Tompkins County Tourism Program

Application Technical Instructions

New Tourism Initiative, Tourism Project and Tourism Marketing and Advertising Grants

Grant applications for these three programs are now accepted ONLY through the online Community Impact Manager (CIM) grant management system. Applications will not be accepted by any other method. Tompkins County has partnered with the United Way of Tompkins County to provide this browser-based application in order to increase the Tourism Program's capacity for program evaluation and streamline our grant-making processes. Details on how to create a user account and how to access the tourism grant application are below. Technical assistance is also available by contacting the grant administrator:

Tom Knipe
Senior Planner / Tourism Coordinator
Tompkins County Planning Department
tknipe@tompkins-co.org, 607-274-5560

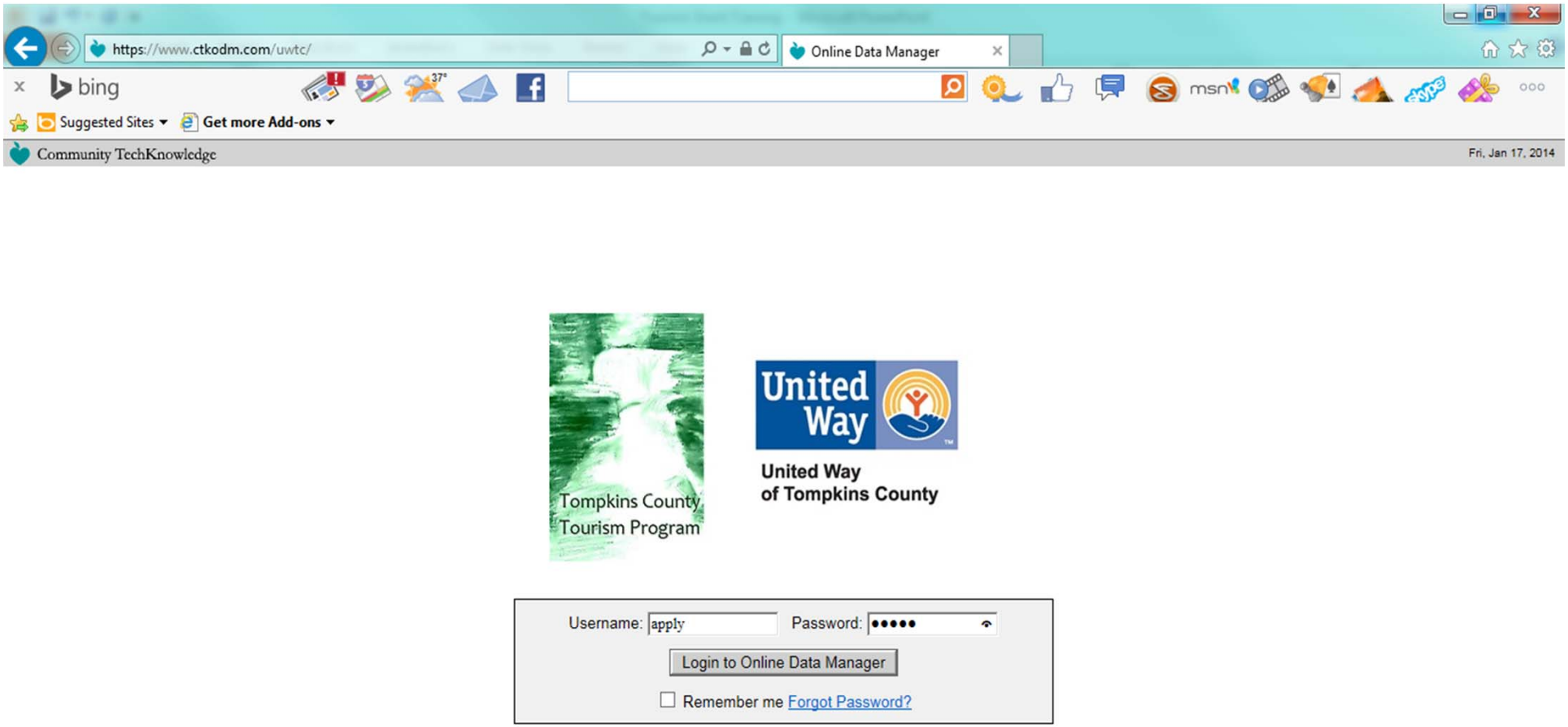
Creating an Account on Community Impact Manager (CIM):

1. Go to https://www.ctkodm.com/uwtc/
2. If you do not already have a username and password, login using:
   Username: ***apply***
   Password: ***apply***
3. On the left-hand side of the screen, under Create New, click "Agency Intake"
4. Complete the Agency Intake form
5. Your account will be activated by the United Way.

