

## Colorado Tourism Office Online Portal Handbook

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The Colorado Tourism Office provides support to our partners through a variety of opportunities from educational (CRAFT and Colorado Tourism Leadership Journey) to funding (grants and scholarships). All opportunities can be accessed utilizing the [grant portal system](#). Detailed instructions for accessing the opportunities and the online reporting system can be found below.

## New User Registration

Step One: Go to the [online grant portal system](https://oedit.secure.force.com/oedit/) (<https://oedit.secure.force.com/oedit/>). We suggest you use the following browsers: Mozilla Firefox and Chrome.

The screenshot shows the login interface. At the top, there's a header with the Colorado logo and a 'Login' button. The main heading is 'LOGIN'. Below it, a welcome message states: '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.' There are two input fields: 'Username' and 'Password', each with a placeholder text. Below these fields is a 'Login' button. Underneath the login button are two links: 'Forgot Your Password?' and 'New User?'. A section titled 'TIPS FOR THE ONLINE APPLICATION SYSTEM' follows, containing five numbered instructions. At the bottom, there's a contact email: 'For further assistance registering or logging into the system, please contact Leasa Schwabe at leasa.schwabe@state.co.us.'

Step Two: If you do not have a log-in, click “New User?” and complete the new user registration information. **Note: New user registration and verification takes 48 business hours.** New users do not receive a verification email. Instead, new users are encouraged to log-in back in at least 48 hours after completing registration.

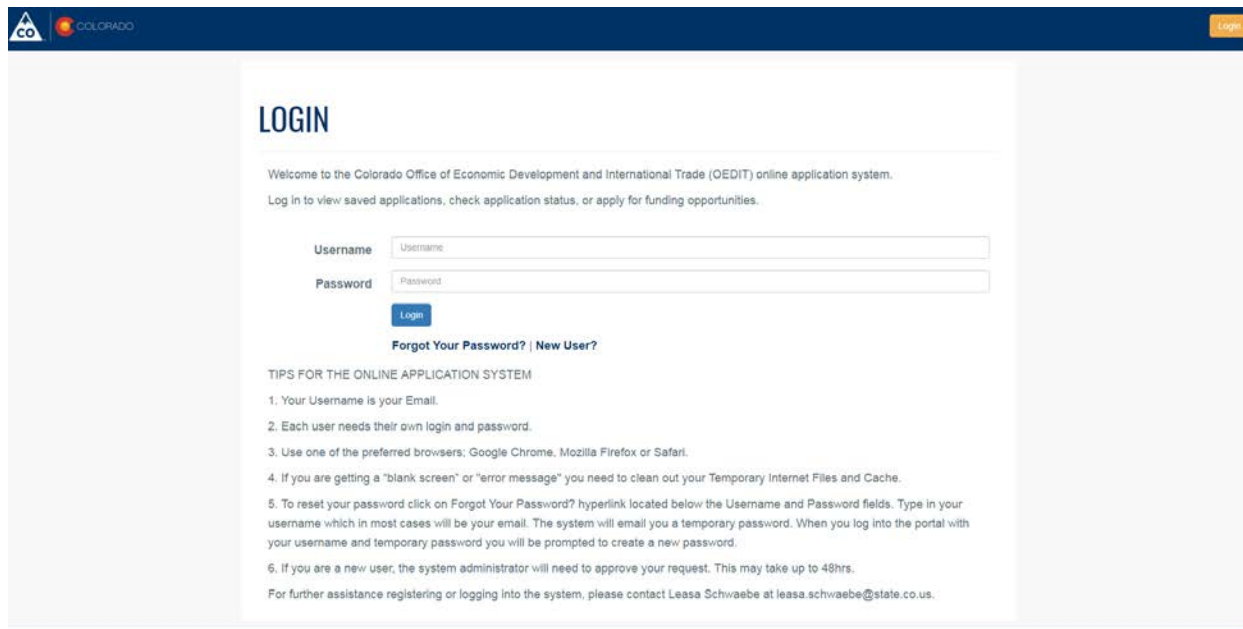
**Note:** All users should be employed or on the board by the organization they are registering under. Vendors should not register or submit applications on behalf of client organizations.

