
DESTINATION FORWARD

FY25 DOCUMENT UPLOAD CHECKLIST

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

Also, please be aware that some of the documents below are listed as “optional” but will help strengthen your application if you upload them along with the application.

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 at grantinfo@td.nm.gov if you have any questions or concerns.

REQUIRED DOCUMENTATION

- Proof of eligibility (W9s, W9 subs, etc.)
- Proof of Infrastructure Capital Improvement Plan (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 project. This could also be considered as 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 (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.

Even though it is not an upload, please ensure that your application has an itemized budget and milestone timeline filled out in the specified fields in the application.

OPTIONAL DOCUMENTATION - BUT HIGHLY ENCOURAGED

- Proof of NMTD Tourism Infrastructure project.
- Copy of the community’s economic/comprehensive and/or destination development plan.

- Further documentation (e.g. 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 similar documents that may have already been developed.
- Any data that may have already been collected relevant to this project and its sustainable management.
- Any other supporting documentation you may have to address and support your specified goals and objectives in your application. These could include 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, 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.