Accessing Your Tourism Grant Application(s):

**Please see above instructions to create an account. Once your account is activated:

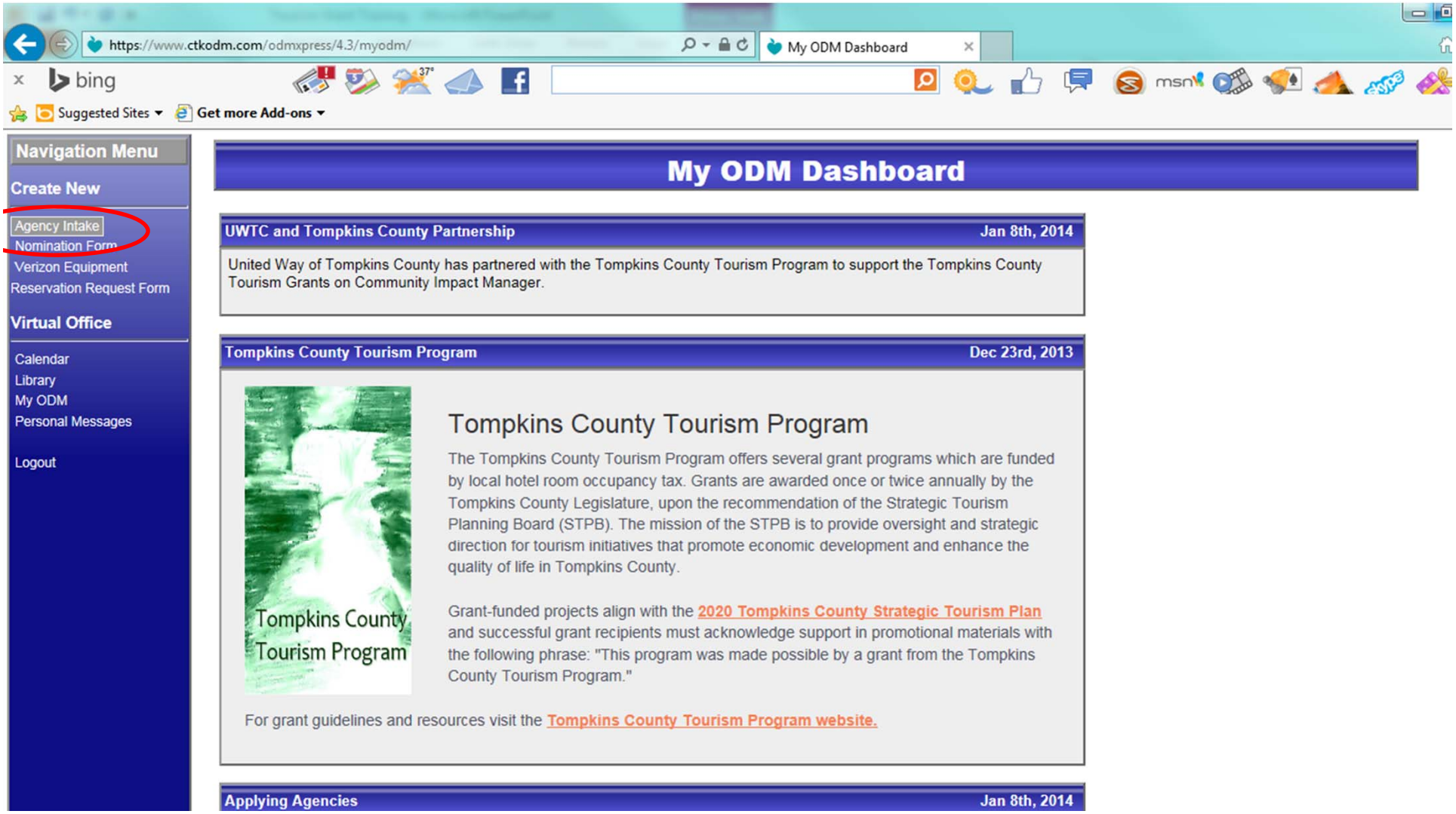
1. Go to https://www.ctkodm.com/uwtc/
2. Login in using your unique username and password.
3. On the left-hand side of the screen, under My Folders, click your agency name.
4. Click "Agency Information" or "Program Information" to view past applications
5. Click "View Application" to access current grant applications.
6. To create a new application form, click "Tompkins County Tourism Grant" on the left-hand side and then click "Create New".
7. To edit an application, click the "Edit" button to the right of application name
8. **Be sure to click "Save" in the upper right-hand of the screen often, as forms do not save automatically.**
9. Do not click "Submit Application" until all your application forms are complete. Submitting will lock the application forms. (If you have submitted your application and need it to be re-opened, please contact the grant administrator.) The submit button is located on the left-hand side of the "View Application" page.
10. Submit your application by 11am, Friday, September 19th for the fall 2014 grant round.



