



## Traditional Cooperative Marketing Guidelines

Round 2023

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### *What it is*

Matching marketing money for your marketing campaigns available to non-profit, tourism-related organizations.

### *Mission*

The mission of the Utah Cooperative Marketing Program is to leverage state and partner funding to attract visitors to increase tourism expenditures.

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The Utah Cooperative Marketing Program was established in 2005 and has since successfully funded 944 applications totalling \$53,447,101 to local non-profit tourism organizations, extending the state's brand to \$106,894,202 in both in and out-of-state marketing dollars.

The co-op fund creates a partnership between the Utah Office of Tourism (UOT) and Utah's local destination marketing organizations, including convention and visitor bureaus, chambers of commerce, non-profit events and festivals, and regional tourism organizations, to increase visitor spending in the state through marketing. Applying for co-op dollars is a competitive process and includes identifying measurables that show a return on investment to the state. It is a matching fund of up to **\$250,000** per entity and applications are only accepted once per year. We are excited to help you fund your marketing project and see the tourism and economic gains you and your organization can provide to the residents of Utah.

Since 2020, the co-op program allows a portion of every application to include in-state marketing. If you are classified as a Destination Marketing Organization (DMO) you may apply **25% or \$50,000**, whichever amount is greater, of your application to in-state marketing efforts. All other types of eligible applicants may apply **15% or \$35,000**, whichever amount is greater, of your application to in-state marketing efforts.

We encourage joint applications as long as no individual contributor goes over the \$250,000 cap. Joint applications are also eligible for the in-state marketing options.



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## New for Round 2023

### **Kelly Day Has Retired**

After 34 years with the State of Utah, Kelly Day has retired as of December 2022. Kelly has been truly foundational to the co-op program and the partners that apply to it. Kelly's email address ([kday@utah.gov](mailto:kday@utah.gov)) is not being closely monitored. Please direct all Round 2023 co-op inquiries to Kevin Blomquist, Grants Compliance Specialist at [kblomquist@utah.gov](mailto:kblomquist@utah.gov)

### **Salesforce Platform**

The Utah Office of Tourism has transferred the application process of the Traditional Cooperative Marketing Program to Salesforce in alignment with the other grants offered by the Governor's Office of Economic Opportunity. The format of the application remains the same as years prior, the hosting platform and URL link to apply has changed. See the [How to Apply section](#) for more details and links.

### **In-State vs. Out-of-State Marketing**

Since 2020, the co-op program allows a portion of every application to include in-state marketing. If you are classified as a Destination Marketing Organization (DMO) you may apply **25% or \$50,000**, whichever amount is greater, of your application to in-state marketing efforts. All other types of eligible applicants may apply **15% or \$35,000**, whichever amount is greater, of your application to in-state marketing efforts.

You will be required to identify the total amount of cooperative marketing dollars to be spent in-state versus out-of-state on your application and on your final report.

### **Forever Mighty®**

Continuing from Round 2022, we have incorporated Forever Mighty® into our traditional co-op program. Demonstrating how you will apply the principles of Forever Mighty and responsible travel into your marketing efforts can result in up to 10 additional points towards your total application score.

To learn more about Forever Mighty, visit [www.visitutah.com/forever](http://www.visitutah.com/forever) and [www.visitutah.com/prepare](http://www.visitutah.com/prepare).

### **Multi-partnership Matching Funds**

In accordance with the cooperative marketing program guidelines, no qualified entity may serve as a fiscal agent for a non-qualified entity. In multi-partnership applications, the applying qualified entity must match the largest partner contributor to the application.



## Eligible Co-op Applicants

Cities, counties, non-profit destination marketing organizations (DMOs), and similar public entities (as outlined in the [legislation](#)) are eligible to apply.

Qualified applicants must be an organization exempt from Federal Income Tax under Section 501 of the Internal Revenue Service Code for a minimum of one year, in which a primary goal is to attract and retain additional visitors to Utah through tourism promotion, and meet at least one of the following organizational requirements:

- Be a DMO, Chamber of Commerce, Convention and Visitors Bureau, or a Regional Tourism Organization
- Be a Public Sector Organization such as an event, festival, association, attraction, recreation, or entertainment venue.