The screenshot shows the 'NEW USER REGISTRATION' page. At the top, there's a progress bar with four steps: '1. Contact' (checked), '2. Organization' (selected), '3. Portal User', and '4. Registration Complete'. Below the progress bar, a welcome message states: 'WELCOME TO THE COLORADO OFFICE OF ECONOMIC DEVELOPMENT AND INTERNATIONAL TRADE (OEDIT) ONLINE APPLICATION SYSTEM.' There are two numbered instructions. Below the instructions, there are four input fields: 'First Name', 'Last Name', 'Email', and 'Organization'. The 'Organization' field is circled in orange, and an orange arrow points to it from a red text box on the left that says: 'Please use the name of the parent organization receiving the funds (often a city or county)'. At the bottom, there's a 'Submit' button.



## Accessing Online Funding and Education Opportunities

**Step One:** Go to the [online grant portal system](https://oedit.secure.force.com/oedit/) (<https://oedit.secure.force.com/oedit/>). We suggest you use the following browsers: Mozilla Firefox and Chrome.



The screenshot shows the login page for the Colorado Office of Economic Development and International Trade (OEDIT) online application system. The page has a dark blue header with the Colorado state logo and a 'Login' button. The main content area is white and features a 'LOGIN' heading. Below the heading, there is a welcome message and instructions. The login form consists of two input fields: 'Username' and 'Password', followed by a 'Login' button. Below the login button, there are links for 'Forgot Your Password?' and 'New User?'. A section titled 'TIPS FOR THE ONLINE APPLICATION SYSTEM' lists six numbered tips. At the bottom, there is contact information for Leasa Schwaebe.

Colorado

### 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?](#)

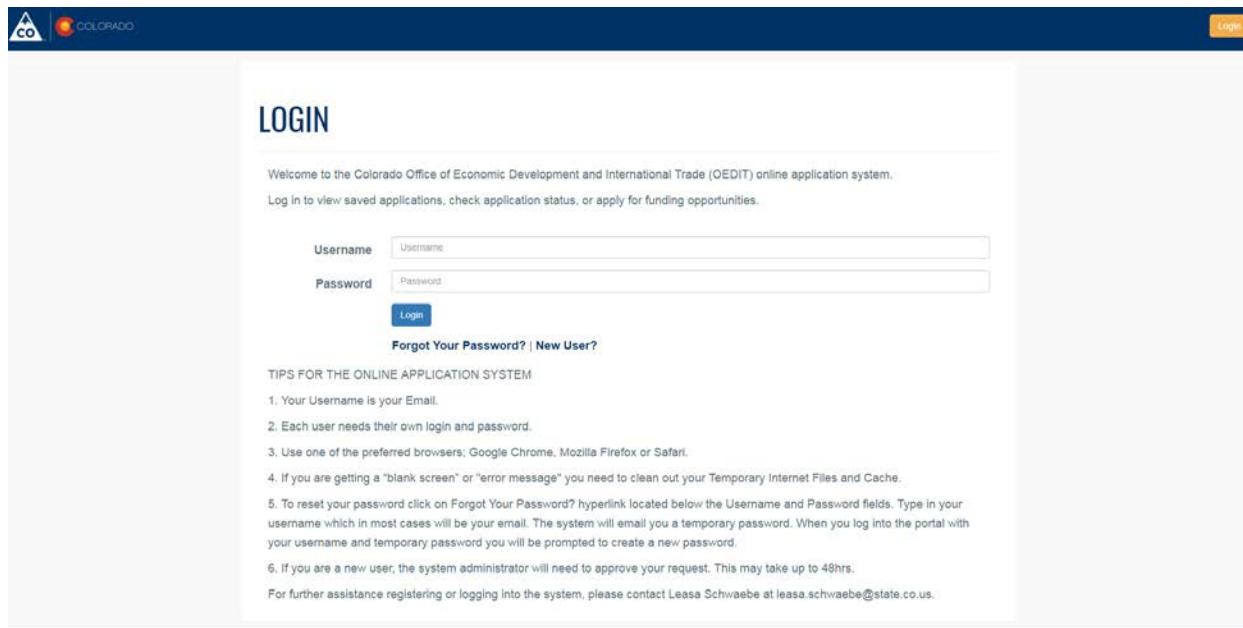
#### TIPS FOR THE ONLINE APPLICATION SYSTEM

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](mailto:leasa.schwaebe@state.co.us).

