



Application for 2019/2020 Partnership Funds

LEGAL NAME OF ORGANIZATION:
OPERATING NAME:
ADDRESS:
CONTACT PERSON:
TELEPHONE NUMBER:
EMAIL ADDRESS:
WEBSITE:

AUTHORIZED BY:
TITLE:
DATE:
SIGNATURE:

Please indicate which project you are applying for (Please only select one):	
Product Development Training **	<input checked="" type="checkbox"/>
Creation of New or Enhancement of an Existing Festival or Event	<input type="checkbox"/>
Development of New or Existing Product	<input type="checkbox"/>
Travel Media/FAM Tours/Influencers	<input type="checkbox"/>
	<input type="checkbox"/>

**** Please note: If you are applying for the Product Development Training category, a different application is required.**

***Only 2 applications can be submitted per Organization/Business.**

1. PROJECT DESCRIPTION and OBJECTIVES:

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

- Objectives and goals of the project
- Identify project stages and milestones
- Explain the rationale/demand for the project
- Describe the scope of the initiative (local or regional)

2. ASSESSMENT AND PERFORMANCE MEASURES:

Describe how your organization will evaluate your project to determine if its objectives have been met. Are there S.M.A.R.T. performance measures? (S=Specific, M=Measurable, A=Attainable, R=Relevant, T=Timely) Example - # in attendance and variance from the previous years events, # of website hits, # of sign-ups or inquiries.

3. PROJECT TIMELINES:

Provide a complete description of the activity to be undertaken and the time lines surrounding the activity. Note all projects must be completed by March 31, 2020.

ACTIVITY	TIME FRAME (Start and End Dates)

4. PARTNER CONTRIBUTIONS:

Outline partner information and mutual partnership benefits – list all other partners contributing to proposal and note what their contribution is to the overall project.

Partner	Contribution (in-kind or financial)

5. OTHER FINANCIAL CONTRIBUTIONS:

Outline any other financial contributions that you have applied for or have been approved for. Example – Celebrate Ontario Funding or any other government programs.

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. The totals provided for Total Project Budget and Total Project Financing should be equal. 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 outline all expenses and financing sources for the entire project.

Please note that the minimum matching contribution is \$2,500.00 (some exceptions apply) and the maximum matching contribution is \$50,000 from RTO 9, but the total project budget can exceed \$100,000 depending on the partner contribution. **Costs are inclusive of HST.**

BUDGET		FINANCING	
Eligible Supported Items	Cost	Source of leveraged funding	Contribution Amount
	\$	RTO 9 contribution (Equal to the partner contribution.)	\$
	\$	Partner contribution	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
TOTAL COSTS	\$	TOTAL CONTRIBUTION	\$

7. PROJECT ECONOMIC BENEFITS AND EXPECTED IMPACT:

In regards to your project, describe:

- How and who 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 plans for ongoing maintenance for the project.

8. COMMUNICATIONS PLAN:

Outline your communication plan with respect to the opportunities for recognition of your Destination and the Province of Ontario.

- Media releases/ newsletters
- Placement of the RTO 9 logo and Ontario logo with a link of website are mandatory.

9. MANAGEMENT AND SUPPORT PLAN:

Describe your organization'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

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10. SUPPORTING DOCUMENTATION:

ENCLOSURES

Proof of not-for-profit status and/or corporate status with legal name

Letters of Support from additional partners

Proof or exemption of WSIB and insurance

Other Specify:

11. Past Project History

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

Please submit your completed application and any additional documentation to Lori Mclsaac, lmclsaac@thegreatwaterway.com. Applications must be submitted in a word document.

Approval of Partnership Funds are subject to the Ministry of Tourism, Culture and Sports approval of RTO 9's 2019/2020 Business and Operational Plan.