### Additional Requirements

- No qualified entity may serve as a fiscal agent for a non-qualified entity.
- Co-op funds cannot be matched with other state dollars (i.e. legislative appropriation, other TMPF funds, or funds from other state or quasi-state agencies). All applicants will be required to identify the amount and source of their matching funds as well as any state support they are currently receiving and must be able to show matching funds that are not state-dollar related. **Please note:** The Utah Sports Commission annually receives 10% of funds appropriated to the Tourism Marketing Performance Account and is, therefore, not an eligible funding partner for your application.
- When submitting an application involving multiple partners, the largest financial contributor must be the primary contact on the application.
  - The qualified entity must match the largest partner contributor to the application.
  - Partnership applications count toward each entity's total cap.

## Eligible Co-op Projects

With the Utah co-op program, you have the freedom to choose the type of marketing that works best for your area. All marketing projects funded with co-op dollars must contain either the [Utah-Life Elevated official logo](#) or the official [Forever Mighty logo](#) if you include responsible travel in your campaign. The most common campaigns include some or all of the following:

- Digital Media - PPC, email marketing, connected TV, banner ads, social media
- Print - Fliers, direct mail
- Broadcast Media - Spot and/or CableTV & radio
- Publications - Magazines, newspapers, guides, playlists
- Website - Design or redesign and launch, updates, native content & photography (hosting is not eligible)



- Out-of-Home - Static and/or video ads on gas station TV, digital displays in restaurants, bars and entertainment venues, static gas pump toppers, billboards, buses, posters
- Postage - Postage for new marketing reach only
- Conventions - Promoting attendance of the contention to visitors
- Research for effective marketing
- Registration for one or more staff and both space rentals for the following trade shows only:
  - Collinson Media Shows  
(Collaborate Marketplace, Connect Marketplace, Connect Assoc., Connect Sports, Rejuvenate Marketplace, Diversity Summit)
  - National Association of Sports Commissions Annual Convention
  - Helms Briscoe Annual Business Conference
  - ASAE
  - IMEX
  - Smart Meetings
  - Meetings Focus Live
  - TEAMS
  - SportsLink
  - National Tour Association
  - Go West Summit
  - American Bus Association
  - North American Journeys
  - IPW
  - MPI
  - TapDance
  - DMAI Destination Showcase
  - Cvent Convention
  - Springtime in the Park
  - Council of Engineering and Scientific Society Executives (CESSE)
  - RCMA
  - Conference Direct Show
  - Maritz Travel
  - Aimia
  - Meetings Industry Council
  - Small Market Meetings
  - Mountain Travel Symposium
  - Ski Tops
  - Florida Ski Council
  - Far West Ski Association
  - Crescent Ski Council
  - Paul Webber PRW Shows
  - Meetings Today
  - Destination West

## Ineligible Co-op Projects

- Administrative costs (i.e. salaries, travel, food and beverages, lodging, gift/awards, web hosting, memberships, or entertainment for personal and/or volunteers of organizations, retainers)
- FAM Tours (i.e. travel, food and beverages, lodging, gifts/awards, or entertainment)
- Tangible personal property (i.e. office furnishings or equipment, a permanent collect or individual pieces of art, etc.)
- Interest, reduction of deficits or loans



- Scholarships, endowments, or cash awards of any description
- Direct funding to acquire, construct, extend, or maintain a facility
- Activities or materials which violate State or Federal laws
- Projects already in progress

## How to Apply

The Utah Office of Tourism has transferred the application process of the Traditional Cooperative Marketing Program to Salesforce in alignment with the other grants offered by the [Governor's Office of Economic Opportunity](#) (GOEO). The format of the application remains the same as years prior, the hosting platform and URL link to apply have changed. The previous Simpleview Extranet URL link will not work and your username and password will not transfer over.

If you have previously applied for a grant with the Governor's Office of Economic Opportunity (Utah Outdoor Recreation Grant, Rural County Grant, etc.) use that login information to access the cooperative marketing program application. If you have not applied for a grant opportunity with GOEO before, select "New User?"

