Status: For Review Date Created: April 16, 2019 10:02 AM Date Modified: April 27, 2019 6:03 PM Date Submitted: April 27, 2019 6:03 PM

Cover Sheet

PLEASE NOTE: THIS IS A FICTITIOUS APPLICATION FOR ILLUSTRATION PURPOSES ONLY. This sample does contain key points that the review team likes to see in an application. Your application will differ but should answer all the following questions as thoroughly as possible.

Program Name: Buckingham Backroads Tours

Lead Partner Name: Randolph Acres Farm

Summary:

Buckingham Backroads Tours is a new stay-and-pedal bicycling program in rural Buckingham County. The purpose of the program is to bring visitors to the county for a four-day/three-night package that includes lodging and a guided backroads bicycling tours during the days. Our partners are two bed & breakfasts located in different areas of the county, a farmhouse inn, and an experienced outfitter that has been operating in Buckingham for ten years.

Budget of Proposed Program

Tier Two Leverage Program (\$10,001 - \$50,000)

Leverage Funds Requested:	\$18,000.00
Partners Matching Funds:	\$36,000.00
Total Budget for Program:	\$54,000.00
Anticipated Date of Completion (Month / Year):	October 2020
If your program is an event, what are the dates?	

Contact Forms

Program Name:	Buckingham Backroads Tours	
Lead Partner Name:	Randolph Acres Farm	
Lead Partner Contact Name:	John Randolph	
Lead Partner Mailing Address:	Rural Route 1	
City:	Shepherds	
State:	VA	
Zip: 23482		
Lead Partner Physical Address:	Rural Route 1	
City:	Shepherds	
State:	ite: VA	

Zip:	23482	
Phone:	(434) 000-0000	
Fax:		
Email:	jrandolph@RandolphFarms.com	
Website:	www.randolphfarms.com	
Federal Employer Identification Number (FEI #):	54-00000	
Lead Partner Financial Commitment:	\$5,000.00	
Authorized by John Randolph, Farm Manager on April 18, 2019 10:31 AM		

Partner 2 (Buckingham Bed & Breakfast)

Partner Name:	Buckingham Bed & Breakfast		
Partner Contact Name:	Steve Innkeeper		
Partner Mailing Address:	123 Country Road		
City:	Winginia		
State:	VA		
Zip:	23541		
Partner Physical Address:	123 County Road		
City:	Winginia		
State:	VA		
Zip:	Zip: 23541		
Phone:	(434) 110-0123		
Fax:			
Email:	innkeeper@buckinghamstay.com		
Website:	BuckinghamStay.com		
Federal Employer Identification Number (FEI #):	54-115654654		
Partner Financial Commitment:	\$2,000.00		
uthorized by Steve Innkeeper, Owner on April 27, 2019 8:14 AM			

Partner 3 (Crestview B&B)

Partner Name:	e: Crestview B&B	
Partner Contact Name:	contact Name: Ann Claiborne	
Partner Mailing Address:	ss: 468 Crestview Way	
City:	Shepherds	
State:	VA	

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<u></u> Σιρ.	23302	
Partner Physical Address:	468 Crestview Way	
City:	Shepherds	
State:	VA	
Zip:	23582	
Phone:	(434) 001-0000	
Fax:	(434) 011-0000	
Email:	crestview@crestview.com	
Website:	crestview.com	
Federal Employer Identification Number (FEI #):	54-54654	
Partner Financial Commitment:	\$4,000.00	
Authorized by Ann Claiborne, Owner on April 27, 2019 8:19 AM		

Partner 4 (Big Dog Outfitters)

Partner Name:	Big Dog Outfitters	
Partner Contact Name:	Sam Moore	
Partner Mailing Address:	145 Route 20	
City:	Scottsville	
State:	VA	
Zip:	23215	
Partner Physical Address:	145 Route 20	
City:	Scottsville	
State:	VA	
Zip:	23215	
Phone:	(434) 234-1456	
Fax:		
Email:	smoore@bigdogoutfitters.com	
Website:	bigdogoutfitters.com	
Federal Employer Identification Number (FEI #):	54-123854	
Partner Financial Commitment:	\$25,000.00	
uthorized by Sam Moore, Owner on April 27, 2019 8:18 AM		

