

**Policy Number 2017-001**  
**Department of Tourist Development**  
**Developmental Cooperative Policy & Procedures**  
**for Awarding Grants**

Effective: June 30, 2017

Prepared by: Tennessee Department of Tourist Development

**1. Grant Program Overview.**

The Tennessee Department of Tourist Development (“TDTD”) provides matching funds through the Developmental Co-op Program (herein after referred to as “Developmental Co-op” or “Co-op”). The Developmental Co-op provides official tourism organizations the opportunity to expand the impact of their marketing message, increase visitation to their community and increase travel-generated revenue, while leveraging TDTD’s brand and marketing efforts/initiatives. The Developmental Co-op Program awards partnership grants as available based upon funding derived in each fiscal year, as well as the number of applications received.

**2. Definitions.**

“1:1 match” means for every dollar spent by the Official Destination Marketing Organization or Official Tourism Organization through an approved marketing plan, will receive \$1.00 in state funds for every \$1.00 in organization funds spent for the rendered project. The organization must spend the portion of funds for which the match is being requested.

“Official Destination Marketing Organization” herein after referred to as “ODMO” means an organization whose task it is to represent that community to potential travelers and generate economic benefits to that county or region of Tennessee through visitor expenditures. Official Destination Marketing Organizations act as Convention & Visitors Bureaus, Chambers of Commerce, and community development related organizations that are not for profit and considered that county or regions “official tourism organization”, i.e. Middle East Tennessee Tourism Counsel, Northeast Tennessee Tourism Association or Southeast Tennessee Tourism Association, etc. Tourism partners that are not considered as an ODMO or OTO can be an attraction, festival, museum, Tennessee Main Street organizations.

“Official Tourism Organization” herein after referred to as OTO means an organization designated by a county or municipality as the entity that promotes the region as a tourist destination.

**3. Application Process**

An ODMO or OTO must submit an application in accordance with the timelines and manner stated on the TDTD application instructions page. The application must be completed in its entirety in order to receive consideration.

*3.1. Grantee Selection*

Has two main components, eligibility of the entity applying and whether the project provided on the application will be eligible for receipt of 1:1 matching funds.

3.1.1. *General.* Partnerships awarded are limited to available funds, as well as the number of requests received. TDTD may establish a cap on awards each year.

3.1.2. *Eligibility.* Eligibility is limited to an ODMO and/or OTO except for the ODMO or OTO in the top five counties, being: 1) Davidson – Nashville Convention Visitors Corporation; 2) Hamilton – Chattanooga Convention and Visitors Bureau, 3) Knox – Knoxville Convention and Visitors Bureau (aka Visit Knoxville); 4) Sevierville – Gatlinburg Convention and Visitors Bureau and Pigeon Forge Department of Tourism, Sevierville Chamber of Commerce; and 5) Shelby – Memphis Convention Visitors Bureau.

3.2. *Project Approval.* An application can contain more than one project for consideration for the grant award. If an application contains more than one project and one of the projects is not approved it will not disallow the entire application but the process will proceed regarding the approved project or the funding request for the approved portion of the request.

Developmental Co-op projects should help support the State’s message and brand, “The Soundtrack of America. Made in Tennessee.” but if a Grantee’s project is more suited toward another departmental initiative, such as trails and byways that will be considered. Each presented project should allow for strong measurement capabilities. TDTD reserves the ability to create exceptions or additional eligibility criteria on a case-by-case basis at any time, in order to best achieve the goals of the grant program.

The following is a listing of past projects that have been approved, but approval may not be limited to the below:

- Production costs of promotion publications, i.e. brochures, visitors guides, newsletters, etc.; the distribution must reach consumers and not merely the organization’s members.
- Digital support programs such as paid media, social media or paid search.
- Website development which can include the enhancement of an existing website.
- Tourism-related tradeshows and exhibit materials (which does not include travel expenses).
- Promotional partnership opportunities offered by the tourism organization.
- Media buy that promotes tourism to the state of Tennessee and includes either the State’s registered trademark, “The Soundtrack of America. Made in Tennessee.” or another of the State’s registered trademarks which promotes the region.

The following is a listing of projects or project line-items determined ineligible in the past:

- Agency time
- Interpretive or directional signage
- Reprinting of an existing brochure without any changes or updates made.
- Hosting fees for a website
- Salaries or administrative expenses, such as travel reimbursement or equipment.
- Development or enhancements to infrastructure
- Entertainment, trophies or prize money

### 3.2. *Grantee Award Determination*

Based upon the availability of funds, a cap on the award may result. Said, award cap will be based upon the available funds, as well as the number of requests received. During each award period, the cap on funds will be reconsidered.

In determining the award of funds to each Grantee, a team of no less than two (2) TDTD employees with knowledge of the program and metrics being considered will evaluate the merits of each project. Also considered, is the organizations ability to pay for the entirety of the project, prior to the receipt of 1:1 match.