**Access the new application portal by visiting the following link:**

[goed.my.salesforce-sites.com/econ](https://goed.my.salesforce-sites.com/econ)

## Application Review Process

1. UOT staff reviews all applications for compatibility with the co-op guidelines. UOT staff will score and determine the level of funding for applications requesting \$10,000 or less. Only one application per Federal Tax ID number is allowed in this category. Additional applications under \$10,000 from the same entity will be reviewed and scored by the co-op committee.
2. Co-op committee members will individually review and score the qualified applications requesting more than \$10,000. Applicants will be notified of and invited to participate in an oral interview with the co-op committee during the application review process.
3. Entities that receive substantial appropriations from the Utah State Legislature in the same year they are applying for matching co-op money are subject to additional review and consideration by the co-op committee to ensure proposals meet the intent of the program.
4. Applicants will be notified of the Board of Tourism Development's funding decision following the August board meeting. Details on the Utah Office of Tourism's board meeting dates and locations [can be found here](#).



## Scoring Parameters

Applications must receive a score of 70 or higher by the majority of the committee members to be eligible for funding. Applications receiving an average score of less than 70 will not be considered for funding.

## Scoring / Ranking

An objective review to score each application will be based on the following point system:

### **Project Design - 40 points**

- Clearly defined goals and objective that are realistic - 20 points
- Ability to attract and/or target new markets or promote new products - 5 points
- Strong community support and involvement - 10 points
- Multi-county partnership application - 5 points

### **Accountability / Economic Impact - 60 points**

- Expected revenue and positive economic impact generated - 15 points
- Reliable tracking mechanism - 15 points
- Reasonable cost/benefit ratio - 15 points
- Demonstrates one or more Forever Mighty ethics - 10 points
- Projects aimed at attracting more visitors during shoulder season - 5 points

## Co-op Funding Policy

Regardless of the type of project funded, all applicants receiving funding from the Utah Office of Tourism are required to display the following on their website:

- Utah-Life Elevated logo linked to the UOT's official consumer website, [www.visitutah.com](http://www.visitutah.com)

The UOT logo and link must be displayed in a reasonably prominent position for the duration of the co-op marketing project for which the funding was received.

The UOT will match 50% of the total project cost. Qualified entities may apply for a maximum of **\$250,000** in co-op funds. All matching funds contributed by a single entity count towards its \$250,000 limit. Multiple applications will be accepted by the same entity (for separate campaigns) that don't exceed the \$250,000 per entity cap.

Required match - The applicant must demonstrate that it can match its co-op request with non-state funds. In-kind gifts will be acknowledged, but are not considered as part of the match.



Letters of financial commitment must be signed by and submitted on the contributor's letterhead.

## Guarantee of Funding

Please note that there is no guarantee that all applicants will be awarded funds. Even though a project may qualify, limited funds may not allow all projects to receive assistance. Any and all decisions regarding awarding of funds are at the discretion of the co-op committee, Board of Tourism Development, and the Utah Office of Tourism and are final.

The co-op committee reserves the right to adjust funding parameters in accordance with the number of proposals received and available funds. Greater consideration will be given to projects that demonstrate the highest potential for economic impact from visitors.

## Payment and Reporting

A Memorandum of Understanding (MOU) will be issued to all recipients of co-op funding. Upon UOT's receipt of the signed MOU, it will be submitted for a contract number and will have an ending date of 90 days following the date entered in the application as the project ending date. The typical MOU/contract will last two years.

Payment on the award is made in two installments. For the initial payment, **75%** of the award amount will be paid no earlier than 120 days prior to the project start date as indicated in the application. The remaining 25% of the award will be issued when the applicant has successfully executed its program/campaign/event and completed the final report. All applicants must complete the final report form in the application portal within 90 days of completion of the project. Applicants who have failed to complete and submit their report within 90 days of completion of their project are not eligible to apply in future funding rounds until the report has been submitted. In the event an applicant cannot complete its project as approved, the applicant is required to notify the UOT staff immediately and submit proposed changes or modifications in writing as soon as possible.

## Utah Logo Guidelines

All projects must utilize the state brand and have a call to action. All press releases pertaining to co-op projects must also include the state logo. The Cooperative Marketing Program is intended not only to market your project/event but also to extend the brand of the state. It is important that we work together to make certain that Utah's brand and logo are effectively used in all marketing materials. The use of the UOT logos must be in accordance with the [UOT Brand Guidelines](#) or [Forever Mighty Style Guide](#). **Drafts of all projects, events, campaign materials are required to be approved by UOT prior to print, distribution, public release,**





**publication, etc.** Please send drafts via email to Kevin Blomquist at [kblomquist@utah.gov](mailto:kblomquist@utah.gov) and allow a minimum of five (5) business days for approval. The UOT reserves the right to use co-op partner ads in its marketing materials.