Non-Financial Partner 1 (Buckingham County Administration)

Non-I mancial Father F (Buckingham County Administration)			
Partner Name:	Buckingham County Administration		
Partner Contact Name:	John Smith		
Partner Mailing Address:	13380 W. James Anderson Hwy		
City:	Buckingham		
State:	VA		
Zip:	23921		
Partner Physical Address:	13380 W. James Anderson Hwy		
City:	Buckingham		
State:	VA		
Zip:	23921		
Phone:	(434) 555-5555		
Fax:	(434) 555-5501		
Email:	partner@buckinghamco.org		
Website:	www.buckinghamco.org		
Federal Employer Identification Number (FEI #):	54-123845		
Partner Financial Commitment:	\$0.00		
Authorized by John Smith, County Administrator on May 15, 2019 12:09 PM			

Marketing Leverage Program Questions

Program Description (15 Points)

1.) Tell us about your program. Why is it needed, and what do you want to accomplish?

Buckingham County, lying south of the James River at the geographic center of the state, was established on May 1, 1761 from the southeastern portion of Albemarle County. The origin of the county name probably comes from the Duke of Buckingham (Buckinghamshire, England). Some sources say that the county was named for Archibald Cary's estate "Buckingham" which was located on Willis Creek. This is the only Buckingham County in the United States. Over the past 250 years, Buckingham County has embraced its rural heritage and character. Agriculture is complemented by incredible scenic beauty. It is this heritage and beauty that the partners want to capitalize upon.

The DRIVE Tourism document identifies nature & outdoor recreation, culinary, and history & heritage as primary product themes for our region of Virginia, Central Virginia. This further supports the partnership that we have developed to promote those product themes.

The purpose of the program is to bring active travelers to Buckingham County to enjoy scenic views, outdoor recreation, comfortable accommodations and good food. This program is designed to increase visitation to the county and increase revenue. This is an exciting new partnership among two B&Bs, a farm and an outfitter.

Our program will accomplish the following:

- Increase visitation to the two bed-and-breakfasts, and farmhouse inn
- Increase tax revenue for the county through overnight stays
- Create new sources of revenue for the outfitter because the bicycling program is a new business feature. Up until now, he has operated a water-based outdoor recreation company.
- Introduce visitors to the community and outdoor recreation assets of Buckingham County.

The program components are as follows:

All marketing initiatives will direct interested parties to www.buckinghambiking.com where they can book their packages, choose whether they wish to rent a bike or will be bringing their own bike, and other trip details such as dietary requirements.

Guests will arrive in the afternoon at the first B&B, Buckingham Bed & Breakfast. They will receive their trip itinerary, and meet their Big Dog Outfitter guide. After dinner at a local farm-to-table restaurant, a great nights rest, and a locally sourced breakfast, the next morning they will travel along the route with their guide, making their way to the second night's stop, Crestview Bed & Breakfast. Big Dog Outfitters will transport their luggage and vehicle to the next stop so that after an active day of sightseeing and cycling, the guests will arrive with rooms ready for another great, relaxing evening.

After departing Crestview B&B, guests will travel along the backroads with their guide who will make stops at historic sites in Buckingham County. In mid-afternoon guests will arrive at Randolph Acres Farm for an overnight stay in the farmhouse that is now a five-star bed & breakfast. That evening guests will relax under the stars at a dinner prepared by the Randolph Farms chefs, from food grown on the farms. Local wines will be served as a string band plays, and guests join in the dancing.

2.) Has this program received VTC funding in the past?

Yes

If yes, how does this program differ from your past funded program?

The partners received VTC Market Leverage Program funding in the amount of \$5,000 in 2013 for a program to promote the holiday season. The target market was the Richmond, VA area. The partners saw, on average, a 10% increase in visitation from the Richmond area, and a 15% increase in revenue during the promotion.

This program differs in that the package is available from March through November, and focuses on outdoor recreation, cycling, and culinary, as well as marketing in the metro DC and Raleigh, NC areas.

3.) Tell us about your partners. Who are they and what are their roles in your program beyond being a financial partner?

