



Community Tourism Infrastructure Contribution Program Guidelines

Updated October 2017



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Program Details

What is the Community Tourism Infrastructure Contribution (CTIC)?

CTIC provides funding to community governments and non-government organizations to support new and innovative infrastructure projects. The projects must support tourism in communities and promote nearby parks and natural attractions.

CTIC is administered by the GNWT Department of Industry, Tourism and Investment (ITI).

The goals of the program are to:

- Enhance NWT community tourism assets to encourage people to visit and stay longer in communities;
- Encourage partnerships between non-government organizations and private industry in the tourism sector;
- Increase the use of communications technology in tourism products; and
- Enhance the local tourism economy.

Applying

Who is eligible?

- A municipal government, band council, economic development agency or Aboriginal organization in the NWT.
- A non-profit society in good standing and registered in the NWT.

Proposals must demonstrate:

- Your organization operates on a non-profit basis and benefits the tourism industry and local economy.
- Your project will increase the attractiveness of your community to visitors.
- Your project enhances partnerships between non-government community groups and the private sector.
- There are resources available for any operating costs.
- Your project must align with the community tourism plan (if no plan is available, you must demonstrate community support).



Funding

Successful applicants may receive up to \$200,000 or 50% of project costs (whichever is less).

Costs can include:

- Capital projects and costs.
- Communication infrastructure.
- Development of innovative information technology tourism products or service.
- Planning studies or site development.

Costs or Fees

Applicants are required to contribute a minimum investment of 50% equity. Equity may be from personal resources, leveraged from other funding sources or both.

Required Documents

CTIC is a two-stage application process. The first step is an application called an Expression of Interest (EOI). This will be advertised publically and requires applicants to fill out a short application form with a budget and submit that information by a certain date. After the EOIs are reviewed, applicants with approved applications will be invited to submit a full proposal with more details about the proposed project.

Applications will be accepted for funding in the following areas:

1. Capital projects that increase tourism in communities. Capital costs are defined as one-time project costs, after which, there will only be recurring operational or running costs.
2. Communication 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 the applicant can demonstrate that future resources are available for project completion.

The maximum amount of funding per application is \$200,000 or 50% of the project costs (whichever amount is less). Applicants are required to contribute a minimum investment of 50% equity. Equity may be from personal resources, leveraged from other funding sources or both.

How to fill out the application form

Checklist

The short checklist ensures that all the documents required for the EOI application are submitted at the same time. If an EOI application is incomplete, it will not be reviewed

Applicant Identification

The top of the application form has space for the applicant's contact information and project title.

What do I need in my Expression of Interest?

All sections of the EOI form need to be completed and a project budget submitted with the EOI application.

On the cover page, please provide a brief project description (one or two sentences) as well as budget information about:

- total project costs,
- equity, and
- other funding sources.

In addition to this information on the EOI application form, **you need to submit a complete project budget for the proposed project or your application will be considered incomplete and not reviewed.**

Budget notes:

1. Operational costs are not eligible (insurance, permits, administration, wages).
2. Administration costs that are provided in-kind do not count towards equity or leveraged funds from other sources.

Project Questions

Starting on page 2 of the EOI form, there are eight (8) project questions. The information you provide for the project questions explains the proposed project and how you intend to use the funds. If you need to use additional pages, please do so.

1. Please provide a detailed description of your project. This answer should expand on the one or two sentence summary on the cover page.
2. Does your community support tourism and your project? Communities often have tourism plans that outline their tourism priorities. Does your project align with and support the community tourism plan? If your community doesn't have a tourism plan, you are required to submit a letter of support for your project from your community. You may also submit both.

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3. Describe the benefits of your project to tourism for the community and surrounding area (e.g. community beautification, better communication with visitors to find tourism locations or services, etc.).
 4. Describe the benefits of your project to community residents and the local economy (e.g. skills development and training, local employment, etc.).
 5. Describe how your project will engage visitors and encourage them to spend more time in your community (e.g. tourism activities, common use spaces, etc.).
 6. Describe how your project will enhance partnerships between non-government community groups and the private tourism sector (e.g. joint project opportunities).
 7. Describe how your project will be funded for operations and maintenance (O&M) costs after the project is complete (e.g. heating, electric, water/sewer services, employee costs, etc.).
 8. Considering the answers to the previous six questions, how will you measure the success of your project? If you require assistance identifying your project measures or describing how your project meets these measures, please contact your regional Tourism Development Officer to discuss this before submitting your EOI application.