## **5. Services and Deliverables**

### *5.1. Mandatory Requirements.*

5.1.1. *Mandatory Deliverables.* Each partner is required to adhere to mandatory deliverable requirements regarding their own marketing efforts in support of TDTD. The requirements must be delivered per the schedule of events as outlined in the annual application and are as follows:

- Updated/current contact list for key personal within the organization submitted through email in an excel spreadsheet with each individual name, title, phone number and email address.
- Marketing plan for the organization, which includes the proposed project.
- Organization's current logo file – jpg., eps., png., provide preferred specifications – b/w, color, etc.
- Confirm industry partner page is up to date on [www.tnvacation.com](http://www.tnvacation.com).
- Confirm logo on partner's homepage with click-through link to [www.tnvacation.com](http://www.tnvacation.com).
- Social deliverables (proposed by applicant), may include mentions, re-tweets, etc. of but not limited to #madeintn @tnvacation.
- "The Soundtrack of America. Made in Tennessee." ad in the organizations brochure/visitors guide.
- Status update on project(s).

All required assets or deliverables must be sent to the individual(s) as set out in the application.

5.1.2. *Delegated Grant Authority Contract.* Contracts will accompany each partner's award letter and together these documents will reflect the approved project. Each partner receiving a grant will be required to have a member of their organization with the authority to bind the organization execute the contract in order to receive grant monies.

### *5.2. General Requirements.*

Partners shall render the necessary services to provide assets and deliverables to the State to enhance the State's marketing of its brand and federally registered trademark/logo "The Soundtrack of America. Made in Tennessee" and/or the trademarked logo that would suit the needs of the project.

### *5.3. Partner Deliverables.*

The deliverables to be provided by each Partner shall also be designed to promote their respective region of Tennessee which will include the marketing of Tennessee's rich and diverse music, history, scenic beauty and experiences. Grantee shall incorporate the State's registered trademark "The Soundtrack of America. Made in Tennessee" or other appropriate registered trademark in its marketing efforts to promote Grantee's region and the surrounding area in print, digital, radio, television or any other type of media, if space allows, whether now known or otherwise devised.

Grantee must provide the State with any and all necessary releases, permissions and fully executed licenses to use the services and/or the assets and deliverables set forth in Grantee's proposal. The documentation must include the State as an additional party at any time the State's assets, including the State's federally registered trademarks, is used during the term of the Grant Contract and any time thereafter. The State shall have the right to determine if the releases, licenses and other materials furnished by Grantee are legally sufficient for its intended use including, but not limited to, pre-recorded or live music, photographs, use of names and/or likenesses, use/display of trademarked or copyrighted material(s) and other such assets and/or deliverables.

## **6. Reimbursement.**

The qualifying project must be completed in order to receive funding and reimbursement paperwork received by the deadlines as set forth in the annual application. TDTD reserves the right to withhold full or partial reimbursements at any time, if any of the required deliverables are either not provided or the deliverable date is not met.

### *6.1. Reimbursement Procedure:*

6.1.1. If your project was completed using an advertising agency (funds cannot be directly distributed to agencies), after a qualifying project (or portion) is complete, your agency needs to invoice you for the project, as well as provide proof of completion, i.e. samples, tear-sheets, media affidavits, screen shots, measure report, etc.; or

6.1.2. If your project was completed without an advertising agency, after a qualifying project (or portion) is complete, your vendor or media outlet will provide an invoice for the project, as well as proof of completion, i.e. samples, tear-sheets, media affidavits, screen shots, measure report, etc.

6.1.3. All reimbursement paper work should be on your organizations letterhead, send an invoice (with invoice number) for reimbursement stating the project name and the total amount requested, along with copies of the above documentation as set out in Section 6.1.1. and/or 6.1.2.

6.1.4. All reimbursement paperwork should be submitted to the individual(s) as set out in the annual application.

### *6.2. Partner Responsibilities.*

Upon receipt of reimbursement from the State, Partners must issue a check to the vendor or media outlet to which funds for execution of the approved project are due. TDTD reserves the right to use their bank of choice to provide reimbursement.

## **7. Recipient Reporting Requirements.**

*7.1. Final Report Contents.* Each Partner must issue a final report to TDTD regarding the effectiveness of the approved project. The report will include analysis of the effectiveness through the agreement upon methods of measurement as well as proof of the deliverables identified in the Grantee's contract. The Final Report will be issued on the Grantee's official letterhead and include at minimum the following information:

- Grantee's name
- The Grant Contract's Edison Identification Number (provided by TDTD on the final Delegated Grant Authority Contract).
- Term of the project
- Total amount of the project
- A narrative section that describes the program's goals, outcomes, successes and any setbacks.
- Any proposed activities that were not completed.

*7.2. Final Report Delivery Instructions.*

On official letterhead generate the final report, utilizing the checklist information as identified in Section 7.1 and provided in accordance with the instructions on the annual application. The final report must be submitted to:

- Tennessee Department of Finance & Administration at: [fa.audit@tn.gov](mailto:fa.audit@tn.gov); and
- TDTD to Melanie Beauchamp at [Melanie.Beauchamp@tn.gov](mailto:Melanie.Beauchamp@tn.gov) and cc: Carrie Roberson at [Carrie.Roberson@tn.gov](mailto:Carrie.Roberson@tn.gov).