Lead Partner	Role:	Host guests on third overnight; provide meals; will do all paperwork associated with grant.
Partner 2: Buckingham Bed & Breakfast	Role:	Host guests on first overnight; provides meals.
Partner 3: Crestview B&B	Role:	Hosts guest on second overnight; provides meals.
Partner 4: Big Dog Outfitters	Role:	Provides bikes, maps, luggage transportation and guide for routes

4.) Tell us how you will adjust your program if you do not receive full requested funding?

We will scale back on our marketing and advertising. We will depend more on word-of-mouth advertising and digital advertising, which is more cost effective than print ads. Specifically, we will decrease the frequency to two editions of Blue Ridge Outdoors, and print 50% fewer brochures. We will also consider decreasing the amount of spending for Leisure Media 24/7 by one-half.

Target Audience and Market Research (25 Points)

1.) Who is your target market or target audience?

Based upon data the partners have collected over the past several years (see below), our main target markets are the D.C. metro area and the Raleigh, NC area. Both are within a four hour drive of Buckingham County. Specifically, we target the following audiences through our current marketing:

- Buckingham B&B targets the metro Washington, DC area.
- Crestview B&B targets the Northern Virginia, DC and Charlottesville areas.
- Randolph Acres Farm targets Fairfax County.
- Big Dog Outfitters targets metro DC area, Raleigh, NC, and the Richmond, VA area.

2.) How will you specifically track your program? What is your Tracking Mechanism?

All of our advertising will direct people to our website which allows us to capture information from interested parties. We will compare this data with our online booking reservation system to measure the effectiveness of our marketing.

In addition, we will continue the survey methods (visitor survey cards) we have employed in the past for tracking our marketing campaigns.

3.) What specific local and/or state research supports why you chose this target market or target audience?

The partners have worked together in the past to develop a tracking mechanism for our guests. Survey cards from each of the bed and breakfasts provide visitor profiles for our target. The cards request and provide information on where overnight guests came from; their ages; household income range; and how they found out about the B&Bs. Other comments from guests indicated that they enjoyed getting out of the congested metro DC area on weekends to visit rural areas.

Comment card summaries from the partners are below:

- Buckingham B&B targets families with teenage children from the metro Washington, DC area. Parents are around 42 years old with income of 100K.
- Crestview B&B targets couples from 36 46 age range with income range of 95K to 120K from the Northern Virginia, DC and Charlottesville areas.
- Randolph Acres Farm targets couples from 22-48 years of age with combined income of 150K from mostly Fairfax County.
- Big Dog Outfitters attracts families, average age 42 with two children from the metro DC area and Raleigh areas. We also attract young 20-something year olds from the Richmond, VA area.

All guests indicate that their main way of finding out about Buckingham County, VA and our properties were from online sources (Google, Yahoo, Facebook), and from print advertisements the partners place in Recreation News.

We also collected data from the Buckingham County Museum. Their visitor logs supported what the partner's research data identified as geographic markets as summarized below:

Buckingham County and surrounding counties	35%
Washington, DC Metro Area (NOVA, MD)	20%
Raleigh, NC	15%
Richmond Metro Area	15%
Other (PA; SC; TN; OH, WV, other)	15%

Tourism is a growing component of Buckingham County's economy. According to research from the Virginia Tourism Corporation, tourism in the County in 2017 generated almost \$12 million in travel expenditures; over \$300,000 in local tax revenue; and supported 119 jobs. The partners hope is to show modest increases in each of these areas, as detailed in the Research and Performance Measures section.

The VTC Visitor Profile for the Central Virginia Region further supports the data collected locally by the partners. Briefly the VTC profile shows the following:

Average Travel Party Spending	\$473 per trip in Virginia
Length of Stay	3.3 nights per trip
Top Travel Party Origin	Washington, DC (16%)
Annual HHI above \$100K	33%
Traveling with Children	33%

In addition, according to the Virginia 2017 Nature and Outdoor Traveler Profile, 56% are married, 44% are college graduates, and 30% have household incomes over \$100,000. The profile also identifies the top travel party origin for the nature and outdoor Virginia traveler is Washington, DC. This reflects what the partners see in their research.

