

Destination Development Online Portal Instructions

Destination Development provides support to our rural tourism partners through a variety of funding opportunities. Opportunities can be accessed utilizing the [grant portal system](#). Detailed instructions for accessing the opportunities and the online reporting system can be found below.

Accessing Online Funding Opportunities

Step One: Log-in to the [online grant portal system](https://oedit.secure.force.com/oedit/) (<https://oedit.secure.force.com/oedit/>).

LOGIN

Welcome to the Colorado Office of Economic Development and International Trade (OEDIT) online application system.
Log in to view saved applications, check application status, or apply for funding opportunities.

Username

Password

[Login](#)

[Forgot Your Password?](#) | [New User?](#)

TIPS FOR THE ONLINE APPLICATION SYSTEM

1. Your Username is your Email.
2. Each user needs their own login and password.
3. Use one of the preferred browsers; Google Chrome, Mozilla Firefox or Safari.
4. If you are getting a "blank screen" or "error message" you need to clean out your Temporary Internet Files and Cache.
5. To reset your password click on [Forgot Your Password?](#) hyperlink located below the Username and Password fields. Type in your username which in most cases will be your email. The system will email you a temporary password. When you log into the portal with your username and temporary password you will be prompted to create a new password.
6. If you are a new user, the system administrator will need to approve your request. This may take up to 48hrs.

For further assistance registering or logging into the system, please contact Leasa Schwaebe at leasa.schwaebe@state.co.us.

Step Two: Click on the "Tourism Programs" tile to access applications for available opportunities and submit reports.

OEDIT FUNDING & INCENTIVE APPLICATION PORTAL
Colorado Office of Economic Development and International Trade (OEDIT)

PLEASE CLICK ON BELOW TILES TO BEGIN APPLICATION PROCESS.

QUICK LINKS

[Evaluate](#)

ALPHABETICAL LISTING OF ALL PROGRAMS

TOURISM PROGRAMS

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Step Three: On the “Tourism Programs” page, scroll down to “Apply for Funding Opportunities” and click on click on the name of the opportunity for which you want to apply or the blue APPLY button..

APPLY FOR FUNDING OPPORTUNITIES

Click either the detail hyperlink or the action button to begin the application process.

Details	Category	Division	Frequency	Close Date/Time	Action
Colorado Tourism Leadership Journey Class of 2019	Development Support for Tourism	Tourism Office	Annual	7/15/2018 11:30 PM	View
CRAFT Mentor Implementation Grant	Financial Support for Tourism	Tourism Office	First-Come/First Served		Apply
FY2019 Marketing Matching Grant - Small Competitive	Financial Support for Tourism	Tourism Office	Annual	8/15/2018 5:00 PM	Apply
FY2019 Project & Technical Assistance Grant	Financial Support for Tourism	Tourism Office	Annual	1/2/2019 4:00 PM	Apply
FY19 Rural Tourism Conference Sponsorship	Financial Support for Tourism	Tourism Office	Semi-annual	7/27/2018 5:00 PM	Apply
FY19 Rural Professional Development Scholarship	Financial Support for Tourism	Tourism Office	Semi-annual	7/16/2018 5:00 PM	Apply
FY2019 Marketing Matching Grant - Large Competitive	Financial Support for Tourism	Tourism Office	Annual	8/15/2018 5:00 PM	Apply
FY19 CRAFT Studio 101	Development Support for Tourism	Tourism Office	Semi-annual	7/20/2018 5:00 PM	Apply

Step Four: On the Application detail, read the over view and scroll down to the bottom of the page and page click “Apply Now”.

REQUIRED FINANCIALS & REPORT MATERIALS

All support materials will be uploaded into the online system. No hard copies of the application or support materials will be accepted. You will be required to download (3) worksheets, and then submit the forms online as a part of your support materials. Label files in the following format: Applicant Organization_Name of Attachment. For example, CTO_Budget.

Click here to download the required worksheets

* In the narrative part of your application, you will fill in the text boxes under each question. We suggest you compose your narrative answers in your word processing program and then cut and paste into the text boxes.

GRANTEE REPORTING PROCESS

Grantees will be expected to report at the middle and the end of the grant cycle. A mid-term report and updated project budget must be submitted by March 30, 2019 through the online grant portal. A final, written report and final budget is required and must be submitted within 30 days after the project completion or no later than October 1, 2019 through the online grant portal. The final report is a narrative on the outcome of the project and the full results of the promotional program (please revisit the objectives and tactics outlined in your contract).

