Please use this checklist as a reference and planning tool when gathering the required documentation to upload with your application. Please be sure to refer to the grant guidelines and the grant application when gathering your documents since there are different documentation requirements depending upon which Tier/Track you are applying for.

Please also be aware that some documents listed below are listed as “optional.” However, these documents will help strengthen your application if you upload them along with your required documents.

There is also an “additional” and optional document upload list below which will also help strengthen your application even further.

Please be sure to contact the New Mexico Tourism Department’s Tourism Development Coordinator, Gabrielle McGinnis, at gabrielle.mcginnis@td.nm.gov or 505-690-6167 if you have any questions or concerns.

REQUIRED DOCUMENTATION
- Proof of eligibility (W9s, W9 subs, etc.).
- Proof of ICIP project.
- (Tier I Applicants ONLY) Evidence of your project’s “shovel-worthiness” (e.g., quotes, signed contracts/agreements, signed letters of commitment/approval, preliminary maps, etc.).
- (Tier II Applicants ONLY) Evidence of completing Tier I or similar a.k.a., your project’s “shovel-readiness” (e.g., preliminary studies, reports and maps, letters of commitment/approval, lease agreements (if applicable), zoning (if applicable), public easement, right of way and other legal compliance documents as applicable.).
- Evidence of community and other relevant stakeholder support (e.g., signed letters of support).
- (Tier IA and Tier II Applicants Only) A Resolution of Sponsorship from a governing entity and/or signed letter by the primary applicant and/or budget authority for the project indicating the 5% match or greater availability. If you are not able to meet the 5% match
and are applying for hardship (match waiver) please upload a statement attesting to this effect.
- An itemized budget.
- Even though it is not an upload, please ensure that you have completed the budget table and milestone timeline table above in your application.

OPTIONAL DOCUMENTATION - BUT HIGHLY ENCOURAGED
- Copy of the community’s economic/comprehensive and/or destination development plan.
- Further documentation (e.g., any maps, zoning surveys, environmental studies and other related plans and documents) that conveys the environmental and cultural sustainability of the project’s proposed location.
- Any marketing materials, mock-ups and the like that may have already been developed.
- Any data that may have already been collected that is relevant to this project and its sustainable management.
- Any relevant supporting documentation you may have to address and support your specified goals and objectives in your application (e.g. photos, media, promotional strategies, support letters, MOUs, plans, blueprints, studies, surveys, case studies from other destinations you plan to implement, etc.).

ADDITIONAL DOCUMENTATION (optional)
- Benchmark/SWOT analysis of your project or other, similar projects.
- Any additional photos, news stories, media, branding or marketing concepts or similar either of your project or of similar ones done elsewhere.
- A community socio-economic and socio-cultural management plan.
- A community environmental management plan.
- Any other relevant, local community business and action plans that are in effect or are in the process of being made.