**Step Two:** Log-in using your username and password at <https://oedit.secure.force.com/oedit/>. If you forgot your password, click "Forgot Password?" for a new one to be generated.

**Note:** All users should be employed or on the board by the organization accessing the funding opportunity. Vendors should not submit applications under their name on behalf of clients.



This is an identical screenshot of the OEDIT login page as shown in the first image. It displays the login form with fields for Username and Password, a Login button, and links for password recovery and new users. It also includes a list of tips for using the application system and contact information for Leasa Schwaebe.

Colorado

### 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](#)

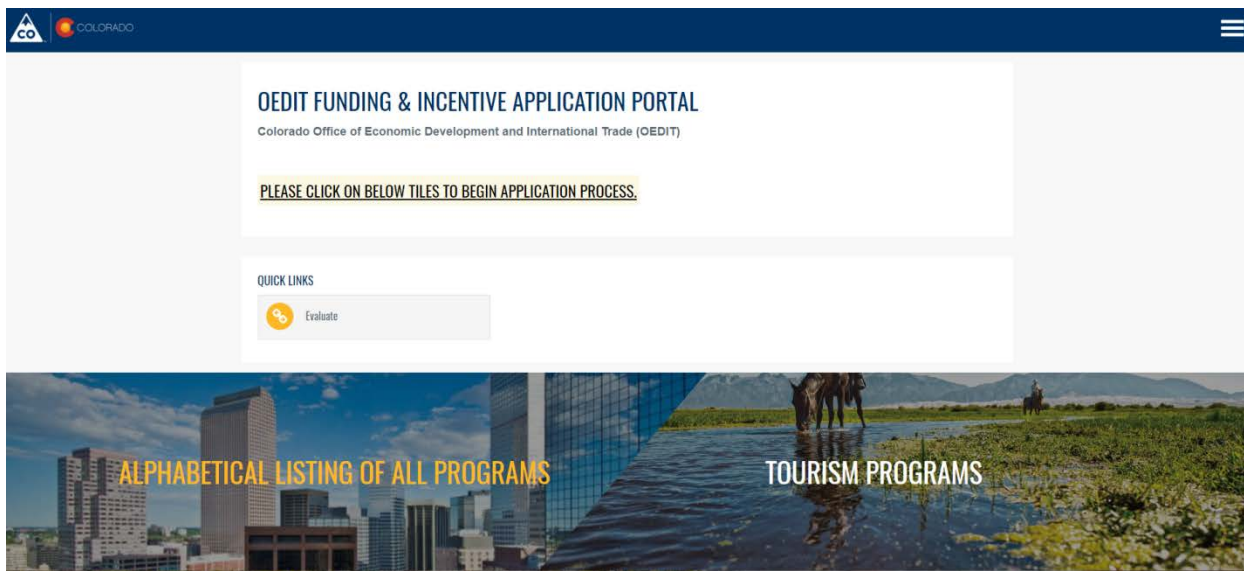
[Forgot Your Password?](#) | [New User?](#)

