



STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
DIVISION of TRAVEL and TOURISM DEVELOPMENT
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Dear JPP Applicant:

I am pleased to provide you with the enclosed information on the State of New Hampshire's JOINT PROMOTIONAL PROGRAM.

Included in this package are rules for participation and all the forms you need to apply. **PLEASE READ ALL MATERIAL CAREFULLY BEFORE YOU BEGIN YOUR APPLICATION.** Then, if you have any questions, do not hesitate to give me a call – I'm here to help!

Your first application for a grant each fiscal year must include **one** Certification Form with proper attachments. This can be submitted prior to the application as the organization must be certified as eligible before an application is accepted.

The application form requires an original and **11 copies** and the form will guide you in preparing your package. A list of dates for submission is included. These deadlines and meeting dates are firm. We maintain this schedule to give your application the attention it deserves. Basically the sequence of events for the application process is as follows:

1. Application packages are submitted on or before the deadline dates. A pre-screening subcommittee meets to review applications for completeness. Applicants who have submitted incomplete information are notified by certified mail and given five working days to complete.
2. Accepted applications are scheduled for the Screening Committee meeting. Applicants will receive notification of the time and location.
3. Applicants meet with the Screening Committee and present their project. Applications that are recommended for approval by the Committee are submitted to the Commissioner of the Department of Resources and Economic Development for consideration and approval at the next Governor and Executive Council meeting. **GRANTS ARE NOT APPROVED UNTIL AFTER THIS GOVERNOR AND COUNCIL MEETING.**
4. Following approval, you will receive a formal letter of acceptance stating any conditions that have been placed on the grant. If an application is denied at any time throughout this process, you will receive written notification stating the reasons for this action.



The timing of these events is critical if all deadlines are to be met. In general, the entire process takes up to 60 days and it is therefore necessary for you to plan well in advance if you wish to apply for funds. If you need any assistance I would like to work with you early in the process and encourage you to contact me when you begin planning your application. You can also go to our website www.visitnh.gov/industry-members and download grant forms and information.

If your organization promotes tourism in New Hampshire, let's talk about the possibilities open to you through the Joint Promotional Program.

Sincerely,

Catherine Goff

Catherine Goff
JPP Administrator
(271-2665)