

Joint Effort Marketing (JEM) Grant

Instructions

The Department of Tourism's Joint Effort Marketing (JEM) Program provides reimbursement for paid advertising expenses for Wisconsin non-profit organizations. JEM is based on state statutes and administrative rules. To be funded, projects must show that they will generate increased visitor expenditures in the local area. Please review JEM grant guidelines before beginning your application process. This information can be found at <http://industry.travelwisconsin.com/grants/joint-effort-marketing-jem-grant-program> (<http://industry.travelwisconsin.com/grants/joint-effort-marketing-jem-grant-program>).

There are five categories of JEM grants, and the application requirements for each category are different. We encourage projects that are new, innovative and creative and must be beyond the scope of what's normally offered by the organization.

The Department and State of Wisconsin will be held harmless from any cost, expense, damage or liability, including disputes with suppliers for non-payment of bills. Decisions regarding reimbursement will be made by the Department based on guidelines. All decisions are final.

Applications for year 2 or year 3 funding will not be reviewed before previous year's evaluation has been submitted.

It is highly recommended that applicants contact the Grant Coordinator (<mailto:hschultz@travelwisconsin.com>) and your Regional Tourism Specialist (<http://industry.travelwisconsin.com/industry-outreach>) for assistance during the grant application process.

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JEM Grant Application

Step 1: Eligibility — Project Dates

Keep in mind when submitting your application that if your application is approved, the Department of Tourism can reimburse for expenses incurred 90 days after the application is received. For example, if you want to begin running JEM-funded advertisements to promote your project on Nov. 1, submit your application by Aug. 1. Please enter the date(s) of the project to determine if your project is compliant with the 90-day rule.

Enter the dates of the project/event/campaign or use the calendar to select dates: *

 through 

What JEM category are you applying for? *

- A Destination Marketing (DM)** application requires a partnership of at least three communities. The timing of the campaign requires justification defining a shoulder or "off" season, and research/tracking are substantial aspects of this category.
- A New Event** has not been held previously, intended to repeat regularly and will bring in visitors (as opposed to community events primarily for locals); they are intended to grow visitor expenditures year after year.
- An Existing Event** application requires new advertising (geographic, demographic or new media) and you must include a list of the previous year's advertising with your application. Justify the use of new advertising by showing a substantial increase in visitor expenditures.
- A One-Time, One-of-a-Kind** application must advertise an event of major significance that has the potential to generate media coverage throughout the Midwest and is not likely to be repeated. Anniversaries and birthdays are excluded.
- A Sales Promotion** must offer significant incentives for a limited period of time (usually six to eight weeks) to persuade a targeted market to visit the area. Applications should include a list of participating businesses and the proposed incentives.

Please explain why you chose these dates. Is this an "off-season" or a time when your region needs tourism business? *

Required for Sales Promotion Applications only

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JEM Grant Application

Step 2: Identify the Project Year and Category-Specific Elements

What project year are you applying for? *

Please attach a list of participating businesses and the proposed incentives: * **Required for Sales Promotion Applications only**

Browse...

Upload

Browse for the file and then click the upload button. Note that the cumulative limit for attachments is 20 MB.

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Or

JEM Grant Application

Step 2: Identify the Project Year and Category-Specific Elements

What project year are you applying for? *

Please upload a list of the advertising placed for the event last year. This is required for first year Existing Event projects only:

Browse...

Upload

Browse for the file and then click the upload button. Note that the cumulative limit for attachments is 20 MB.

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Step 3: Event/Campaign Information

Name of the event/campaign: *

Provide a one- or two-sentence summary of the project; include where and when it will take place. You'll be able to tell us more in step 6: *

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Step 4: Advertising Agency and Contract Signer

Name of advertising agency:

Who would be signing the JEM grant contract? *

- Mary Smith
- DMO User
- None of the above

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Step 5: Check Cover Sheet Information

Name of project: x
Dates of project: February 1, 2018 - February 4, 2018
JEM category: New Event
Grant project year: Year 1

Applicant organization: DMO Organization
123 Maple Street
Milwaukee, WI 53201
County: Milwaukee

Phone:
Website:
Employer ID: 11-1111111
NAICS code: 561591

Person who will sign contract: DMO User

Advertising agency if any: None

Check here to confirm that this information is correct.

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Step 6: Detailed Explanation of Project

Please tell us, in detail, about your project: *

Additionally,

For new events, do you have a built-in mechanism to fund the event in the future?

For existing events, what new market market (geographic or demographic) or new media will you be using from previous years?

For sales promotions, how are the incentives offered significant discounts?

For one-time/one-of-a-kind, how will this event generate media coverage throughout the midwest?

For year 2 or year 3 applications, how are you building off of the previous year's experience to make your event more successful?

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Step 7: Marketing and Public Relations Plan

What is your plan for marketing your project? Please include target markets and types of media being used. *

Alternatively, browse for your marketing plan document and upload it to us. Note that the cumulative limit for attachments is 20 MB.