#### TIPS FOR THE ONLINE APPLICATION SYSTEM

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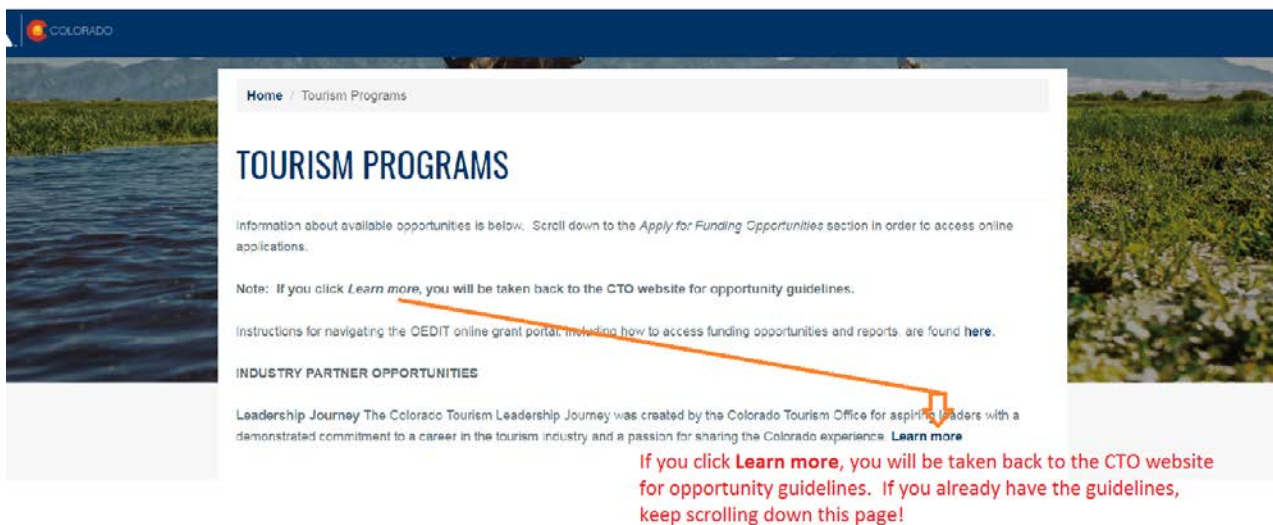
For further assistance registering or logging into the system, please contact Leasa Schwaebe at [leasa.schwaebe@state.co.us](mailto:leasa.schwaebe@state.co.us).

**Step Three:** Click on the “Tourism Programs” tile to access available opportunity applications and submit reports.



**Step Four:** On the “Tourism Programs” page, scroll down to “Apply for Funding Opportunities” in order to access an opportunities online application. Click on the name of the opportunity for which you want to apply or click on the blue APPLY button.

**Note:** If you click on the **Learn More** link after the opportunity description rather than scrolling down to “Apply for Funding Opportunities” you will be taken back to the CTO website for opportunity guidelines.



Instead keep scrolling down until you see “Apply for Funding Opportunities”.

professional development opportunity they wish to pursue. [Learn more.](#)

#### Sponsorships

**Rural Tourism Conference Sponsorship** The Colorado Tourism Office sponsors select annual tourism conference to bolster tourism development efforts and support education and training opportunities for tourism partners across rural Colorado.

For Destination Development questions, contact Jill Corbin, Director of Destination Development, at [jill.corbin@state.co.us](mailto:jill.corbin@state.co.us) or Katie Payer, CRAFT Contractor at [katie.payer@colorado.com](mailto:katie.payer@colorado.com).

For Grant, Scholarship or Sponsorship questions, contact Elizabeth O'Rear, Senior Manager of Grant Programs at [elizabeth.orear@state.co.us](mailto:elizabeth.orear@state.co.us).


## 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
<a href="#">FY20 Small Marketing Matching Grant</a>	Financial Support for Tourism	Tourism Office	Annual	8/16/2019 4:00 PM	<a href="#">Apply</a>
<a href="#">FY20 Rural Tourism Conference Sponsorship</a>	Financial Support for Tourism	Tourism Office	Semi-annual	8/2/2019 4:00 PM	<a href="#">Apply</a>
<a href="#">2019 Governor's Tourism Conference Scholarship</a>	Financial Support for Tourism	Tourism Office	Annual	7/26/2019 4:00 PM	<a href="#">Apply</a>

**Step Five:** Click the blue apply button to access the application you want to complete.

## APPLY FOR FUNDING OPPORTUNITIES

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

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<a href="#">FY20 Small Marketing Matching Grant</a>	Financial Support for Tourism	Tourism Office	Annual	8/16/2019 4:00 PM	<a href="#">Apply</a>
<a href="#">FY20 Rural Tourism Conference Sponsorship</a>	Financial Support for Tourism	Tourism Office	Semi-annual	8/2/2019 4:00 PM	<a href="#">Apply</a>
<a href="#">2019 Governor's Tourism Conference Scholarship</a>	Financial Support for Tourism	Tourism Office	Annual	7/26/2019 4:00 PM	<a href="#">Apply</a>
<a href="#">FY20 Marketing Matching Grant</a>	Financial Support for Tourism	Tourism Office	Annual	8/16/2019 4:00 PM	<a href="#">Apply</a>
<a href="#">FY20 CRAFT Mentor</a>	Development Support for Tourism	Tourism Office	First-Come/First-Served	6/20/2020 5:00 PM	<a href="#">Apply</a>
<a href="#">FY20 CRAFT Workshops</a>	Development Support for Tourism	Tourism Office	Annual	10/31/2019 5:00 PM	<a href="#">Apply</a>