As part of the logo approval process, the UOT and/or co-op marketing committee members reserve the right to deny co-op funding and the use of the Utah logo on marketing materials that may include inappropriate content or content that may portray Utah or Utahns in a negative way. The denied co-op funds and matching funds may be reallocated to other approved projects/materials included in the application for increased exposure. Should this not be feasible or acceptable to the applicant, the UOT will reduce funding for the project accordingly.

**Digital Ads** - Realizing that digital ads are usually too small to include the official Utah-Life Elevated logo, the UOT requires the Utah logo with a link to [www.visitutah.com](http://www.visitutah.com), or [www.visitutah.com/forever](http://www.visitutah.com/forever) if including Forever Mighty in your application, be included on the landing page linked to the digital ad. Nofollow links are not allowed. Screenshots of the landing pages linked to the digital ads are required for logo approval.

**Billboards** - Billboards must display the official Utah-Life Elevated logo or the Forever Mighty logo at a size that is clearly readable to the passing motorist. Applicants must also specify the location and dates of the billboard display.

**Partner Logos** - Logos of applicants and partners (including private businesses) must be declared in the application and approved by the UOT. Logos representing alcoholic beverages, tobacco products, and/or sexually-oriented products and services will not be permitted with the Utah logo.

**Print and Publications** - All print ads must contain either the Utah-Life Elevated logo or the Forever Mighty logo. Generally, the size of the Utah logo should be commensurate with the size of the applicant's logo but not less than 1.25" in length as is required in the [Utah-Life Elevated Logo Guidelines](#). Applicants must specify the newspaper/publication name, size of the ad, market reach, and anticipated issue dates.

**TV Ads** - The products must display the official Utah-Life Elevated logo or the Forever Mighty logo for a minimum of 5 seconds, typically just at the end of the ad. The logo must be clearly legible and prominently displayed. Generally, the size of the Utah logo should be commensurate with the size of the partner logo. Applicants must include market reach and frequency.

**Radio Ads** - Radio ads must constrain the credit line "produced in cooperation with the Utah Office of Tourism." The credit line should take 3 to 5 seconds to pronounce and must be clear and easy for the listener to hear. Applicants must also include market reach and frequency.



**Booths** - Booths purchased or constructed with co-op funds must display the official Utah-Life Elevated logo for a minimum of one year. The Utah logo should be in the top ⅓ of the booth and must be clearly legible to those walking down the aisle past the booth. Realizing that booths come in a wide variety of shapes and sizes, the UOT reserves the right to approve the use of the Utah logo on a case-by-case basis.

**Websites and Website Content** - Websites, as well as website content and articles, created or revised using co-op dollars must contain the official Utah-Life Elevated logo or Forever Mighty logo prominently displayed in a place the web visitor will likely view (homepage) for a minimum of one year. The Utah logo should also link to [www.visitutah.com](http://www.visitutah.com) and Forever Mighty to [www.visitutah.com/forever](http://www.visitutah.com/forever). Native content must also contain the official Utah-Life Elevated logo linked to [www.visitutah.com](http://www.visitutah.com). Co-op funds cannot be used for web hosting or general maintenance. Nofollow links are not allowed.

## Helpful Hints

- Gather all required attachments so they are handy when filling out the application.
  - List of Board Members
  - Federal Tax Exemption
  - Project Budget, ROI and Co-op History (New Required Spreadsheet)
  - Financial audit/balance sheet
  - Letters of financial commitment
  - Letters of project support
- Save your application often.
- Do not submit until you are 100% complete as you can no longer make changes to your application once submitted.
- If you are awarded co-op money, please keep **all project-related invoices** in a separate folder as they are required in the final reporting process.

## Important Dates for Round 2023

- Application Opens - May 30th, 2023 at 9:00 a.m. MT
- Application Deadline - June 29th, 2023 at 5:00 p.m. MT
- Oral Interviews - July 17th & 18th, 2023
- Awards Announced - August 11th, 2023

For additional information about the co-op program, please visit our website at [Traditional Co-op Marketing Program | Utah Office of Tourism Industry Website](#).