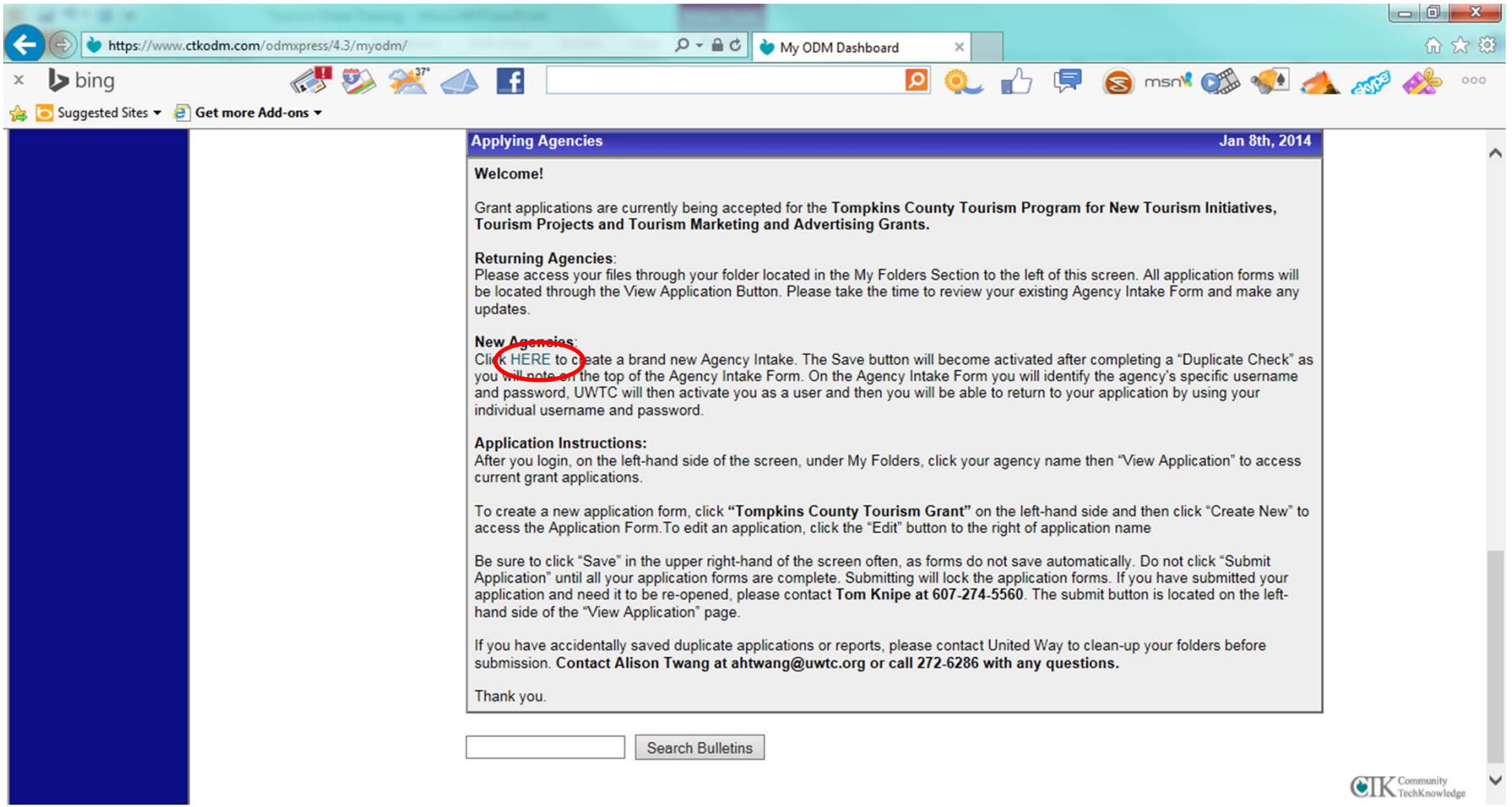
If you do not have a username and password, log in using:

