



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

FY22 Travel and Tourism Recovery Grants

FREQUENTLY ASKED QUESTIONS

1. Who can apply?

To apply for the Travel & Tourism Recovery (TTR) grant, an applicant must meet the applicant eligibility requirements outlined in the RFR, which include:|

- 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.
- Organization must be located in Massachusetts and in operation for at least two consecutive years since January 2019.
- Agency must be in good standing with the Commonwealth of Massachusetts and city/town: Must be current on all taxes due through December 31, 2020; and have active and valid state licenses/registrations, if applicable.
- Organizations previously awarded MOTT TTR Grant funding may not receive more than \$150,000 total for FY21 and FY22.

2. What are the opening and closing dates of the TTR Grant application?

Application Opens: Wednesday, December 1, 2021

Application Closes: Wednesday, January 19, 2022 at 5:00 PM

3. How does my organization 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.

SECTIONS A-E must be submitted in alphabetical order by section in one PDF. The maximum file size for uploads is 25 MB per form submission. This application automatically closes on January 19, 2022 at 5:00 pm. Hard copies and electronic copies by email will not be considered. **Be advised, applications must include all required documentation by the program deadline in order to be considered.**

4. What are the TTR Grant levels open for application?

There are three grant levels open for application: Level 1, Level 2, and Level 3. Level 1 grants are open to individual organizations. Level 2 and Level 3 grants must be a collaborative joint proposal by two or more eligible organizations. They must propose a cohesive work plan and work together to implement and achieve their proposed objectives. Joint proposals must have one lead organization and one person responsible for the application and administration of grant monies, as well as all reporting and communication with MOTT. Detailed information on requirements is provided in the RFR.

5. I am an individual organization. Can I apply for a Level 2 or Level 3 TTR Grant?

An individual organization can only apply for a Level 2 or Level 3 grant if they are collaborating in partnership with at least one other eligible organization.

6. I am one of two organizations applying for a Level 2 or Level 3 TTR Grant. Can I also apply for an individual Level 1 TTR Grant?

No. Only one funding request per applicant will be accepted. Collaborating organizations cannot apply individually.

7. What types of project proposals are eligible for TTR Grants?

Eligible initiatives and marketing 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 2 and 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 organization's Travel and Tourism Recovery Grant Program contract with MOTT;

- Demonstrate strong and committed collaboration with partners. Community awareness is evident through support letters.

*Refer to the RFR for a list of eligible project types.

8. What types of projects are ineligible for TTR Grants?

Below are types of projects ineligible for TTR Grants. Additional information is provided in the RFR.

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. New websites, hosting fees
5. Promotional materials – t-shirts, clothing, stickers, plaques, etc.
6. Sponsorship/Fundraising – contests, prize money, gift cards, scholarships, awards, etc.
7. Food and beverages including alcohol, cannabis, or tobacco
8. Legal fees, insurance/liability insurances and/or membership fees
9. Mini-grants or reallocation to other organizations
10. Capital and rental equipment – fencing, tents, portable toilets
11. Mobile app development

9. Can TTR Grant funds be used to purchases equipment such as a printer, computer, and/or other similar electronic or office-related items?

No. TTR Grant funds must be used for marketing projects and initiatives that enhance Massachusetts tourism and support your community’s economic recovery from the COVID-19 pandemic. Detailed information on eligible uses can be found in the RFR.

10. How do I determine which Regional Tourism Council designated service area my organization is located in?

The Commonwealth is organized into 16 Regional Tourism Council (RTC) service areas. Refer to the RFR for a list of RTC Designated Service Areas.

11. 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 through MOTT’s [online application portal](#). Hard copies and electronic copies will not be considered. Supporting documents must be labeled and scanned in alphabetical order to a *single PDF* and uploaded with your online submission. Applications must include all required documentation by the program deadline in order to be considered.

There is no opportunity to save the online application once you have started filling it out. Prepare and review your information prior to submitting as multiple submissions will not be accepted. Retain copies of your application information, responses, and documents prior to submission.

12. How and when do I submit required documents with my application?

Refer to the RFR/Guidelines and Application Information for detailed instructions. **All required documents must be scanned into a single PDF and labeled by section in alphabetical order as listed below.** Upload the PDF file to MOTT's [online application portal](#) when submitting your application. Your application and supporting documents must be received by the deadline to be considered.

Section A: Grant Project Narrative

Section B: Estimated Budget and Timeline *Must use the *fillable PDF* posted with the application.

Section C: Letters of Support

Section D: Board of Directors/Governing Board

Section E: Most recent audited or reviewed financial statements

*Retain copies of all application information and materials prior to submitting.

13. May I submit more than the required number of Letters of Support with my application?

Yes. You may submit more than the required number of letters. Each Letter of Support should be distinct and reflect different aspects of your project.

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

No.

15. 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 enter all the required information, upload all required documents in a single PDF attachment, review, sign, and submit your application via the online portal by the application deadline.

16. Will I be able to review my information and documents on the [online application portal](#) after I submit them?

No. The portal does not provide an opportunity to review or save your application. Review and retain copies of all information and documents prior to submitting.

17. In what format should I present my project's Estimated Budget and Timeline?

Applicants must present their project's Estimated Budget and Timeline using the *fillable PDF* template provided with the RFR.

18. I submitted an application for a TTR Grant online and a message appeared on the screen that says my submission was successful. Does that mean I will receive a grant?

Submission of an online application does not guarantee a grant award. This is a competitive grant. All funding requests will be reviewed by MOTT in consultation with EOHEd before any decisions or awards are made.

19. If my organization meets the eligibility requirements and we apply for a TTR Grant, will we definitely receive a grant?

No. This is a competitive process and projects will be scored on the eligibility, completeness, and merits of the application. Refer to the RFR for specific eligibility requirements.

20. Will partial grants be awarded?

Yes. MOTT will determine the amount of funding to be awarded based on the eligibility requirements for each grant level as well as the merits and completeness of the application as described in the RFR.

21. When will grants be awarded?

MOTT will announce grant awards in March 2022. *Date is subject to change.

22. My organization is awarded a TTR 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. MOTT will **not** reimburse a grant recipient for any costs associated with a grant project that are incurred before a grant contract has been signed.

23. My organization applied for a federal, state, or quasi-public funding grant in FY21 or FY22. Can my organization still apply for a TTR Grant?

Yes, you can still apply for a TTR Grant with the Commonwealth of Massachusetts. Your proposal must meet the criteria listed in the RFR to be eligible.

24. 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. The applicant is not required to match funds, but additional weight is given for matching funds applied to the project.

25. Can restaurant owners, hotels, or other for-profit businesses apply for a TTR Grant?

No. Only a public agency, municipality, or nonprofit 501(c)3, 501(c)4, 501(c)5, 501(c)6 can apply for a TTR Grant.

26. What if I have more questions about my application?

Additional information and details are provided in the RFR/Guidelines and Application Information document. If you have further questions after reviewing these documents, contact:

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