Finally, research from the National Bicycle Dealers Association shows the following:

Over 39.3 million Americans age seven and older were estimated to have ridden a bicycle six times or more in 2017, according to the National Sporting Goods Association. Cycling is often cited as the seventh most popular recreational activity in the U.S., behind exercise walking, swimming, camping, fishing, exercising with equipment and bowling.

Bicycles and related products continue to appeal primarily to a recreation market in the United States. NBDA research conducted by the Bicycle Market Research Institute in 2016 reported that 73% of adult cyclists rode for recreation, 53% for fitness, 10% for commuting, 8% racing and 6% sport. The figures add up to more than 100% because some ride in multiple ways.

In the Washington, DC area there are over 12 biking trail areas, according to bikewashington.org. In addition, there are dozens of bike clubs in the Washington, DC area, including the Potomac Pedalers. The Potomac Pedalers offers over 1,000 group rides annually. This high concentration of biking enthusiasts is another reason the partners are targeting the DC area.

Performance Measures (20 Points)

1.) Please include below as much baseline data and other information as possible. Your Research and Performance Measurement Plan is based upon the duration of your program.

Lead Partner

Performance Measures	Current Baseline	N/A	Numeric Goal	% Increase / Decrease Goal
Total Number of Visitors	400		500	25%
Total Visitor Expenditures	40000		50000	25%
Total Tourism Tax Receipts	2000		2500	25%
Jobs Created or Sustained	1		2	100%
Total Number of Meetings Booked	0	Not Applicable	0	0%
Average Occupancy	60		70	17%
Total Number of Unique Website Visitors per Year	15000		22000	47%

This is proprietary information

Partner 2: Buckingham Bed & Breakfast

Performance Measures	Current Baseline	N/A	Numeric Goal	% Increase / Decrease Goal
Total Number of Visitors	500		600	20%
Total Visitor Expenditures	50000		60000	20%
Total Tourism Tax Receipts	2500		3000	20%
Jobs Created or Sustained	3		5	67%
Total Number of Meetings Booked	15		20	33%
Average Occupancy	45		60	33%
Total Number of Unique Website Visitors per Year	45000		60000	33%
Weddings	6		8	33%

Partner 3: Crestview B&B

Performance Measures	Current Baseline	N/A	Numeric Goal	% Increase / Decrease Goal
Total Number of Visitors	360		500	39%

Total Visitor Expenditures	45000		62500	39%
Total Tourism Tax Receipts	2250		3125	39%
Jobs Created or Sustained	0	Not Applicable	0	0%
Total Number of Meetings Booked	0	Not Applicable	0	0%
Average Occupancy	55		65	18%
Total Number of Unique Website Visitors per Year	17000		22000	29%
This is proprietary information				

Partner 4: Big Dog Outfitters

Current Baseline	N/A	Numeric Goal	% Increase / Decrease Goal
15000		20000	33%
450000		600000	33%
28000		30000	7%
10		15	50%
0	Not Applicable	0	0%
0	Not Applicable	0	0%
200000		300000	50%
150		225	50%
130		150	15%
	Baseline 15000 450000 28000 10 0 0 200000 150	Baseline N/A 15000 15000 450000 28000 28000 10 10 Not Applicable 0 Not Applicable 200000 150	Baseline N/A Goal 15000 20000 450000 600000 28000 30000 10 15 0 Not Applicable 0 200000 300000 300000 150 225

This is proprietary information

DMO:

Performance Measures	Current Baseline	N/A	Numeric Goal	% Increase / Decrease Goal
Total Number of Visitors		Not Applicable		
Total Visitor Expenditures	11804677		11922724	1%
Total Tourism Tax Receipts	342890		346319	1%
Jobs Created or Sustained	119		129	8%
Total Number of Meetings Booked	0	Not Applicable	0	0%
Average Occupancy		Not Applicable		18%
Total Number of Unique Website Visitors per Year	150000		190000	21%

Marketing Message and Program (25 Points)

1.) What is your specific marketing message and the call to action?

Our marketing message is "Biking is Better in Buckingham!"

Our call to action is visit www.buckinghambiking.com.

