

Community Tourism Infrastructure Contribution Program Criteria and Guidelines

Tourism 2015

What is the Community Tourism Infrastructure Contribution (CTIC) Program?

The Community Tourism Infrastructure Contribution (CTIC) Program allows community governments and non-government organizations to apply for funding to support new and innovative infrastructure projects. The projects must support tourism in communities and promote visitation to nearby parks and natural attractions.

The Community Tourism Infrastructure Contribution Program is run by the Department of Industry, Tourism and Investment. The goals of the program are to:

- Increase the attractiveness of NWT communities to visitors;
- Encourage partnerships between non-government organizations and private industry in the tourism sector;
- Increase the use of communications technology in tourism products;
- Create opportunities for the local economy and residents through the enhancement of tourism operations at the community level.

Is My Proposal Eligible for Funding?

Applications will be accepted for funding in the following areas:

1. Capital projects that increase visitation to communities.

**Capital costs are defined as one-time project costs, after which, there will only be recurring operational or running costs.*

2. Communications infrastructure projects that enhance current tourism products or attractions.
3. Development of innovative information technology tourism products or service.
4. Planning studies or site development for future capital projects (if applicant can demonstrate that future resources are available for project completion).

The following criteria must be met:

- A. Projects must align with the community tourism plan (if applicable). If there is no community tourism plan in place, the applicant must demonstrate that they have support from the community.
- B. The project must provide positive tourism benefits to the community and surrounding area.

Proposals must demonstrate that...

- √ Your organization operates on a non-profit basis and works to benefit the tourism industry and local economy in your community.
- √ Your project will increase the attraction of your community to visitors.
- √ Your project enhances partnerships between non-government community groups and the private sector tourism industry.
- √ There are resources available for any O&M costs related to the project.
- √ If this is a multi-year project, future resources can be leveraged from other sources.

FUNDING PARAMETERS

1. Projects up to \$50,000 (Fifty Thousand Dollars)

- May receive a maximum contribution of 75% of the total budget.

2. Projects over \$50,000 (Fifty Thousand Dollars)

- May receive a maximum contribution of 50% (up to \$100,000).

**Please note that these are the maximum amounts and applicants may apply for less than the indicated amount.*

**Applications MUST demonstrate resources and funding leveraged for the total project cost.*

**Operational costs are not eligible (insurance, permits, administration, wages).*

**Administration costs that are provided in-kind do not count towards equity or leveraged funds from other sources.*

**The Department of Industry, Tourism and Investment will not guarantee approval of multi-year funding for this program.*

- Applications must be submitted 6-weeks **prior** to the project start date.

Timelines

Funding is available on a first come, first serve basis. It is therefore strongly recommended you contact your Regional Tourism Staff as soon as possible.

For Your Information

- Keep a copy of the proposal and budget for your files.
- As soon as your project is approved, a contribution agreement will be sent to you for signing. Contribution agreements outline when financial and activity reports are due. If your organization wants to make changes to your original budget or project activities, a request to do so should be provided in writing.

YOU MAY BE REQUIRED TO PROVIDE THE FOLLOWING:

- A. A copy of your certificate of insurance.
- B. Final activity and financial report (year-end reporting forms will be sent with contribution agreement).
- C. Photos of project activities.
- D. Funding partners
- E. A description of the activities completed and the success from these activities and how they have contributed to the local tourism sector.
- F. Proof of good-standing under the *Societies Act*

If you have questions on the program or would like to submit an application please contact the Department at the appropriate regional office below. These staff can also provide advice on preparing an application.

North Slave Region
PO Box 2668
Yellowknife, NT X1A 2P9
Phone: 867-920-3242
Fax: 867-873-6109
E-mail: Luke_Coady@gov.nt.ca

Inuvik Region
PO Box 2589 Lab Complex
Inuvik, NT X0E 0T0
Phone: 867-777-7353
Fax: 867-777-7321
E-mail: John_Cournoyea@gov.nt.ca

Sahtu Region
PO Box 149
Norman Wells, NT X0E 0V0
Phone: 867-587-7165
Fax: 867-587-3018
E-mail: Mark_Patrick@gov.nt.ca

Dehcho Region
PO Box 240
Fort Simpson, NT X0E 0N0
Phone: 867-695-7515
Fax: 867-695-7501
E-mail: Raquel_Michaud@gov.nt.ca

South Slave Region
156 Miron Drive
Hay River, NT X0E 0R2
Phone: 867-875-5566
Fax: 867-875-5551
E-mail: Tom_Colosimo@gov.nt.ca

Headquarters
Tourism and Parks
800, 5102-50th Avenue
Yellowknife, NT X1A 3S8
Phone: 867-920-6206
E-mail: Benji_Straker@gov.nt.ca

Community Tourism Infrastructure Contribution Program A - COVER

Submit to your Regional Industry, Tourism & Investment Office

Organization Name:	
Description of organization:	
Project Title:	
Contact Name:	
Mailing Address:	
Telephone:	Fax: Email:
Brief Description of Program:	
How much funding do you need to run your project? \$ _____	How much are you requesting from the Community Tourism Infrastructure Fund?* \$ _____ <small>* Please refer to page 2 for funding parameters.</small>
Checklist. Have you:	
<input type="checkbox"/> Attached your proposal? <input type="checkbox"/> Attached your budget? <input type="checkbox"/> Attached a letter of support from your community government office? <input type="checkbox"/> Kept a copy for your files?	
DATE:	
Name (Printed):	
Signature:	

Community Tourism Infrastructure Contribution Program B - PROPOSAL

DESCRIBE THE PROJECT

Project Title: _____

Please provide an overall summary description of the project:

**Refer to page 1-3 of the CTIC Program Guidelines for more information*

1. How will this project support the increased attractiveness to visitors of your community?

2. How will this project create partnerships between the community government and the local tourism private sector?

3. How does the project benefit community residents and contribute to the local economy?

4. What milestones in your project must be reached in order for the project to be a success? Please provide timelines.

5. Provide a description of project activities.

6. Evaluation: How will you determine the success of your project – what are the measurable objectives and how will you report the progress of your project?

7. Who is the project coordinator?

8. Project Start-Date: _____ **End-Date:** _____

9. Groups/Organizations involved: List supporting partners and their roles:

Who?

Role in Project:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Community Tourism Infrastructure Contribution Program C - BUDGET

BUDGET (use extra paper/forms if needed)	CTIC Program Funding	Other Funding Sources	Explanation: describe all costs, where applicable.
Project Title(s):			
Materials	\$	\$	Comments: please specify the kinds of materials you are buying or will be producing as part of your project
	\$	\$	
	\$	\$	
A. Total Material and Supply Costs:	\$	\$	
Contracting Costs	\$	\$	Comments: please specify the programming & contracting costs for your project.
	\$	\$	
	\$	\$	
B. Total Programming and Contracting	\$	\$	
Consulting Costs	\$	\$	Comments: please specify the consulting/planning costs for your project.
	\$	\$	
C. Total Consulting/Planning Costs	\$	\$	
Other	\$	\$	Comments: please specify any "other" costs for your project.
	\$	\$	
D. Total Other Costs	\$	\$	
E. <u>TOTAL</u> Funding Needed A+B+C+D=E	\$	\$	