilmington |
| Chelmsford | Lowell | Woburn |
| **Greater Springfield CVB**  | **Hampden County [23 communities]** |
| Agawam | Holland | Southwick |
| Blandford | Holyoke | Springfield |
| Brimfield | Longmeadow | Tolland |
| Chester | Ludlow | Wales |
| Chicopee | Monson | West Springfield |
| East Longmeadow | Montgomery | Westfield |
| Granville | Palmer | Wilbraham |
| Hampden | Russell |   |
| **Hampshire County Tourism & Visitors Bureau** | **Hampshire County [20 communities]** |
| Amherst | Hadley | South Hadley |
| Belchertown | Hatfield | Southampton |
| Chesterfield | Huntington | Ware |
| Cummington | Middlefield | Westhampton |
| Easthampton | Northampton | Williamsburg |
| Goshen | Pelham | Worthington |
| Granby | Plainfield |   |
| **Johnny Appleseed Trail Association** | **Worcester, Middlesex & Franklin County [26 communities]** |
| Ashburnham | Groton | Princeton |
| Ashby | Harvard | Royalston |
| Athol | Hubbardston | Shirley |
| Ayer | Lancaster | Sterling |
| Barre | Leominster | Templeton  |
| Bolton | Lunenburg | Townsend |
| Clinton | Pepperell | Westminster |
| Fitchburg | Petersham | Winchendon |
| Gardner | Phillipston |   |
| **Martha's Vineyard Chamber of Commerce**  | **Dukes County [7 communities]** |
| Chilmark | Tisbury |   |
| Edgartown | West Tisbury |   |
| Gay Head  |   |   |
| Gosnold |   |   |
| Oak Bluffs |   |   |
| **MetroWest Tourism & Visitors Bureau** | **Worcester, Middlesex & Norfolk County [19 communities]** |
| Ashland | Hudson | Northborough |
| Bellingham | Marlborough | Sherborn |
| Framingham | Medway | Southborough |
| Franklin | Milford | Sudbury |
| Holliston | Millis | Wayland |
| Hopedale | Natick | Westborough |
| Hopkinton |   |   |
| **Mohawk Trail Association** | **Non-Exclusive Service Area Defined By 63-mile Trail** |
| Adams | Greenfield | Petersham |
| Barre | Hawley | Rowe |
| Bernardston | Heath | Savoy |
| Charlemont | New Ashford | Shelburne |
| Colrain | North Adams | Shelburne Falls |
| Deerfield | North Central MA**\*** | Turners Falls |
| Florida | Northfield | Westminster |
| Gill | Orange | Williamstown  |
|  |  | **\***(Ashburnham, Athol, Baldwinville, Barre, Fitchburg, Gardner, Hubbardston, Lunenburg, Orange, Petersham, Phillipston, Princeton, Templeton, Westminster, Winchendon). Duplicate communities. |
| **Nantucket Island Chamber of Commerce**  | **Nantucket County [1 community]** |
| Nantucket |   |   |
| **North of Boston CVB** | **Essex County [34 communities]** |
| Amesbury | Lawrence | North Andover |
| Andover | Lynn | Peabody |
| Beverly | Lynnfield | Rockport |
| Boxford | Manchester-By-The-Sea | Rowley |
| Danvers | Marblehead | Salem |
| Essex | Merrimac | Salisbury |
| Georgetown | Methuen | Saugus |
| Gloucester | Middleton | Swampscott |
| Groveland | Nahant | Topsfield |
| Hamilton | Newbury | Wenham |
| Haverhill | Newburyport | West Newbury |
| Ipswich |   |   |
| **Plymouth County CVB** | **Plymouth County + Cohasset (Norfolk County) [28 communities]**  |
| Abington | Hingham | Pembroke |
| Bridgewater | Hull | Plymouth |
| Brockton | Kingston | Plympton |
| Carver | Lakeville | Rochester |
| Cohasset | Marion | Rockland |
| Duxbury | Marshfield | Scituate |
| East Bridgewater | Mattapoisett | Wareham |
| Halifax | Middleboro | West Bridgewater |
| Hanover | Norwell | Whitman |
| Hanson |   |   |
| **Southeastern Mass CVB** | **Bristol County [20 communities]** |
| Acushnet | Fall River | Rehoboth |
| Attleboro | Freetown | Seekonk |
| Berkley | Mansfield | Somerset |
| Dartmouth | New Bedford | Swansea |
| Dighton | North Attleboro | Taunton |
| Easton | Norton | Westport |
| Fairhaven | Raynham |   |