NOTE: Fiscal year 2019 is July 1, 2018 - June 30, 2019

Questions

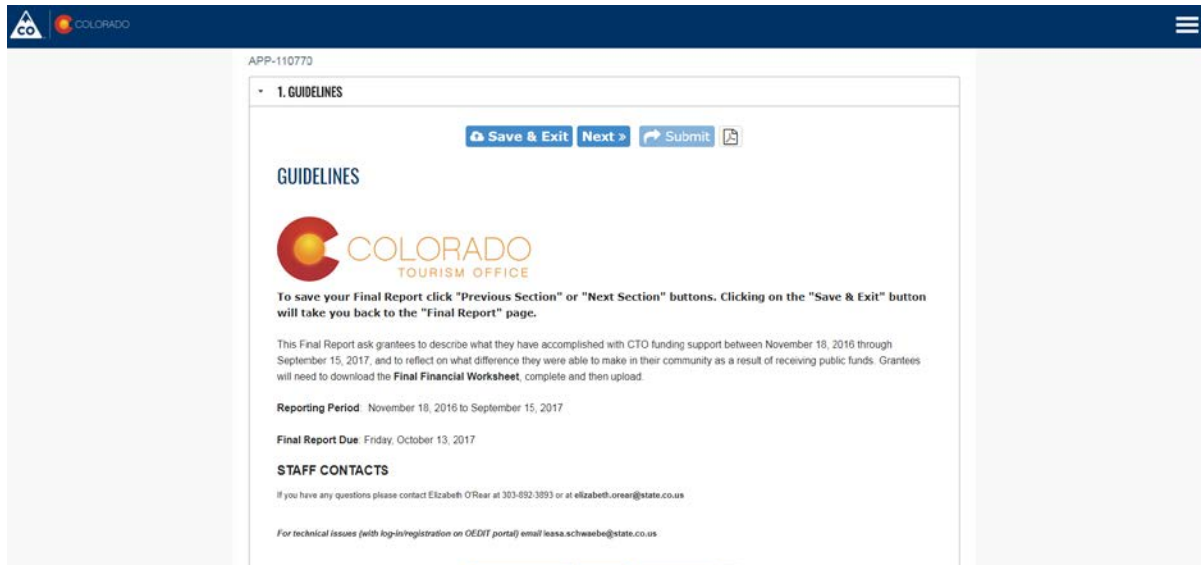
Contact Elizabeth O'Rear at 303-892-3893 or elizabeth.orear@state.co.us
For technical issues (with log-in/registration on the OEDIT Portal) email leasa.schwabe@state.co.us.

To create a new application for this opportunity, click the "Apply Now" button below.

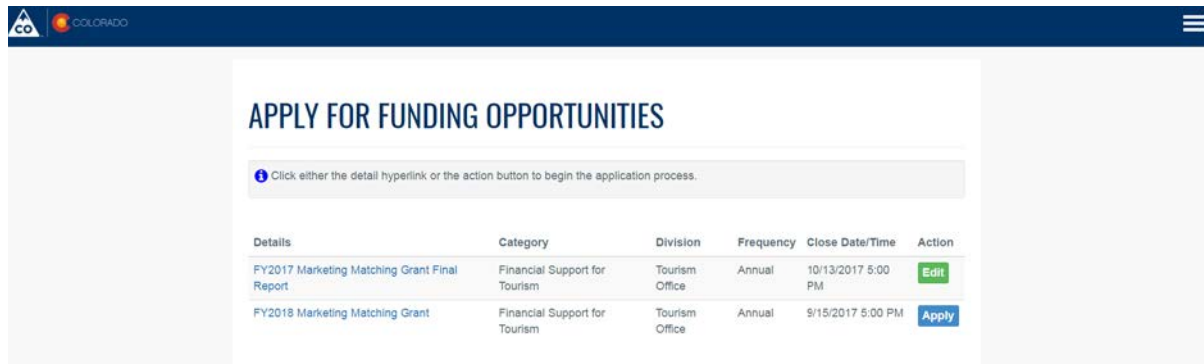
[View Other Opportunities](#) [Apply Now](#)

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Step Five: The Application is launched. Make sure to click “Save” for each section. Click on “Submit” when your application is complete.



Step Six: If you save a draft and come back to your application, you will need to click on the “Edit” button.



Step Seven: To print or view your entire application, scroll past “Apply for Funding Opportunities” and click “Print” or “Report” under “Edit/View My Applications”.

