



2021-22 Partnership Allocation Program Application

Legal Name of Business		
Mailing Address		
Business Operating Name (if different from above)		
Number of years in business:		Number of Employees:
Other partners: (Please outline financial contribution and/or in-kind contribution and value) All applications must have multiple partners involved who have contributed funds.		
Lead Contact Name		
Telephone Number		
Email Address		
Website		
Total Project Budget	excluding HST	
Funding Amount to be Contributed by Partners	excluding HST	
Funding Amount to be Contributed by RTO8 (up to 50%)	excluding HST	

<p>Disclosure of other provincial funding (Celebrate Ontario, TIPP, TEMP, EODF, TDF grants) Cannot be used towards part contribution.</p>	
<p>Conflict of Interest Disclosure: Will this project benefit any private business interests of any RTO8 Board, Committee members or staff. If 'Yes' please provide comments.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments:</p>	

Project Overview

Please provide an overview of the project.

Rational/Need/Demand for Project

Describe why this project is needed.

Performance Measurements

Describe how success will be measured for this project. Examples include: development of an experiential tourism marketing plan, installation of a Bike Share station with 12 bikes, creation of two new tourism experiences developed through consultation services. Please include all measures that you will be tracking to determine a successful Return on Investment.

<p>Key Activities, Milestones & Responsibilities</p> <p>Note that no activity can begin until the partnership is official – approved, contract signed, partner portion paid.</p> <p>All project activities must be completed by March 1, 2022. All expenses must be processed by March 15, 2022.</p>	
Activity	Date / Deadline
Submit Application for Partnership Allocation Program	Ongoing
Sign and submit partnership agreement and partner portion of budget	Upon receipt
Work with RTO8 to procure appropriate vendors for project deliverables, and work closely with RTO8 and vendors to ensure project deliverables are completed on time and on budget.	Upon receipt of signed contract and cheque
Partner ensures recognition of support provided by RTO8 and the Government of Ontario on website, and where appropriate (plans/strategies created, physical attributes (Trail Town accreditation enhancements), advertisements, press releases, social media, etc.)	Website recognition for 1 year, acknowledgement on marketing materials, press releases, etc.
Partner submits final report indicating success of partnership based on performance measurements, project supporting documents and proof of recognition.	Within 30 days of project completion. All reports MUST be submitted by March 15th

Please outline project-specific activities and deadlines. Include projected start and end date.

Expenses:

Outline each budget line item for expenses related to the project. Please include preferred vendor name, if applicable, but note that proper procurement policy must be followed for all Partnership Allocation Program projects. Attach a separate page if you require additional space.

Example: Feasibility Study – The Feasibility Study Expert - \$1,000.00 (excluding HST)

<i>Expense Description</i>	<i>Vendor</i>	<i>Amount (excluding HST)</i>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL EXPENSES	\$

Disclosure and Release Statement

1. We (“we” refers herein to the “Partnership Allocation Applicant”) hereby certify that the information shown in this Regional Tourism Organization 8 (RTO8) Partnership Allocation Application is a complete and true declaration.
2. We confirm that if any statement we have made herein or in accompanying materials proves to be incorrect in any way or requires changes to the original application, we shall notify RTO8.
3. We understand that additional information in support of this application must be supplied to RTO8, if requested and reasonable, before adequate consideration can be given to this application.
4. We authorize RTO8 to retain this Partnership Allocation application and any related reports for RTO8’s records and reporting to the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) which oversees RTO8. We acknowledge that, as the operation of RTO8 is financially supported by the Province of Ontario, representatives of MHSTCI are permitted access to the files of RTO8 for monitoring and evaluation purposes and that we may be contacted, as the applicant, by representatives of MHSTCI, and that such information as is acquired by the Ministry and RTO8 will be treated as confidential.
5. We understand that RTO8 will handle our personal information in strict confidence in accordance with the Federal Privacy law.
6. We understand that the terms and conditions of any RTO8 Partnership Allocation financial contribution which may be authorized will be set forth in a Partnership Allocation Agreement/Contract, with which we must be in agreement and must acknowledge our acceptance.
7. We acknowledge that we are jointly responsible for the success or failure of the project, and that any information which is provided to us, as the applicant, by representatives of RTO8, is for our understanding only. It is our responsibility, as the applicant, to verify the accuracy of such information or to seek additional information concerning any aspects of our proposed project.
8. We further agree to hold RTO8 harmless and hereby release and discharge RTO8 from any actions, damages, claims, or demands which may arise, directly or indirectly, as the result of any act or omission by RTO8 in providing information to the applicant, and to indemnify RTO8 from any such actions, damages, claims or demands which might be suffered by the applicant in connection with any such information.
9. We understand and consent to RTO8 communicating our role and accomplishments of our project, if we are successful in obtaining RTO8 Partnership Allocation financial contribution which may or may not include personal information, such as the name of the Applicant.

The undersigned certifies that all the information provided to RTO8 in the Partnership Allocation Program Application is true and complete and agrees to provide any further information that may be required for RTO8 to render a decision, in a timely manner. The undersigned confirms that the **Disclose and Release Statement** has been read thoroughly and understood. The undersigned has appropriate signing authority to enter into a contractual business agreement with Regional Tourism Organization 8.

I have spoken with my DMO (Destination Marketing / Management Organization) about applying.

Yes

No

Who:

When:

Name:

Signature:

Date:

*Please sign electronically or print off, sign, and scan signature page to include with submission



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Application Process

- Partners must thoroughly review the 2021-22 Partnership Allocation Program Guidelines document. **Signing the application signifies that the applicant has read and understands all of the information, requirements and responsibilities outlined in the documents.**
- Speak with RTO8 staff prior to submitting your application
- Applications must be completed on the appropriate Application Form and must clearly define project deliverables, roles, responsibilities, resource requirements, timelines and performance measures as required. They must also include a detailed budget outlining all sources of funding and clearly indicate all budget line items and costs associated with each (**exclusive of HST**).
- Partners/DMOs must complete and submit their Partnership Allocation Application to brendawood@rto8.com. Please also include a scanned copy of the final signature page if you do not sign the PDF electronically.
- Once your application has been submitted it will be reviewed for completeness and alignment with the RTO8 Business Plan
- Partners will be contacted immediately upon approval of their project and a meeting will be scheduled to go over the partnership contract details, budget, and project requirements
- A partnership contract outlining the terms and conditions will be drafted. This contract must be signed by both parties in order for the partnership project to commence. Requirements are outlined in the contract include:
 - **Project timelines and budget must be adhered to** - changes require written approval from RTO8 prior to the change being made
 - Performance measurement expectations
 - Acknowledgement requirements for RTO8 and the Province of Ontario's support.
- Successful completion of report(s) are required by the date set in "Schedule D" of the contract. Failure to submit reports and data may impact the ability for RTO8 to partner with you on future projects.
- If an approved project is delayed, cancelled, or will come in under budget, the Partner is requested to advise RTO8 as soon as possible to allow for other partners/projects to access the funds made available.