



## Utah Jump Start Cooperative Marketing Fund Guidelines

Round 2016 Applications Due June 23, 2016

*The mission of the Utah Cooperative Marketing Revenue Matching Program is to leverage state and co-op partner funding to attract visitors to increase tourism expenditures*

### Who May Apply for Jump Start Co-op Marketing Funding?

- Counties in Utah with an annual Transient Room Tax (TRT) of \$40,000 or less

### Eligibility Requirements:

- No qualified entity may serve as a fiscal agent for a non-qualified entity.
- Jump Start Co-op funds cannot be matched with other state dollars. 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.
- Partnership applications are encouraged. When submitting an application involving various partners, the largest financial contributor must be the primary contact on the application.
- Jump Start funding is only available for three funding cycles per eligible entity.

### Eligible Projects (Projects may be directed at either in-state or out-of-state visitors)

- Banner Ads / Digital Media
- Print – Newspaper / Flyer / Direct Mail
- Electronic – TV / Radio
- Publications – Magazines / Guides / Playbills
- Billboard, and other non-traditional
- Web / Internet / Technology – Pay Per Click, E-mail Marketing, Banner Ads, Website design & implementation (website hosting not eligible)
- Collateral – Brochures / DVDs / CDs
- Postage paid only for new market reach – not for operations
- Conventions – Marketing attendance of the convention to out-of-state visitors
- Registration and booth space rentals for consumer shows
- Registration and booth space rentals for the following tradeshow only:

Collinson Media Shows (Collaborate Marketplace, Connect Marketplace, Connect Association, 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; 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

### Ineligible Projects:

- Administrative costs (i.e. – salaries, travel, food, beverages, lodging, gifts/awards, web hosting, memberships or entertainment for personal and/or volunteers of organization)
- Fam Tours (i.e. - travel, food, beverages, lodging, gifts/awards or entertainment)
- Tangible personal property (i.e. – office furnishings or equipment, permanent collection of 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
- Using co-op money to create products for resale is not an acceptable use of funds

## Application Review Process:

1. Co-op Committee members will individually review and score the qualified applications prior to making recommendations to the UOT Board. Applicants will be notified of, and invited to participate in either a conference call or an oral interview with the Co-op Committee during the application review process.
2. The applicant will be notified of the Board's decision following the August 12, 2016 UOT Board meeting.

## Please Note:

There is no guarantee that all applicants will be awarded funds. 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 (UOT) and are final.

## Scoring / Ranking

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

### *Project Design – 50 points*

Clearly defined goals and objectives that are realistic – 20

Ability to attract and/or target new markets or promote new products – 10

Integrated marketing plan, strategic plan or other cooperative marketing plan – 15

Strong community support and involvement - 5

### *Accountability/Economic Impact – 50 points*

Expected revenue and positive economic impact generated - 15

Reliable tracking mechanism – 15

Reasonable cost/benefit ratio –20

### Scoring Parameters

Applications must receive a score of 70 or higher by the majority of Committee members to be eligible for funding.

Applications receiving an average score of less than 70 will not receive funding.

## Guidelines for use of the Utah Logo

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. **Use of the UOT logo must be in accordance with the UOT Brand Guidelines which can be found at <http://travel.utah.gov/marketing/the-utah-brand>.** Please submit final drafts of all projects/event materials via email to Kelly Day ([kday@utah.gov](mailto:kday@utah.gov)) for approval prior to print, distribution, public release, publication, etc. Please 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 Office of Tourism 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 Utahans 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 out-of-state exposure. Should this not be feasible or acceptable to the applicant, the Utah Office of Tourism will reduce funding for the project accordingly.

**Billboards** - Billboards must display the official Utah-Life Elevated logo at a size that is clearly readable to the passing motorist. Applicants must also specify the location and dates of 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 the Utah 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 required in the Utah Logo Guidelines. Applicants must specify the newspaper/publication name, size of ad, market reach and anticipated issue dates.

**TV Ads/DVDs/CDs** - The products must display the official "Utah – Life Elevated" tourism logo for a minimum of five seconds, typically at the end of the ad. The logo and credit line must be clearly legible and prominently displayed. Applicants must include market reach and frequency. Generally, the size of the Utah tourism logo should be commensurate with the size of the destination marketing organization's logo. DVDs and CDs should also include an official Utah tourism logo on the cover and label.

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

**Booths** - Booths purchased or constructed as a portion of the application must display the official Utah – Life Elevated logo for a minimum of one year. The Utah logo should be located in the top 1/3 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

**Websites** - Websites created or revised using Co-op dollars must contain the official Utah tourism logo prominently displayed in a place the web visitor will likely view (homepage) for a minimum of one year. The Utah tourism logo should link to the [www.visitutah.com](http://www.visitutah.com) website.

### Co-op Funding Policy

1. Regardless of the type of project funded, all applicants receiving funding from the Utah Office of Tourism Jump Start Co-op Program are required to display the following on their website:

- a. Utah Office of Tourism Logo
- b. Link the Utah Office of Tourism logo to 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.

2. UOT will match up to 75% of the award, not to exceed \$30,000 per applicant.

3. Qualified entities may apply for matching money at a 3:1 match (up to \$30K from State for up to \$10K from partner) in the Jump Start Co-op Marketing funds.

4. Required Match – Applicant must demonstrate that it can match its co-op request with non-state funds. In-kind gifts will be acknowledged, but are not eligible to be considered as part of the match. **Letters of financial commitment must be signed by, and submitted on contributor's letterhead.**

### Payment and Reporting:

The UOT will pay its portion to the applicant in two payments: 50% of the total award will be paid upon receipt of a signed MOU along with an invoice for said amount, but no earlier than 120 days prior to the project start date as indicated in the application. If the initial 50% of funds are not requested within 30 days of the project start date as listed in the application, all Co-op funding for this project will be forfeited. The remaining 50% of funds will be issued upon the UOT receiving a **completed Jump Start Co-op final report form and all project related invoices** within 90 days of the completion of the project.

All applicants must submit a written final report and all project related invoices within 90 days of completion of the project. **Applicants who have failed to submit their final report within the 90 day period following completion of their project are not eligible to apply in the next funding round.**

The UOT may request periodic, brief, event/project updates from its Co-op partners.

In the event that an applicant cannot complete its project as approved, the applicant is required to notify UOT staff immediately and submit proposed changes/modifications in writing as soon as possible.

**Webinar training is required to apply for Co-op funds. Access to the applications will be granted at completion of training. Contact Kelly by phone/email with any questions.**

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