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The screenshot shows the OEDIT portal interface. At the top, there is a header with the Colorado logo and the text 'COLORADO'. Below the header, there is a table with columns: Details, Category, Division, Frequency, Close Date/Time, and Action. Two rows are visible in the table, each with an 'Edit' button. Below the table, there is a section titled 'EDIT/VIEW MY APPLICATIONS'. Under this section, there is an 'ACTION ICON INDEX' with icons for EDIT, PRINT, REPORT, and DELETE. Below the icons, there is a pagination bar showing '1 of 1 (1 records total)' and 'Page Size [20]'. At the bottom, there is a table with columns: Id, Name, Primary Contact, Closing Date, Fiscal Year, Status, Edit/View My Reports, and Actions. One row is visible with the following data: APP-110770, FY2017 Marketing Matching Grant Final Report, Elizabeth O'rear, 10/13/2017, 2017, Draft, and icons for edit, print, and delete.

For any technical difficulties with the portal, contact leasa.schwaebe@state.co.us

If you have any questions about the online reporting system, please Elizabeth O'Rear at Elizabeth.orear@state.co.us.

Accessing Online Reports

Step One: Log-in to the [online grant portal system](https://oedit.secure.force.com/oedit/) (https://oedit.secure.force.com/oedit/).

Step Two: Click on the "Tourism Programs" tile to access applications for available opportunities and submit reports.





The screenshot shows the OEDIT Funding & Incentive Application Portal homepage. At the top, there is a header with the Colorado logo and the text 'COLORADO'. Below the header, there is a navigation menu with a hamburger icon. The main content area features the title 'OEDIT FUNDING & INCENTIVE APPLICATION PORTAL' and the subtitle 'Colorado Office of Economic Development and International Trade (OEDIT)'. Below this, there is a call to action: 'PLEASE CLICK ON BELOW TILES TO BEGIN APPLICATION PROCESS.'. Underneath, there is a 'QUICK LINKS' section with a tile for 'Evaluate'. At the bottom, there is a banner image with two tiles: 'ALPHABETICAL LISTING OF ALL PROGRAMS' and 'TOURISM PROGRAMS'.

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
Step Three: On the “Tourism Programs” page, scroll down to “Edit/View My Applications ” and click on orange icon next to the opportunity being reported on.

Edit/View My Applications

Action Icon Index:

 Edit  Print  Report  Delete

1 of 1 (3 records total) << Previous Next >> Page Size 20

Id	Name	Primary Contact	Closing Date	Fiscal Year	Status	Edit/View My Reports	Actions
APP-066028	FY2016 Marketing Matching Grant	Kelly Kirkpatrick	10/15/2015	2016	Submitted		
APP-087075	FY2017 Marketing Matching Grant	Kelly Kirkpatrick	10/14/2016	2017	Submitted		 
APP-111939	FY2018 Marketing Matching Grant	Kelly Kirkpatrick	9/15/2017	2018	Draft		 

Step Four: On the Application detail page click “Add New Report” and then follow the instructions for the report to be created.

FY2018 Marketing Matching Grant: APP-112232

Funding Application Details



Information


Application ID APP-112232
Status Submitted
Contact Name Kristy Johnson
Fiscal Year 2018

Status

Funding Requested/Available \$25,000.00
Status Submitted

Edit/View My Reports

[+ Add New Report](#)

 No recent records found.

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Step Five: On the New Reports detail page click “Create Report” and then follow the instructions for the report to be created.

New Reports

[« Go Back](#)

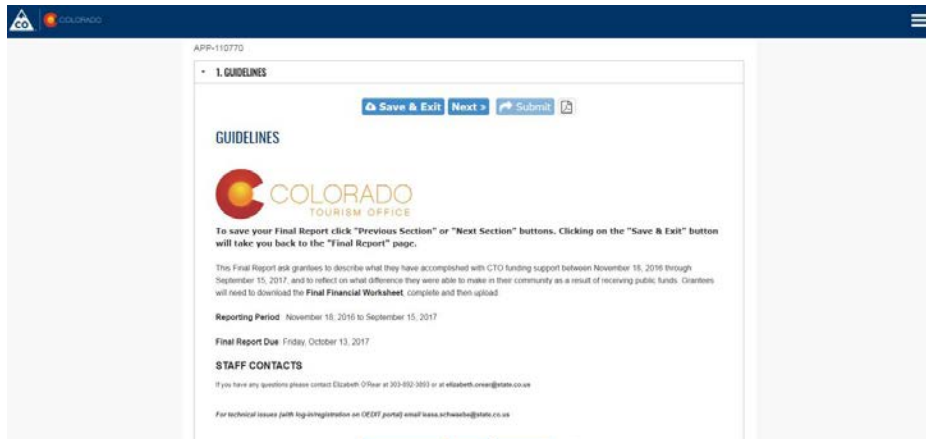
1 of 1 (1 records total)