Username- apply

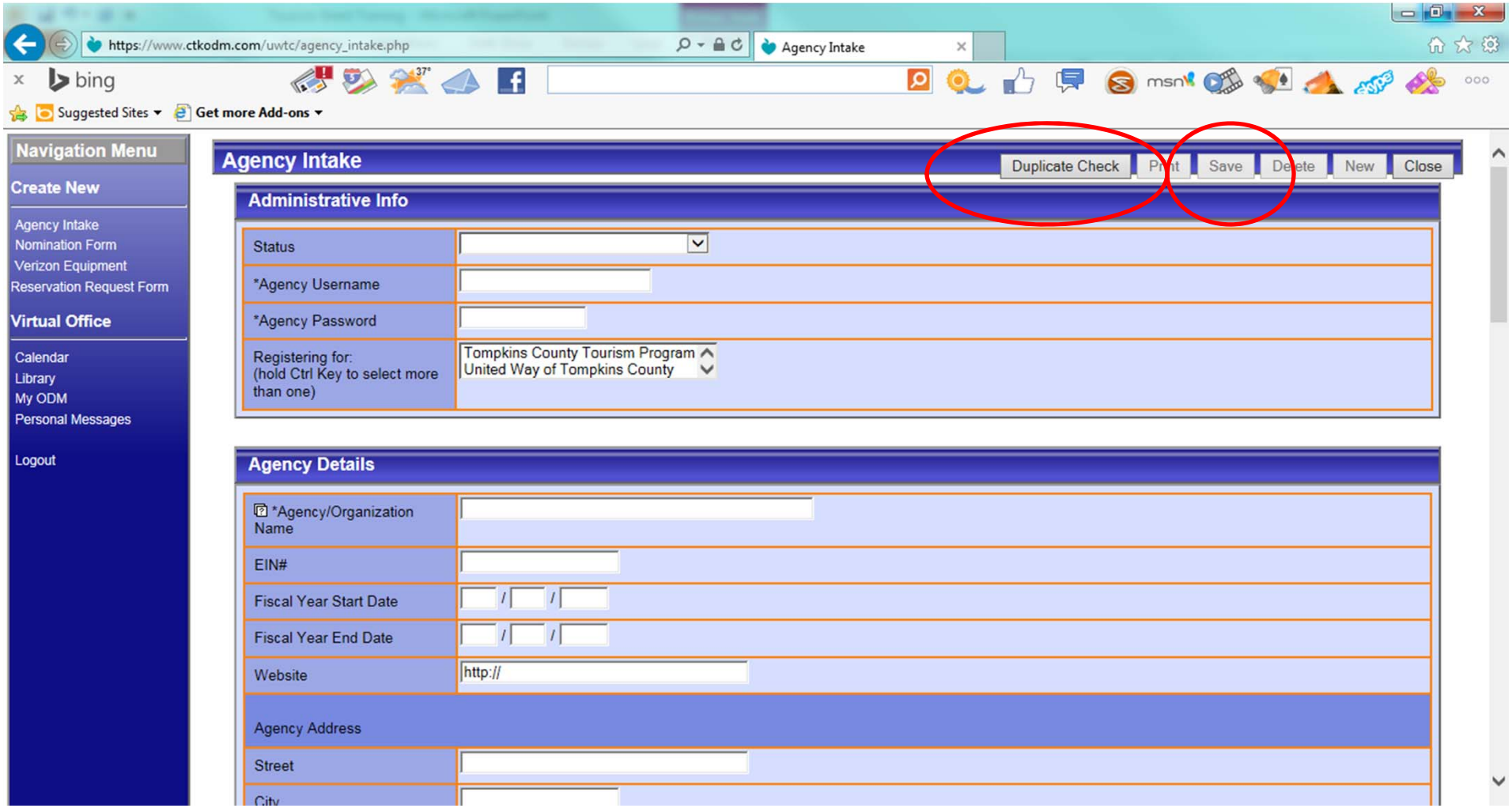
Password- apply



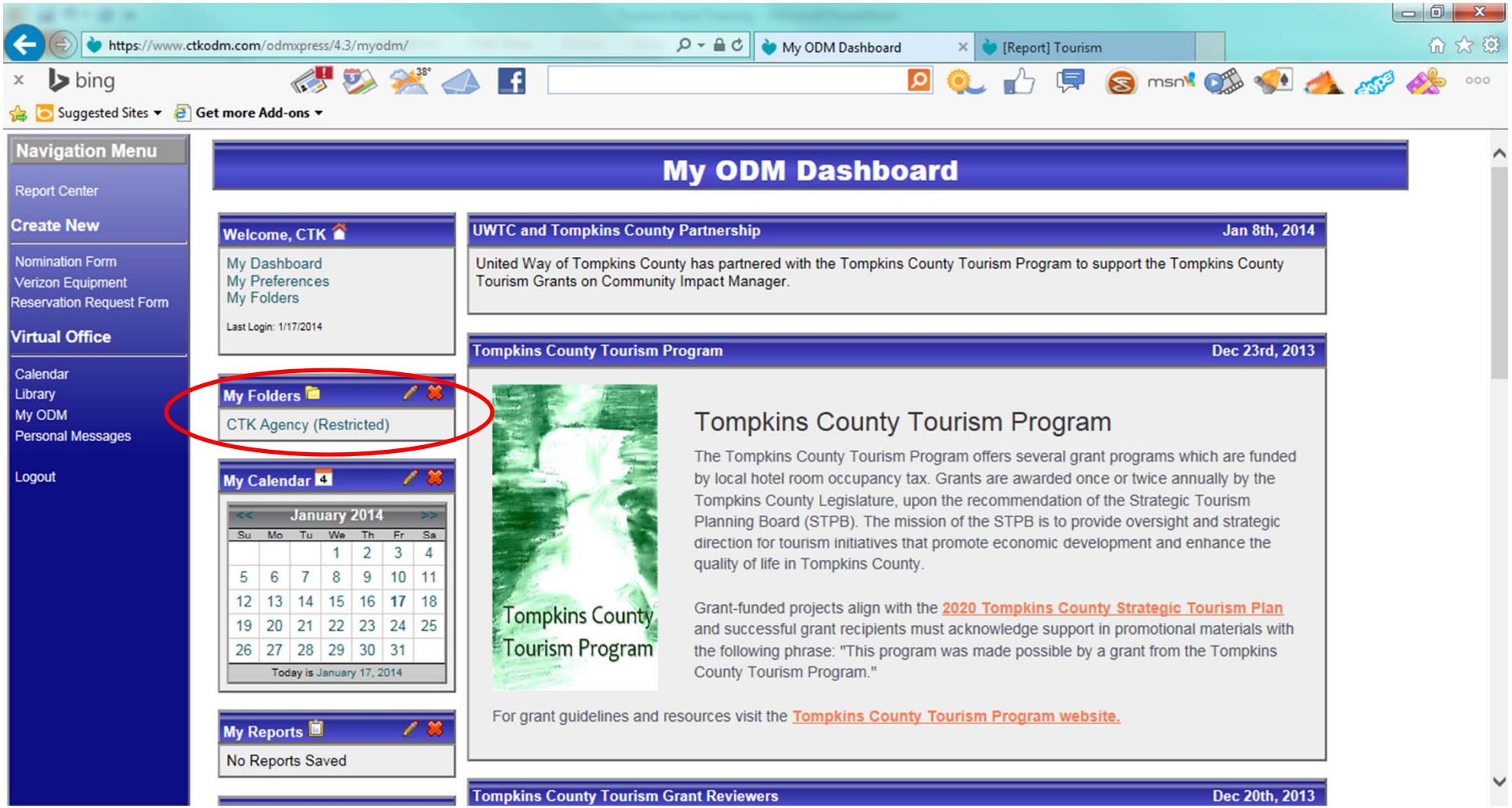
To create your agency profile, click “Agency Intake” under “Create New”.



