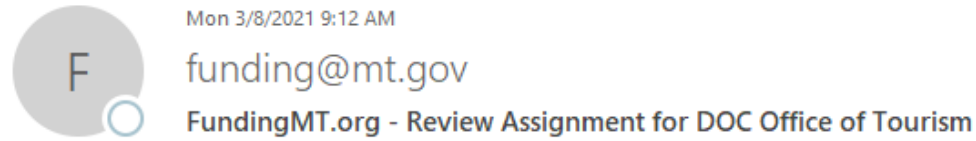
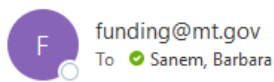


TAC DMO Plan Review Process

When a DMO Plan is released for review in WebGrants, you will receive an email alert letting you know the plan is available. You will receive an alert for each plan.



FundingMT.org - Review Assignment for DOC Office of Tourism



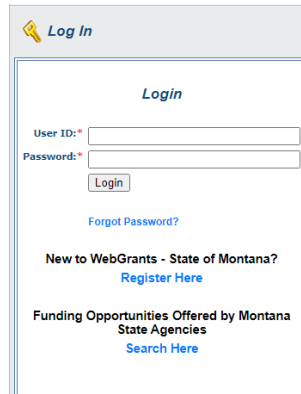
Fri 3/31/2023 9:25 AM

Funding Opportunity: 125123 - FY24 DMO Plan
 Program Area: DOC Office of Tourism
 Due Date: 05/15/2023

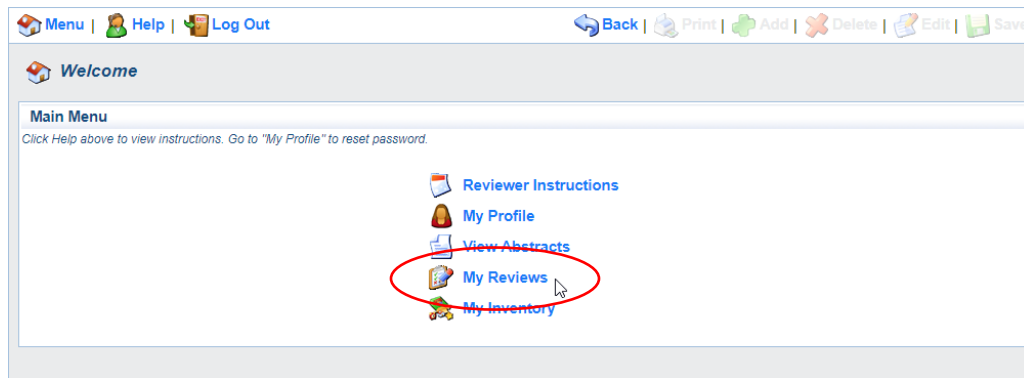
- 1) Please log into WebGrants grants management system at funding.mt.gov
 - a) Enter your user name & password.
- 2) To review the application:
 - a) Click on "My Reviews" and the application(s) assigned to you for review will be listed at the top.
 - b) Click on the application title in blue. The application will appear.
 - c) Links to attached documents in the application will be listed in blue. Click on the blue file name to view.
- 3) To submit a review:
 - a) While still in the application, click on the "Review" button at the top right side of the page.
 - b) Click on the blue review form link(s)
 - c) Enter your comments and/or score
 - d) Click "Save"
 - e) Select "Mark as Complete"
 - f) Click "Submit"

You may log into the WebGrants grants management system at the following location:
funding.mt.gov

1. Log in funding.mt.gov



2. Click 'My Reviews' located on the Main Menu screen.



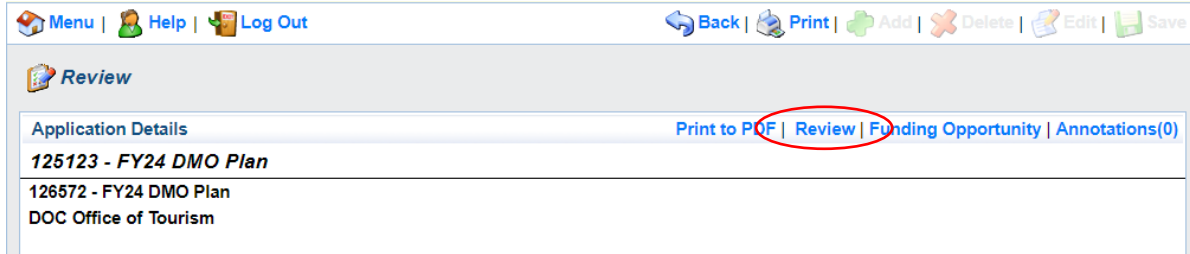
3. In the 'Applications to Be Reviewed' section you will see the DMO plan(s) for review.

