

Application for 2023/2024 Partnership Funds

New Events

Development of Indigenous Tourism Product

Development of Guided Experiences or Trails

1. Business Information

Legal name of business: _____

Operating name: _____

Project name: _____

Address: _____

Contact person: _____

Telephone number: _____

Email address: _____

Website: _____

Authorized by: _____

Title: _____

Date: _____

Signature: _____

****Maximum 1 application can be submitted per business.****

2. Project Description and Objectives

Provide a full description of the project. Specify the following:

- Objectives and goals of the project.
- How will this project assist your business with revenue creation?
- Identify project stages and milestones.
- Explain the rationale/demand for the project.

Answer here:

3. Assessment and Performance Measures

Describe how your business will evaluate your project to determine if its objectives have been met.

Detail **S.M.A.R.T.** performance measures? (S=Specific, M=Measurable, A=Attainable, R=Relevant, T=Timely)

Answer here:

4. Project Timelines

Provide a complete description of the activity to be undertaken and the timelines surrounding the activity. Note all projects must be completed by **February 15, 2024**.

Activity	Time Frame (start and end dates)	
	Start	End
	Start	End
	Start	End
	Start	End
	Start	End
	Start	End
	Start	End
	Start	End
	Start	End
	Start	End
	Start	End

5. Other Financial Contributions

Outline any other funding or grant contributions that you have applied for, or have been approved for.

Source	Financial Contribution (note if the contribution has been confirmed or is pending approval)

6. Project Budget and Financing

Identify and substantiate a detailed project BUDGET using the table below. RTO 9 reserves the right to contact other agencies funding the project as may be required. RTO 9 reserves the right to review estimates of costs and procurement practices for the project. Please detail which expenses you are asking RTO 9 to fund.

Please note that the minimum contribution is \$2,500 (some exceptions apply) and the maximum matching contribution is \$25,000 from RTO 9. **Costs are inclusive of HST.**

Budget		Financing	
Eligible Supported Items	Total Cost (\$)	50% Amount Requested from RTO 9	
Total Project Cost		Total RTO 9 Contribution Equal to Partner Contribution	

7. Project Economic Benefits and Expected Impact

Regarding your project, describe:

- How the project will benefit the local or regional economy in terms of tourism development in the region i.e., direct impact on job creation, tourism growth, overnight stays, product development, business competitiveness.
- The sustainability plan for the project – describe your ongoing plans for the project.

Answer here:

8. Communications Plan

Outline your communication plan with respect to the opportunities for recognition of your Destination (DMO/DMP) and the Province of Ontario.

- Media releases/newsletters, social media platforms.
- Placement of the RTO 9 logo and Ontario logo (provided) with a link of website are mandatory.
- Utilization of relevant RTO 9 and South Eastern Ontario hashtags.

Answer here:

9. Management and Support Plan

Describe your business's structure and its capacity to co-manage the project.

- When more than one partner is involved in the project, provide letters of commitment from each partner describing their involvement in the project.
- Identify staff resources that have been allocated to the project.
- Identify internal plan for ensuring project success.
- Do you have access to legal services and advice?

Answer here:

10. Supporting Documentation

Provide one of the following:

Proof of not-for-profit status

Proof of Corporate status with legal name

CRA Business Number (BN)

Certificate of Indian Status Registry Number

Métis Registry Number

Provide Letter of Support from DMO/DMP

Additional supporting documents will be required **if** funding is awarded. These include:

- Proof of insurance coverage listing RTO 9 as co-insured for the duration of your project.
- Proof of WSIB coverage or exemption.

11. Past Project History

Please indicate any past projects that have been supported through the RTO 9 Partnership Fund.

Project	Year

12. Ensure Your Project is Being Supported by RTO 9

Utilize #southeasternontario and #discoveron in all social media posts.

Signature: _____

Please email completed applications **no later than March 3, 2023** with attachments to:
applications@region9tourism.ca