All our marketing materials and initiatives will direct to www.buckinghambiking.com where packages can be booked online. Our messaging will include narrative about the scenic, rural nature of Buckingham, our agricultural heritage, and how relaxing our area is for visitors. The "Biking is Better in Buckingham" message should resonate with the DC metro audience who desire, according to both the partners and VTC research, to experience authentic towns, farms, and recreation.

Specifically, we will incorporate a mix of print and digital marketing, as well as enhancing the Big Dog Outfitters website, printing new brochures, and distributing the brochures in Virginia Welcome Centers and at all the Virginia Certified Tourist Information Centers. Although our main target audience for the campaign is the DC area, we feel that placing our brochures in Welcome Centers and visitor centers around the state is a cost-effective way of further promoting Buckingham County.

Our marketing outlets were chosen based upon both the partners' data, state data, and national data as detailed in the Research section. The Marketing Calendar and Budget details how the media outlet reaches our target audience/market.

Finally, all of our marketing materials will include the Virginia is for Lovers logo, our website will include a reciprocal link to Virginia.org, and we will list our packages on Virginia.org.

2.) Marketing Plan, Budget, and Timeline

Marketing Calendar and Budget Items

Media Outlet	Ad Type, Size and Frequency	Placement Date (Month, Year)	How does this reach your Target Audience/Market?	Total Cost	VTC Funds Amount	Partner Funds Amount
Blue Ridge Outdoors	11 x; quarter page; four color	08/19; 09/19; 10/19; 03/20; 04/20; 05/20; 06/20; 07/20; 08/20; 09/20; 10/20	Blue Ridge Outdoors targets active adults ages 25-54; household income of over \$75,000; 92% are college educated; 70% are married; 74% take four or more adventure travel trips per year. The readership covers the Southeast and MidAtlantic, including Washington, DC, our travel audience and market.	\$9,537.00	\$9,537.00	\$0.00
Leisure Media 24/7 VTC Coop	N/A	4/2020	Partners will participate in the Outdoor Recreation Thematic package that targets outdoor enthusiasts	\$3,000.00	\$0.00	\$3,000.00

VTC Social Media Program – Facebook and Instagram	Facebook and Instagram	10/2019; 04/2020	Partners will geotarget within the Metro DC, NOVA, and Raleigh- Durham areas.	\$10,000.00	\$0.00	\$10,000.00
Recreation News	6 X one quarter page; full color ads	09/2019; 10/2019; 04/2020; 06/2020; 08/2020; 10/2020	Recreation News targets federal employees in the Washington DC area. Although this is not a VTC coop, it does reach our target audience. The profile of the Recreation News reader is household income of over \$92,000. Over 87% use recreation news to plan their travel.	\$6,000.00	\$0.00	\$6,000.00
Google Ad Words	Two VTC packages	08/2019; 04/2020	Google Ad Word campaign promoting fall foliage in 2019 the start of spring 2020 in Buckingham County and biking	\$5,300.00	\$0.00	\$5,300.00
Trip Advisor	Two VTC packages	08/2019; 04/2020	Geo-targeted to Mid- Atlantic: Virginia, Maryland, North Carolina and Washington DC	\$10,000.00	\$0.00	\$10,000.00

Other Program Related Budget Items

Specific Item (brochure, design services, display production, tradeshow registration, etc.)	Anticipated Completion Date (Month, Year)	How does this reach your Target Audience/Market?	Total Cost	VTC Funds Amount	Partner Funds Amount
Brochure to promote Biking is Better in Buckingham!	9/2019	Brochure will highlight the scenic beauty of the region as well as the heritage of the region.	\$3,463.00	\$3,463.00	\$0.00
Enhancements to the Big Dog Outfitters Website	8/2019	Website will feature the Biking is Better in Buckingham Packages, and allow for visitors to purchase the packages online.	\$5,000.00	\$5,000.00	\$0.00
Placement of brochures in the Virginia Welcome Centers	10/2019	Brochures will be placed in all 12 Virginia Welcome Centers	\$1,200.00	\$0.00	\$1,200.00
Fulfillment Costs	11/2019	Cost of shipping brochures and fulfilling requests for information	\$500.00	\$0.00	\$500.00
Total Budgeted Amount			\$54,000.00	\$18,000.00	\$36,000.00

50 Years of Love (5 Points)

NOTE: This is a **NEW** section and differs from previous VTC Marketing Leverage Program applications. More information on 50 Years of Love can be found at <u>www.vatc.org/50yearsoflove</u>.