Click here to open the online application



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

The screenshot shows the top of the application detail page. At the top, there is a blue header with the Colorado state logo and the word "COLORADO". Below the header, there is a list of bullet points: "Financial & Developmental Needs 15%", "Performance Measures 10%", "Implementation Capacity: Planning & Management 10%", and "Potential for Economic Impact 35%". Below this list, there is a section titled "REQUIRED FINANCIALS & REPORT MATERIALS" with a paragraph of text. Below that, there is a section titled "GRANTEE REPORTING PROCESS" with a paragraph of text. At the bottom, there is a "Questions" section with contact information for Elizabeth O'Rear. At the very bottom, there are two buttons: "View Other Opportunities" and "Apply Now".

Financial & Developmental Needs 15%

Performance Measures 10%

Implementation Capacity: Planning & Management 10%

Potential for Economic Impact 35%

**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 303-890-3893 or [elizabeth.orear@state.co.us](mailto:elizabeth.orear@state.co.us)

For technical issues (with log-in/registration on the OEDIT Portal) email [leasa.schwarbe@state.co.us](mailto:leasa.schwarbe@state.co.us).

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

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

**Step Seven:** The Application is launched. Make sure to click “Save” for each section.

The screenshot shows the application page for the "FY20 Marketing Matching Grant". The page title is "FUNDING APPLICATION FOR: OEDIT" with the application ID "APP-211183". Below the title, there is a section titled "1. GUIDELINES". In the top right corner of the application area, there are three buttons: "Save & Exit", "Next >", and "Submit". The "Save & Exit" button is circled in orange, and an orange arrow points to it from the text "Click Save between each application page." Below the buttons, there is a "GUIDELINES" section with the Colorado Tourism Office logo and a paragraph of text.

Home / Tourism Programs / FY20 Marketing Matching Grant


**FUNDING APPLICATION FOR: OEDIT**

APP-211183

1. GUIDELINES

[Save & Exit](#) [Next >](#) [Submit](#)

**GUIDELINES**



To save your application click "Previous Section" or "Next Section" buttons. Clicking on the "Save Draft" button will take you back to the "My Application" page and will also save your application.

**Step Eight:** Click on “Submit” when your application is complete.

Home / Tourism Programs / FY20 Marketing Matching Grant

## FUNDING APPLICATION FOR: OEDIT

APP-211163

1. GUIDELINES

[Save & Exit](#) [Next](#) [Submit](#)

**GUIDELINES**

To save your application click "Previous Section" or "Next Section" buttons. Clicking on the "Save Draft" button will take you back to the "My Application" page and will also save your application.

**FY2020 (July 1, 2019 - June 30, 2020) Marketing Matching Grant**

**DEADLINE: 4:00 p.m. (MST) on Friday, August 16, 2019**

[Read the complete guidelines by clicking here](#)

**Overview**

The Colorado Tourism Office Marketing Matching Grant program provides funding to **nonprofit organizations, municipalities or counties** in the State of Colorado for the purpose of promoting the state or a region as a tourism destination and is intended to increase overnight stays and visitation from inbound 50 million. The overall goal of the program is to increase traveler expenditure and economic

**Note:** To download a copy of your application click on the PDF icon next to the “Submit” button.

CO COLORADO

APP-110770

1. GUIDELINES

[Save & Exit](#) [Next](#) [Submit](#)

**GUIDELINES**

To save your Final Report click "Previous Section" or "Next Section" buttons. Clicking on the "Save & Exit" button will take you back to the "Final Report" page.

