

# Instructions

## Declaration of Intent (to apply)

Beginning with FY14 applications, 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.

In order to submit a DOI you must begin by reviewing your organization's information. Click on the name of your organization under "My Organization." Then click on Additional Profile Information under your organization's 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 Board Chart](#)  
[Department of Health Requested Organization Information](#)  
[Additional Profile Information - Required for applicants of grant opportunities through the NJ Department of Education](#)  
 [Vendor Numbers](#)  
[SUSSEX COUNTY CHAMBER OF COMMERCE](#)  
[Department of Human Services Requested Organization Information](#)

Please review all of your information for accuracy. If you need to make changes, now is the time to do that. When complete, click SAVE.

Return to Main Menu and click on CMP2014 DOI or DMO2014 DOI (Declaration of Intent -DOI) in ALL of MY Documents

Click on General Information on the right side of the page, under Forms, DOI

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 by clicking on the appropriate item in Status Management and click Change Status. If you have begun a DOI you don't wish to submit you may also Cancel your DOI in the Status Management Box. Please do so carefully.