

Eligible/Ineligible Expenses

The RTO8 Partnership Fund Program is generously funded by the Ministry of Tourism, Culture and Gaming (MTCG). The Ministry sets guidelines and restrictions on expenses that RTO8, as part of the Partnership Fund Program, is permitted to support.

All expenses must be relevant to the completion of the project and contracted through unaffiliated third-party vendors with no pecuniary interest in the completion of the project. The list below outlines expenses that are ineligible for funding through RTO8, as well as some examples of eligible expenses per funding category. You are encouraged to reach out to Brenda Wood, brendawood@rto8.com, with any questions regarding your project or the eligibility of expenses.

Ineligible Expenses

- Operational expenses, including but not limited to:
 - Insurance
 - Staff wages/salaries
 - Office rent/lease
 - Offsite storage
 - Accounting software
 - Overhead costs
 - Office supplies
- Capital expenses, including but not limited to:
 - Equipment purchases (ex. Printer, laptop/computer, mobile devices, chairs, TV display, etc.)
 - Infrastructure (ex. Bricks and mortar buildings, patios, renovations, etc.)
 - Vehicle purchases (ex. Delivery van, fleet vehicle, golf cart, etc.)
- Flow-through funding or donations:
 - Grants
 - Donations to political parties or lobby groups
 - Advocacy
 - Charitable fundraising
- Alcohol or gambling expenses, including:
 - Competition prizes
 - Prize money, and/or money paid to competition participants
- Expenses incurred prior to the project period.

Eligible Expenses

There are several expenses that would be considered eligible under the Partnership Fund Program – this list is by no means inclusive of all eligible expenses. Should you have a question about a specific expenditure, please contact Brenda Wood at RTO8 (brendawood@rto8.com).

Examples of expenses per funding category include:

Digital Capacity Building:

- Website development / upgrades / consumer to operator booking widget
- Digital brochures promoting consumer experiences
- Development of a social media communications plan / calendar and posts creation
- Photographer / videographer asset creation fee
- Hiring of diverse talent (models) from an agency

Professional / Equity Theatre (with ticketed sales)

- Digital marketing 40+km distance (includes radio ads)

Skills based / Educational Training Sessions

- Examples include AI, Cultural, Customer Service, Succession Planning, Human Resource, Business Planning, Finance etc.

Municipalities

- Community Development / Strategic Plans, Digital Portfolios for the purpose of investment attraction, Tourism Information Kiosks (community or region focused)

All expenses in the budget must be **exclusive of HST**. RTO8 will pay the full HST for approved expenses. All expenses over \$5,000 will require at least three written quotes to ensure a search for best value was conducted.