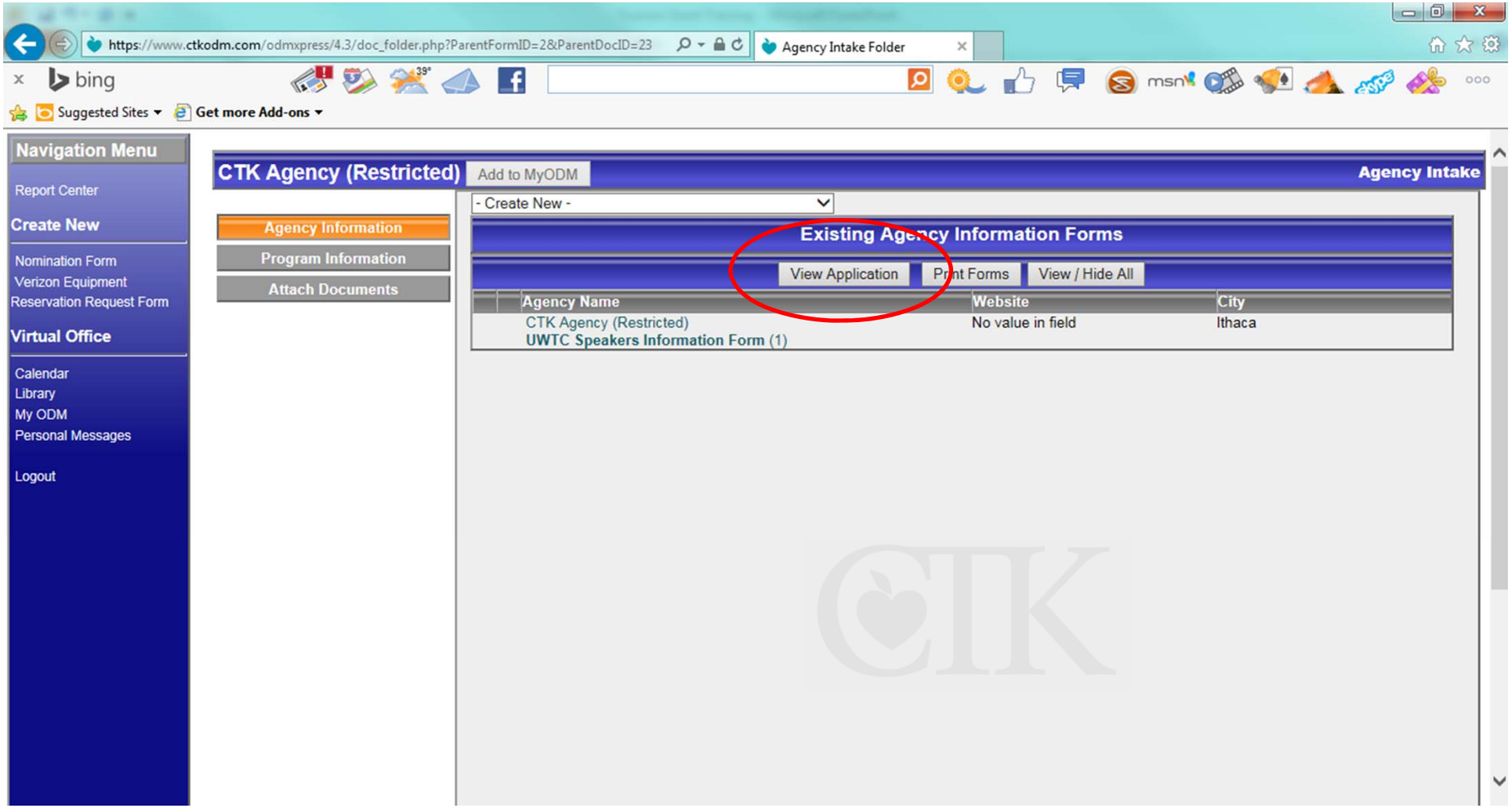
You can also click the link in the "Applying Agencies" bulletin to create your Agency Intake form. You can find application instructions here as well.