This Final Report ask grantees to describe what they have accomplished with CTO funding support between November 18, 2016 through September 15, 2017, and to reflect on what difference they were able to make in their community as a result of receiving public funds. Grantees will need to download the **Final Financial Worksheet**, complete and then upload.

**Reporting Period:** November 18, 2016 to September 15, 2017

**Final Report Due:** Friday, October 13, 2017

**STAFF CONTACTS**

If you have any questions please contact Elizabeth O'Rear at 303-852-3893 or at [elizabeth.orear@state.co.us](mailto:elizabeth.orear@state.co.us)

For technical issues (with log-in/registration on OEDIT portal) email [leasa.schwabe@state.co.us](mailto:leasa.schwabe@state.co.us)

**Step Nine:** If you save a draft and come back to your application, you will need to click on the “Edit” 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
<a href="#">FY2017 Marketing Matching Grant Final Report</a>	Financial Support for Tourism	Tourism Office	Annual	10/13/2017 5:00 PM	<a href="#">Edit</a>
<a href="#">FY2018 Marketing Matching Grant</a>	Financial Support for Tourism	Tourism Office	Annual	9/15/2017 5:00 PM	<a href="#">Apply</a>

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

**EDIT/VIEW MY APPLICATIONS**

**ACTION ICON INDEX:**

[EDIT](#) [PRINT](#) [REPORT](#) [DELETE](#)

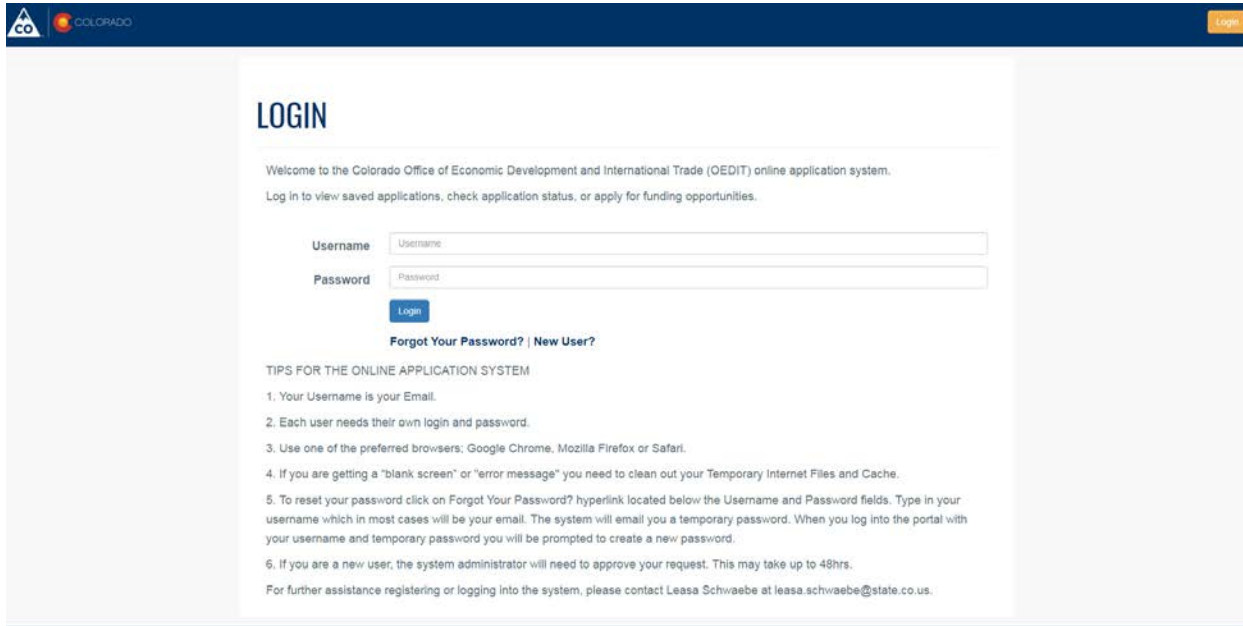
1 of 1 (1 records total) Previous Next Page Size 20

Id	Name	Primary Contact	Closing Date	Fiscal Year	Status	Edit/View My Reports	Actions
APP-110770	FY2017 Marketing Matching Grant Final Report	Elizabeth Orear	10/13/2017	2017	Draft	<a href="#">Edit</a>	<a href="#">Print</a> <a href="#">Delete</a>