« Previous Next »

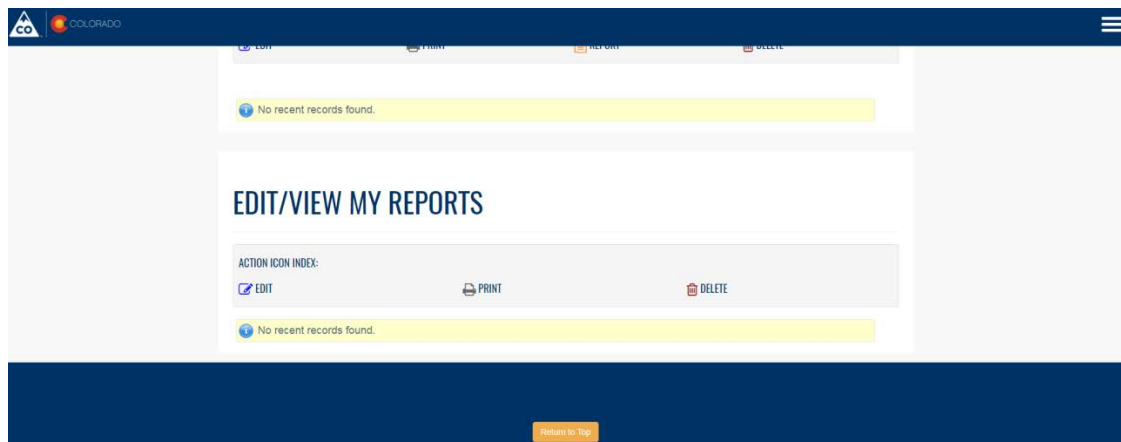
Page Size 20

Name	Type Program	Category	Division	Frequency	Action
FY2018 Marketing Matching Grant Mid-Term Report	Marketing Matching Grant	Financial Support for Tourism	Tourism Office	Annual	Create

Step Six: The Report is launched. Make sure to click “Save” for each section. Click on “Submit” when your report is complete.

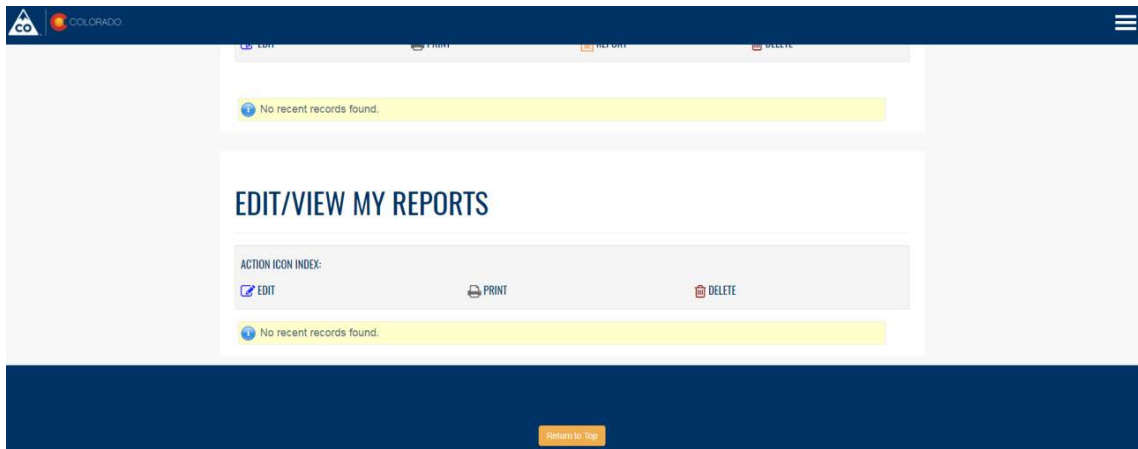


Step Seven: If you save a draft and come back to your application, you will need to click on the “Edit” icon under “Edit/View My Reports.”



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Step Eight: To print or view your entire report, click “Print” or “Report” under “Edit/View My Applications”.



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If you have any questions about the online reporting system, please Elizabeth O'Rear at Elizabeth.orear@state.co.us.