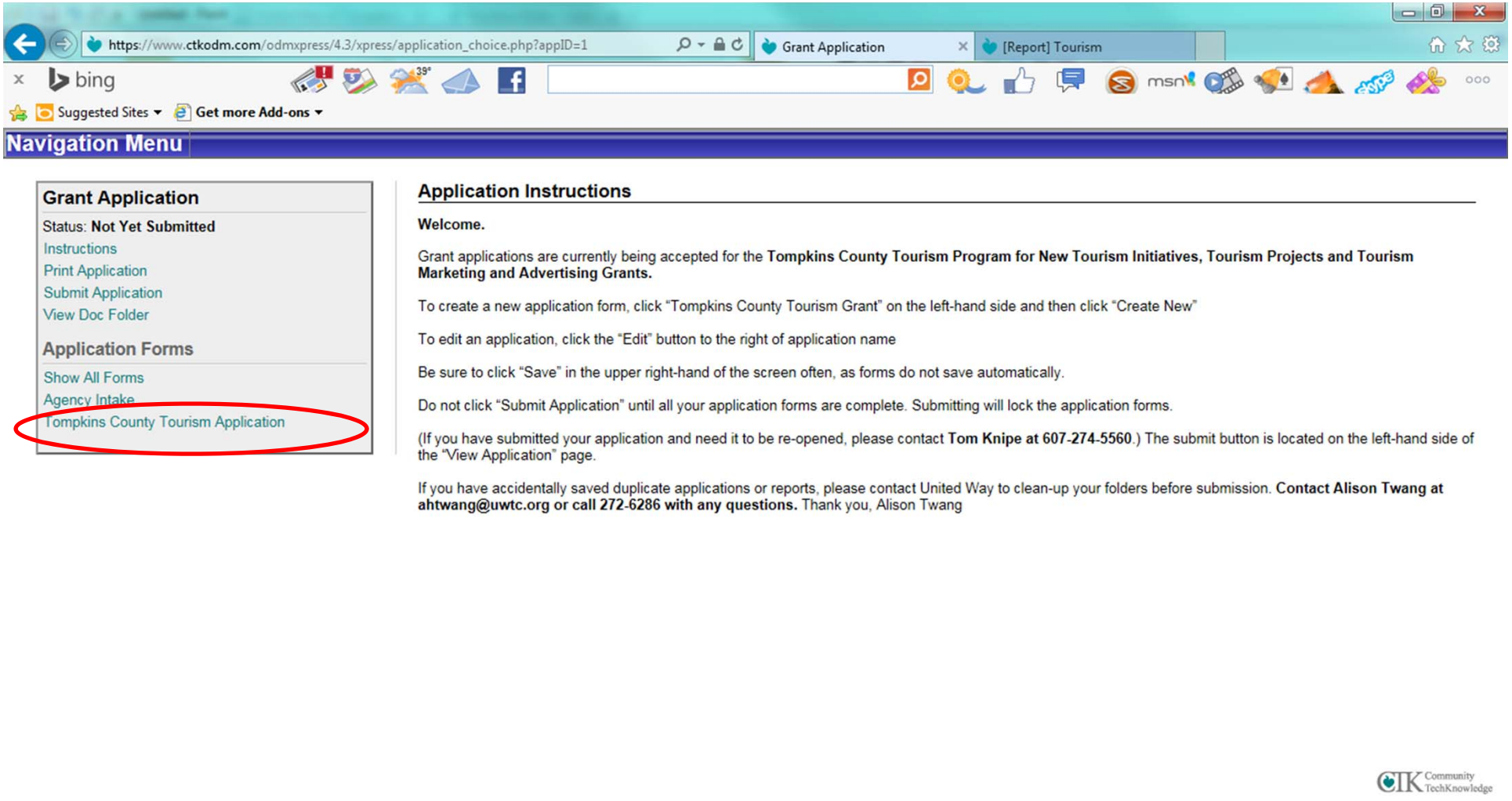
After completing the Agency Intake form, click "Duplicate Check" and then "Save." Contact Alison Twang at ahtwang@uwtc.org or Meg Cole at mcole@uwtc.org or (607) 272-6286 to activate your account.