- 1.) How does your program incorporate and support VTC's "50 Years of Love?" Please click the applicable ways your program incorporate VTC's "50 Years of Love." Add any additional tie-ins in the other section.
- All partners will include the "50 Years of Love" logo in their marketing during 2019.
- Partners will develop a "50 Years of Love" activation in their community.
- Partners will develop a "50 Years of Love" itinerary and post on <u>www.Virginia.org</u>.
- Partners will include "50 Years of Love" in social media posts.
- Partners will produce "50 Years of Love" commemorative items at Partner's expense since promotional items are not allowable expenses for the Marketing Leverage Program..
- OTHER: Partners will produce a special "50 Years of Love" armband to provide to patrons identifying package buyers at Partner's expense since promotional items are not allowable expenses for the Marketing Leverage Program.
- OTHER: Partners will produce commemorative "50 Years of Love" glasses for patrons at the farm-to-table dinners at Partner's expense since promotional items are not allowable expenses for the Marketing Leverage Program.

Virginia Is For Lovers Campaign (10 Points)

Below are ways to tie into the Virginia is for Lovers marketing. You should choose those items that you and your partners will incorporate in your marketing program. In the "Paid Section" **DO NOT** select an item if it is not in your application marketing plan. Doing so will lead to point deductions in that section.

1.) Click below all applicable areas that your program utilizes the Virginia is for Lovers/VTC programs:

Paid Opportunities

- $_{\odot}$ Placement of advertising in the Virginia Travel Guide
- o Participation in VTC consumer cooperative media buys listed at www.vatc.org/marketing/advertising/partneradvertising
- o Participation in VTC Digital Advertising on www.Virginia.org
- o Participation in the VTC Consumer eNewsletter Advertising
- o Production and/or sharing of B-Roll video footage and high resolution photography
- o Participation in international sales missions with VTC & CRUSA, including Canada
- o Placement of brochures in the Virginia Welcome Centers
- o Placement of translite ads in the Virginia Welcome Centers
- o Participation in the monthly Virginia Welcome Center Tourism Blitz program
- o Participation in the VTC LOVEworks Program
- o Participation in VTC domestic sales trade show opportunities
- Participation in a sales mission with VTC Domestic Sales to target markets for Tour and Travel, Meetings & Conventions or Sports Marketing

No Cost Opportunities

The following VTC partnership opportunities do not have a fee for participation. If you participate in any of these, you do not have to show these in your program Marketing Plan, BUT you should indicate that you do participate in the appropriate opportunities. (**Note:** although the following do not have a VTC participation fee, there may be additional costs - such as travel and accommodations - that will be the local partners responsibility, and that are not eligible for VTC Marketing Leverage Program Reimbursements – marked with *).

- All partners are listed on Virginia.org
- o Provide information and support to VTC Digital Marketing Department, including submission of getaways, itineraries, etc.
- o Participation in VTC Datashare program
- o Participation in the VTC Content Co-op Program with Matcha.

- $_{\odot}$ Participation in the VTC LGBT Marketing opportunities *
- o Provide information and support to VTC Public Relations Department including information on "What's New"
- o Assistance with hosting media tours, media blitzes, and/or participation in the Virginia is for Lovers Press Pass Program *.
- $_{\odot}$ Participation in desk-side media appointments with the VTC Public Relations Department *
- $_{\odot}$ Participation in VTC promotional and sweepstakes opportunities *
- $_{\odot}$ Assistance in hosting of domestic, CRUSA and Canadian FAM trips, and other VTC sponsored tours *

Other:

In this area, you can add any additional ways your program ties into, or supports, the Virginia is for Lovers Marketing Campaign

- o The partners will in addition to the marketing initiatives share our photography with VTC
- o The partners will also construct a LOVEworks at Randolph Farms and at Crestview B&B in the summer of 2019