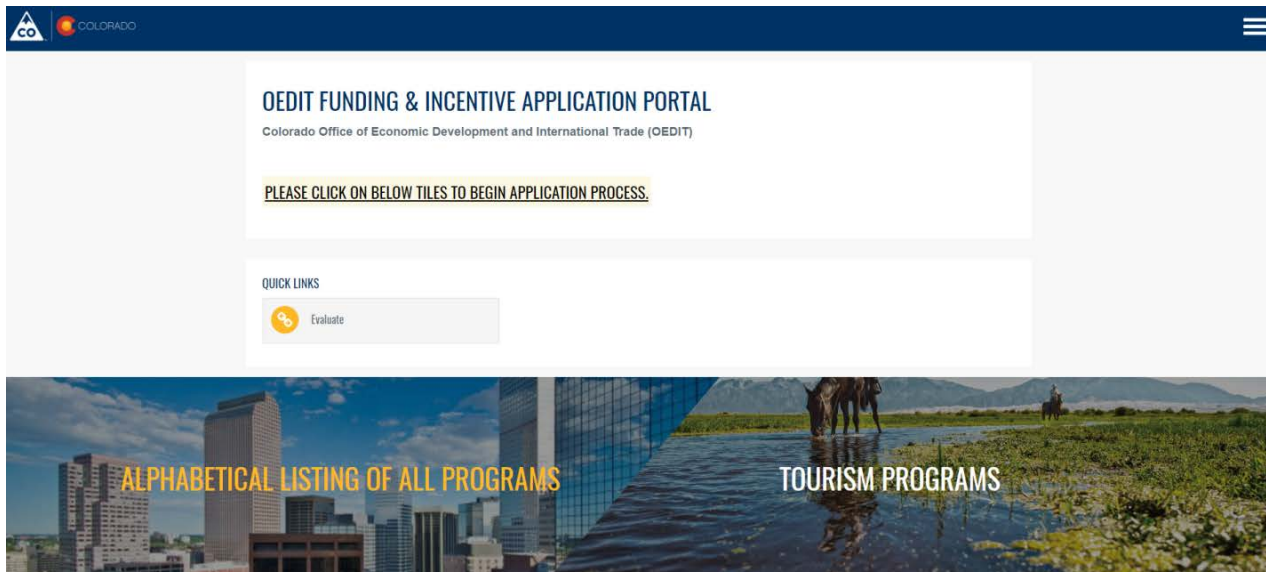
## Accessing Online Reports

**Step One:** Go to the [online grant portal system](https://oedit.secure.force.com/oedit/) (<https://oedit.secure.force.com/oedit/>) and log-in. We suggest you use the following browsers: Mozilla Firefox and Chrome.



The screenshot shows the login page of the Colorado Office of Economic Development and International Trade (OEDIT) online application system. The page has a dark blue header with the Colorado state logo and a 'Log In' button. The main content area is white and features a 'LOGIN' heading. Below the heading, there is a welcome message and a brief instruction: 'Log in to view saved applications, check application status, or apply for funding opportunities.' The login form consists of two input fields: 'Username' and 'Password', followed by a 'Log In' button. Below the form, there are links for 'Forgot Your Password?' and 'New User?'. A section titled 'TIPS FOR THE ONLINE APPLICATION SYSTEM' lists six instructions: 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. At the bottom of the tips section, it says: 'For further assistance registering or logging into the system, please contact Leasa Schwabe at leasa.schwabe@state.co.us.'

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





The screenshot shows the main dashboard of the OEDIT FUNDING & INCENTIVE APPLICATION PORTAL. The header is dark blue with the Colorado state logo and a hamburger menu icon. The main content area is white and 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 yellow box with the text 'PLEASE CLICK ON BELOW TILES TO BEGIN APPLICATION PROCESS.' Underneath, there is a 'QUICK LINKS' section with a single tile labeled 'Evaluate' with a magnifying glass icon. At the bottom of the page, there is a large banner image. The left side of the banner shows a city skyline with the text 'ALPHABETICAL LISTING OF ALL PROGRAMS' in yellow. The right side of the banner shows a landscape with horses and a rider, with the text 'TOURISM PROGRAMS' in white.