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Step 8: Project Goals & Leverage

Please tell us your measurable project goals with baseline data supporting them: *

What other resources, outside of your project budget, are you leveraging? Leverage might include things such as earned media and donated advertising, sponsorships or other grants earned because of the project.

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Step 9: Research and Tracking Plan

Every year, the Department of Tourism is required to report the economic results of JEM grant projects to the State. We report the projected and actual total leverage. The total leverage of your grant project is the State's return on investment (ROI).

Typically JEM recipients measure visitor spending results. This can be done by counting all visitors/attendees and surveying a representative sample. Your goal should state how many visitors/attendees your promotion will attract (Tracking Expenditures (<http://industry.travelwisconsin.com/uploads/medialibrary/75/75051ea9-8571-4f45-a40c-724d97d6deec-tracking-expenditures.pdf>)).

How will you track the success of your marketing plan and collect the needed information for reporting on the actual dollar value of your measurable goals? How will you track the number and type of visitors to your event? *

The Department owns research that determines the average daily expenditure for day trippers and overnighters. Currently, those figures are \$58 per day tripper and \$180 per overnight visitor. Please estimate the attendance numbers for each of the following. For Destination Marketing Development Option, Year 1, it is acceptable to enter "0" for your attendees:

Local attendees: *

Non-local overnight attendees: *

Non-local daytrip attendees: *

Total visitor expenditures:

\$	0
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What was your year 1 visitor spending reported? * Required for Year 2 and Year 3 applications only

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Step 10: Promotional Expenses

Enter a list of advertising items for your event or promotion. Select the type of media for the item(s). Provide a brief description—the name of the item(s), the number of ads and run dates in the description field. Put the total cost of the item(s) in the Budgeted Total field. If you plan on having the grant reimburse all or part of the item, fill in the Budgeted Reimbursable field with the reimbursable amount.

Eligible items for reimbursement include email marketing campaigns, magazines, newspapers, radio, TV, Internet, direct mail, PR/media kits and billboards.

Examples of expenses JEM will not reimburse include operational costs (staff salaries, travel costs, facility rental, insurance, year round travel/destination guide, etc.), local advertising, posters and flyers that are not direct-mailed, or street banners.

Note that in year one, JEM may reimburse up to 75% of the total promotional budget. In year two, 50%, and in year three, no more than 25% of the total promotional budget may be reimbursed.

Media Type	Description	Budgeted Total	Budgeted Reimbursable	Action
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You currently have no budget items in the list. To get started, click the "Add New Item" button.

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Step 11: Operational Expenses

Enter a list of items for the project's operational budget:

Item	Amount	Action
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You currently have no budget items in the list. To get started, click the "Add New Item" button.

[+ Add New Item](#)

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JEM Grant Application

Step 12: Income Statement

Enter a zero if there is no cash balance from the previous year. Tell us any anticipated income, but don't include the JEM grant. Note: None of the funds for the project can come from another state agency.

Income/Revenue

Cash Balance from Year One or Two: *

Event Income, Contributions: *

Total Income: 0.00

Expenses

Promotional Expenses (from Step 10): *

Operational Expenses (from Step 11): *

Total Expenses: 0.00

Net Income: 0.00

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Step 13: Upload Additional Materials

We have provided this step for you to upload additional supporting information. The cumulative limit for attachments is 20 MB.

File	Size	Action
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You currently have no attachments for this grant application.

To attach a file, first browse for it and then click the upload button. The cumulative limit for attachments is 20 MB:

<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
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Supported document types include Word, Excel, Powerpoint, PDF, JPEG, GIF and PNG files.

<input type="button" value="⏪ Prev"/>	<input type="button" value="Next ⏩"/>
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Joint Effort Marketing (JEM) Grant Application

Application Steps

To finish your application, please complete each of the following steps of the application process. You can save your work and return to the application at any time. If you need assistance, please refer to the instructions ([/JEM/Instructions/2385](#)) for this grant application.

Step 1: Eligibility — project dates and appropriate category (/JEM/Step1/2385)	✔ Complete
Step 2: Project year and category-specific elements (/JEM/Step2/2385)	✔ Complete
Step 3: Name of the event/campaign and its project description (/JEM/Step3/2385)	✔ Complete
Step 4: Name of the contract signer and advertising agency (/JEM/Step4/2385)	✔ Complete
Step 5: Confirmation of cover sheet information (/JEM/Step5/2385)	✔ Complete
Step 6: Detailed explanation of project (/JEM/Step6/2385)	✔ Complete
Step 7: Marketing and public relations plan (/JEM/Step7/2385)	✔ Complete
Step 8: Project goals & leverage (/JEM/Step8/2385)	✔ Complete
Step 9: Research and tracking plan (/JEM/Step9/2385)	✔ Complete
Step 10: Promotional expenses (/JEM/Step10/2385)	Incomplete
Step 11: Operational expenses (/JEM/Step11/2385)	Incomplete
Step 12: Income/revenue statement (/JEM/Step12/2385)	✔ Complete
Step 13: Additional Information (/JEM/Step13/2385)	✔ Complete

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Submit Application