Review										
Applications to be Reviewed										Reviewed Applications
Opportunity Title	ID	Application Title	Organization	Applicant	Stage	Round	Due Date	Role	Score	
125123 - FY24 DMO Plan	126572	FY24 DMO Plan	Brand MT	Barb Sanem	Final Application	1	05/15/2023	Primary	0.00	


4. Click on the Application title. (FY24 [Organization] DMO Plan)

Review										
Applications to be Reviewed										Reviewed Applications
Opportunity Title	ID	Application Title	Organization	Applicant	Stage	Round	Due Date	Role	Score	
125123 - FY24 DMO Plan	126572	FY24 DMO Plan	Brand MT	Barb Sanem	Final Application	1	05/15/2023	Primary	0.00	

5. The DMO Plan opens and is ready for review.
6. Click **'Review'**. The name of the review form pops up.



7. A second text window pops up to access the review form.
Click **'FY23 DMO Plan TAC Review'**

 **Review**

Application: 126572 - FY24 DMO Plan

Organization: Brand MT

Applicant: Barb Sanem

Reviewer: MOTBD Reviewer

Stage: Final Application

Round: 1

Review Forms [Submit Review](#) | [Close](#)

The review forms for this application appear below. Please complete all forms and mark all forms complete. Be sure to submit your review! Marking each form complete is not enough to submit the review, you must also click the Submit Review button!

Name	Complete?	Last Edited
FY24 DMO Plan TAC Review		

8. Once opened, this window shows the three components of the DMO plan.
 - a. DMO Plan Narrative
 - b. Objectives and Metrics
 - c. DMO Budget

You have the opportunity to review and provide comments for each section. Comments are encouraged.

Click 'Edit'

Application: 126572 - FY24 DMO Plan	
Organization:	Brand MT
Applicant:	Barb Sanem
Reviewer:	MOTBD Reviewer
Stage:	Final Application
Round:	1

FY24 DMO Plan TAC Review	Mark as Complete Back to Submit Edit Close Print
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DMO PLAN NARRATIVE

The DMO is required to address the following questions:

#1. Describe your destination.
 #2. Briefly describe how your destination aligns with the Montana brand.
 #3. What is the strategic role of your organization?
 Based on the strategic role you serve to your destination:

a) Define your audience
 b) What research supports your DMO strategy?
 c) What are your emerging markets?
 #4. Define and describe your overall goals.
 a) Describe proposed tactics and projects as related to overall goals.

1. Please provide any comments you have for the DMO Narrative component of the Plan.

OBJECTIVES AND METRICS

#5 in the DMO Plan process requires the DMO to list their overall objectives as they relate to their overall goals. Most DMO's will list 3-5 measurable objectives. Each objective must include a metric that is measurable.

2. Please provide your comments about the DMO's objectives.

DMO BUDGET

#6 The DMO is required to choose among the 15 allowable methods for building their budget. Once their goals and objectives are established they assign dollar amounts to the methods they will use to achieve the objectives outlined in the Objectives/Metrics component of the plan.

3. Please provide any comments about the FY24 DMO budget.

Form Score: 0.00

9. The review form is divided into three sections – **DMO PLAN NARRATIVE, OBJECTIVES AND METRICS, DMO BUDGET.**

The three sections match the requirements in the January 2022 Regulations and Procedures for DMO Plan development.

- a. **DMO PLAN NARRATIVE** is the narrative component of the DMO plan. For example, each DMO will describe their destination, discuss their strategic role, define and describe their overall goals, objectives and metrics. (Refers to questions 1-4 in section 5.4 of January 2022 Regulations and Procedures.)
- b. **OBJECTIVES AND METRICS** is the component that provides detail of the DMO's objectives and defines the metrics used to measure the success of the objective.
- c. **DMO BUDGET** is the component showing the amount budgeted to each of the 15 Allowable Method line items.

Type your comments or questions in the text box applicable to the component you are reviewing.

Click **'Save'** before leaving the screen.

A pop-up screen appears telling the reviewer that saving the review does not automatically submit it.

10. Once you've finished reviewing the plan (comments are completed and saved), click **'Mark as Complete'** on the My Reviews screen.

After the **'Mark as Complete'** button is clicked the following message appears – Click **'OK'**

11. Click **'Submit Review'** on the Review screen to submit your comments.

Review Forms		
<small>The review forms for this application appear below. Please complete all forms and mark all forms complete. Be sure to submit your review! Marking each form complete is not enough to submit the review, you must also click the Submit Review button!</small>		
Name	Complete?	Last Edited
FY24 DMO Plan TAC Review	✓	04/04/2023

[Submit Review](#) | [Close](#)

After the **'Submit Review'** button is clicked the following message appears – Click **'OK'**

funding.mt.gov says

Submitting this review will lock all forms from further editing. Have you completed all forms? Are you sure you are ready to submit this review?

[OK](#)

[Cancel](#)

Review Submission Confirmation

[Close](#)

You have successfully submitted your review.

NOTES:

You must **'Submit Review'** before comments can be compiled and distributed to the DMOs prior to the TAC meeting.

The sooner comments are received the more time the DMOs have to respond to questions and make any requested clarifications to the DMO Plan.

All components must meet the requirements in the current Rules & Procedures and include quantifiable metrics. DMO Plans cannot receive final approval by the TAC if the requirements are not met. It's important the time is taken to thoroughly review the DMO objectives and metrics for compliance. Provide comments and ask questions using the format provided.