

New Jersey Division of Travel & Tourism Declaration of Intent Instructions

In order to apply for either the Cooperative Marketing Grant or the Destination Marketing Organization (DMO) Grant you must complete a Declaration of Intent (DOI). You will not have access to an application until your DOI has been approved. To submit a DOI you must begin by reviewing your organization's information. Click on the name of your organization underlined. On your organization information page, click on Organization details, then click on Additional Profile Information. *Additional Profile Information - Required for applicants to the NJ Department of State, Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, and Travel and Tourism NJ State Council on the Arts.* Please review all information for accuracy. If you need to make changes, now is the time to do that. When complete, click SAVE.

To create the DOI (Declaration of Intent) on your main SAGE page, scroll down and look for either Cooperative Marketing grant DOI *year* or Destination Marketing Organization DOI *year* and click on Apply. The DOI isn't created until you click on the I Agree button.

In the DOI click on or rollover Forms, the second green dot toward the top, click on General Information. When you open the Declaration of Intent click SAVE and certain information will populate into the DOI from your DOS Additional Profile Information and your SAGE account.

You are required to complete all remaining required information. Please read each question and each section carefully. Some of the information may not pertain to the grant for which you are applying. Please review your information carefully, before submitting, as you may not have the opportunity to make modifications to your DOI. Submit application DOI by clicking on the appropriate item in Status Changes. If you have begun a DOI you don't wish to submit you may also Cancel you DOI in Status Changes. Please do so carefully.