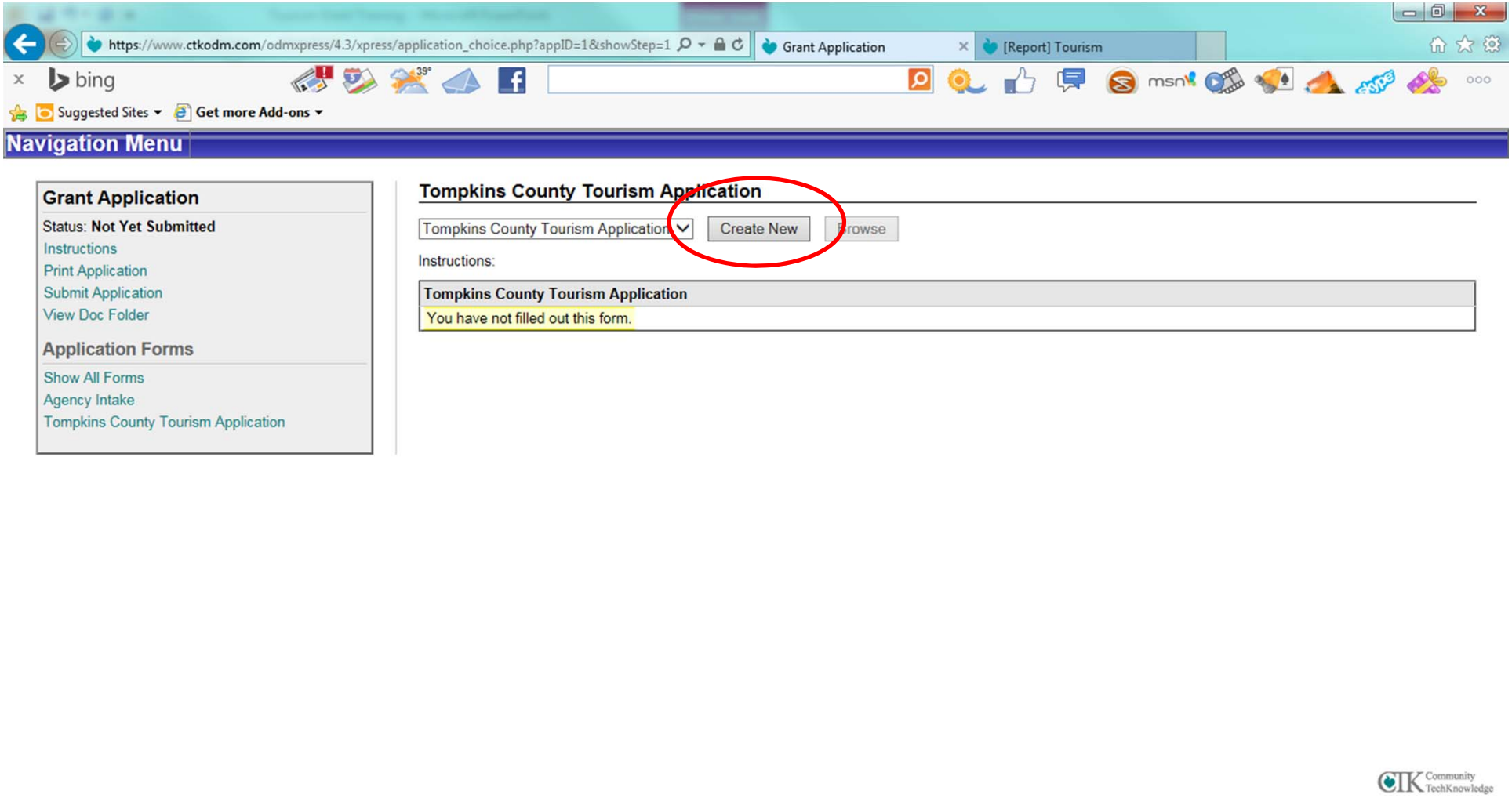
To start a new application or view past applications, click your agency name Under “My Folders.”



Click “View Application” to access current grant applications. Click “Program Information” or “Agency Information” to access past applications.