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


## Edit/View My Applications


Action Icon Index for the table below:

 Edit

 Print

 Report

 Delete









 Reimburse

1 of 1 (5 records total)

Previous

Next

Page Size 20

Id	Name	Primary Contact	Closing Date	Fiscal Year	Status	Edit/View My Reports	Actions
<a href="#">APP-088736</a>	FY2017 Marketing Matching Grant	Katharina Papenbrock	10/14/2016	2017	Submitted		
<a href="#">APP-144601</a>	Colorado Tourism Leadership Journey Class of 2019	Heidi Pankow	8/30/2018	2018	Submitted		
<a href="#">APP-146761</a>	CRAFT Workshop Implementation Grant 2018 - 2019	Katharina Papenbrock	5/15/2019	FY19	Draft		 
<a href="#">APP-151136</a>	FY2019 Marketing Matching Grant - Large Competitive	Katharina Papenbrock	1/31/2019	2019	Approved		 
<a href="#">APP-43912</a>	FY2015 Marketing Matching Grant	Katharina Papenbrock	10/15/2014	2015	Submitted		

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

## FY2019 Marketing Matching Grant - Large Competitive: APP-151136

### Funding Application Details

#### Information


Application ID	APP-151136
Funding Opportunity Name	FY2019 Marketing Matching Grant - Large Competitive
Organization Name	OURAY CHAMBER RESORT ASSOCIATION
Status	Approved
Contact Name	Katharina Papenbrock

#### Status

Draft Amount	\$0.00
Status	Approved

### Edit/View My Reports



 No recent records found.

**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
FY2019 Large Competitive Marketing Matching Grant Mid-Term Report	Marketing Matching Grant	Financial Support for Tourism	Tourism Office	Annual	<a href="#">Create</a>	

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

## Funding Application for: OURAY CHAMBER RESORT ASSOCIATION

APP-198937



1. Guidelines

Save & Exit

Next »

Submit

### Guidelines



**FY2019 Large Competitive Marketing Matching Grant Mid-Term Report**

Read the complete FY2019 Marketing Matching Grant guidelines by clicking [here](#)

**DEADLINE: 5:00 p.m. on Saturday, March 30, 2019**













The Colorado Tourism Office's Marketing Matching Grant Program provides funding to not-for-profit organizations in the State of Colorado for the purpose of promoting the state or a region as a tourism destination. The mid-term report provides an overview of the grant activities to date, specifically key accomplishments and any issues, challenges and/or concerns.

To access the report, click on the report icon (orange icon) next to the application name, FY19 Marketing Matching Grant - Large Competitive

\* In the narrative part of your report, you will fill in the text boxes under each question. We suggest you compose your narrative answers in your word













**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.”

## Edit/View My Reports

Action Icon Index for the table below:							
 Edit		 Print		 Delete			
 1 of 1 (2 records total)		  Previous Next  				Page Size <span>20 ▼</span>	
ID	Parent Application Id	Name	Closing Date	Fiscal Year	Status	Actions	
APP-115914	APP-088736	FY2017 Marketing Matching Grant Final Report	12/22/2017	2017	Submitted		
APP-198937	APP-151136	FY2019 Large Competitive Marketing Matching Grant Mid-Term Report	3/30/2019	FY19	Draft	  	

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

## Edit/View My Reports

Action Icon Index for the table below:							
 Edit		 Print		 Delete			
 1 of 1 (2 records total)		  Previous Next  				Page Size <span>20 ▼</span>	
ID	Parent Application Id	Name	Closing Date	Fiscal Year	Status	Actions	
APP-115914	APP-088736	FY2017 Marketing Matching Grant Final Report	12/22/2017	2017	Submitted		
APP-198937	APP-151136	FY2019 Large Competitive Marketing Matching Grant Mid-Term Report	3/30/2019	FY19	Draft	  	

If you have any questions about the online reporting system, please Elizabeth O'Rear at [elizabeth.orear@state.co.us](mailto:elizabeth.orear@state.co.us).