CREATE FY23 DMO PLAN
IN WEBGRANTS

Log on to https://funding.mt.gov/index.do

Login if you’ve previously registered.

Click ‘Register Here’ if you haven’t previously registered.

Click ‘Funding Opportunities’ to create a new marketing plan.
Click ‘FY23 DMO Plan’ in the Opportunity Title column

Click ‘Start a New Application’. DO NOT Copy Existing Application
A new Application MUST be started.

Primary Contact* is available in the drop-down menu

Project Title* is **FY23 [org name] DMO Plan.** Insert the Region or CVB name in [org name] title example

Organization* name is available in the drop-down menu

Click ‘Save’

Click ‘Go to Application Forms’
The forms to complete the DMO Plan are here

1. **General Information** – contains contact information for the organization and is marked complete because this information was provided and updated when the marketing plan was created. Click on the blue link to view or edit the information.

2. **DMO Plan Narrative** - answer the 4 questions asked in Section 5.4 of the Regulations. Use this form to describe your overall strategy, goals, and metrics.

3. **Objectives and Metrics** – provide details of the objectives with metrics the DMO is using to achieve their overall goals.

4. **DMO Budget** – used for posting the budgeted amount for each Method used. *The column headings have changed for FY23.*

5. **Narrative Evaluation** – provide a narrative description of objectives and metrics. Where your overall goals met? Part of the review and approval process for FYE reporting.

6. **Required documents** – there are the three documents that must be included with the FY23 DMO plan.
   - A copy of the motion approving the DMO plan passed by the current Board of Directors
   - Applicant’s Certificate of Compliance
   - Current by-laws of the organization