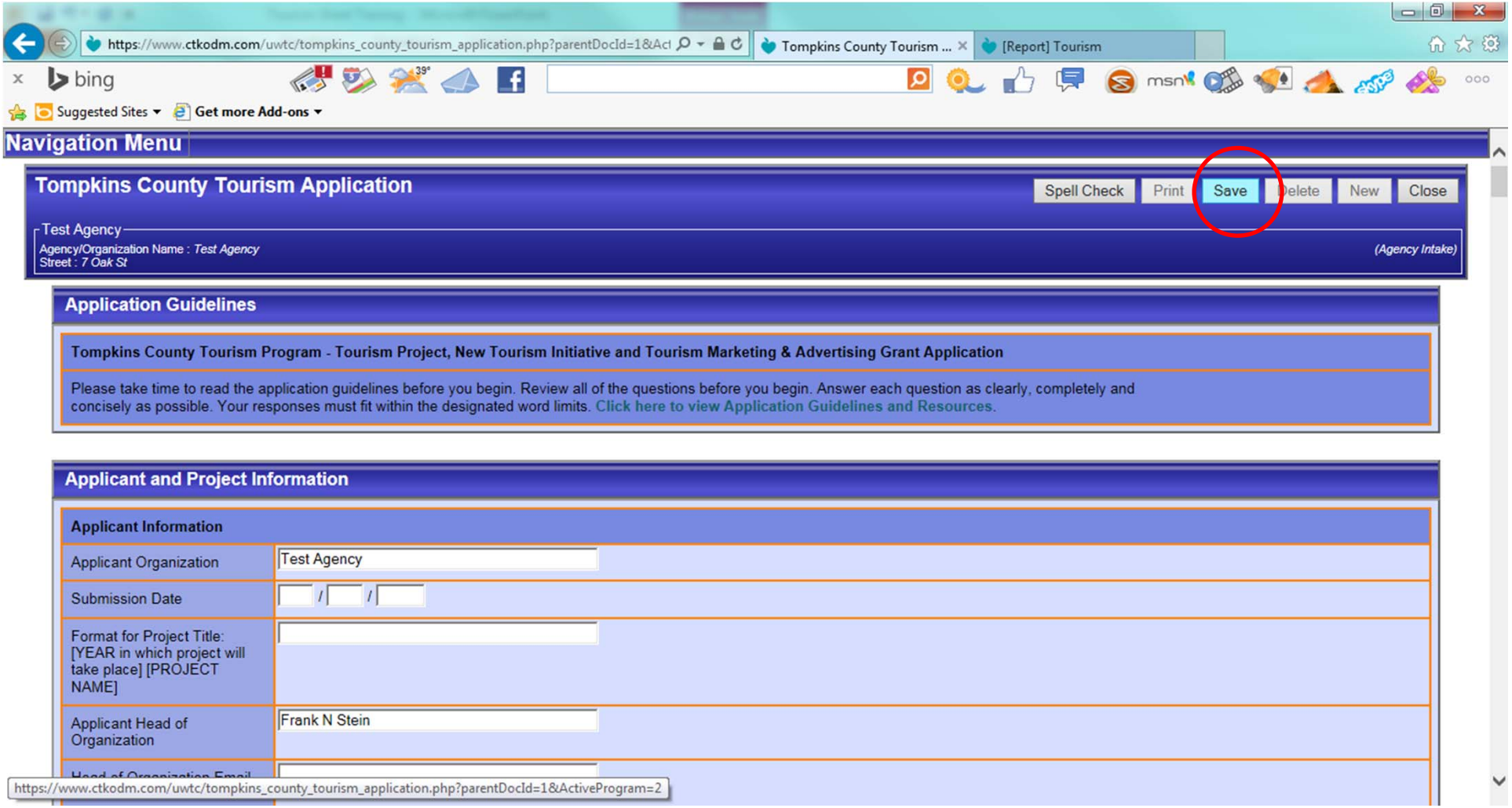


To create a new application form, click "Tompkins County Tourism Grant." To update your Agency Intake form, click "Agency Intake."

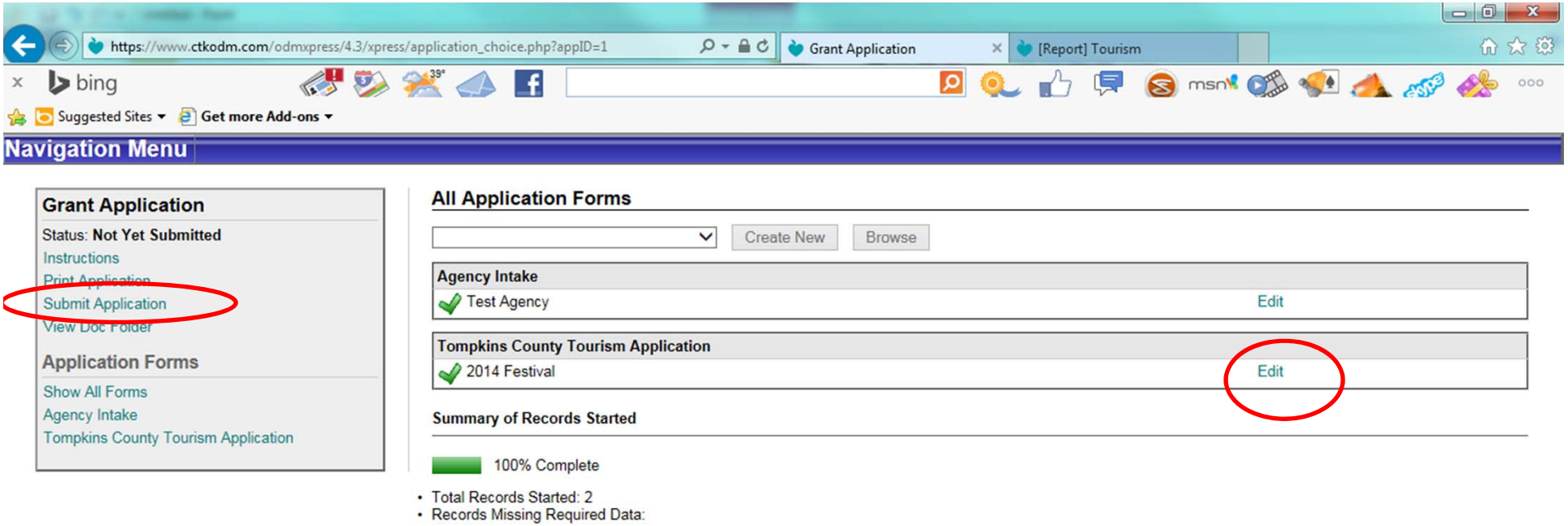


CTK Community TechKnowledge

To start your application, click “Create New.”



Be sure to click “Save” regularly, as forms do not save automatically. Your account will be logged out after 90 minutes of inactivity and any unsaved changes will be lost.



To edit an existing form, click “Edit.” Do not click “Submit Application” until your application is complete. Submitting will lock your application forms. If you need your application re-opened, please contact Tom Knipe at 607-274-5560 or tknipe@tompkins-co.org.