What is your project timeline?

In question nine, indicate the start date and the end date for your project in the fiscal year for which you are requesting funding.

Who are your partners in this project?

In question 10, list any other groups or organizations that are involved in or supporting your project (funding, sweat equity, etc.) and what their role is in the project (funder, investor, etc.).

Timelines

Complete EOI applications with budgets, community plans and/or letters of support from community governments must be received by the advertised deadline by your regional Tourism Development Officer. If you have any questions about the EOI application, it is recommended that you contact your regional Tourism Development Office for assistance before the Program deadline. You can find the deadline for submissions for EOI applications at: www.iti.gov.nt.ca/en/CTIC.

If your EOI application is approved, you will be invited to submit a full proposal. Invitation to submit a full proposal does not guarantee funding.

If you have questions about the CTIC or would like to submit an EOI application, please contact your regional ITI office below. Your regional Tourism Development Officer can also provide assistance with an EOI application.

North Slave Region

PO Box 2668
Yellowknife, NT X1A 2P9
Phone: 867-767-9212
Fax: 867-873-6109
E-mail: Tourism_NorthSlave@gov.nt.ca

Beaufort Delta Region

PO Box 2589
Inuvik, NT X0E 0T0
Phone: 867-777-7196
Fax: 867-777-7321
E-mail: Tourism_BeaufortDelta@gov.nt.ca

Sahtu Region

PO Box 149
Norman Wells, NT X0E 0V0
Phone: 867-587-7171
Fax: 867-587-3018
E-mail: Tourism_Sahtu@gov.nt.ca

Dehcho Region

PO Box 240
Fort Simpson, NT X0E 0N0
Phone: 867-695-7500
Fax: 867-695-7501
E-mail: Tourism_Deicho@gov.nt.ca

South Slave Region

207 McDougal Road
Fort Smith, NT X0E 0P0
Phone: 867-872-8046
Fax: 867-875-5551
E-mail: Tourism_SouthSlave@gov.nt.ca



COMMUNITY TOURISM INFRASTRUCTURE CONTRIBUTION – EXPRESSION OF INTEREST

PROGRAMME COMMUNAUTAIRE DE CONTRIBUTION À L'INFRASTRUCTURE TOURISTIQUE – DÉCLARATION D'INTÉRÊT

Checklist

For your expression of interest (EOI) application to be complete, please provide:

- ☐ Completed and signed application form
- ☐ Budget
- ☐ Community tourism plan and/or letter(s) of support from community government office

Note: Please submit only what is requested on this application form for the expression of interest (EOI). If you are invited to submit a full proposal, additional information will be requested at that time.

Liste de vérification

Veuillez fournir les documents suivants pour que votre déclaration d'intérêt soit complète :

- ☐ Formulaire de déclaration d'intérêt rempli et signé
- ☐ Budget
- ☐ Plan de tourisme communautaire ou lettres de soutien du bureau de l'administration communautaire

Remarque : Veuillez fournir uniquement les renseignements demandés dans le présent formulaire de déclaration d'intérêt. Des renseignements supplémentaires vous seront demandés si vous êtes invité à présenter une proposition complète.

Application Information / Renseignements sur la déclaration d'intérêt

Organization's Legal Name:

Dénomination sociale de l'organisme :

Description of Organization:

Description de l'organisme :

Project Title:

Titre du projet :

Contact Name/Project Coordinator:

Personne-ressource ou coordonnateur du projet :

Mailing Address:

Adresse postale :

Phone:

Téléphone :

Fax:

Télécopieur :

Email:

Courriel :

Brief Project Description / Courte description du projet

What is the total project budget?

Budget total du projet :

How much are you requesting from the Community Tourism Infrastructure Contribution?

Montant demandé dans le cadre du Programme communautaire de contribution à l'infrastructure touristique :

How much equity are you contributing to your project?

Montant de votre mise de fonds pour ce projet :

What other sources of funding are supporting your project?

Autres sources de financement en appui au projet :

How much funding is coming from other sources?

Montant du financement provenant d'autres sources :

Note: Attach project budget to application. If you do not attach a budget, your application will be considered *incomplete*.

Remarque : Veuillez joindre le budget du projet à votre déclaration d'intérêt, ou cette dernière sera jugée *incomplète*.

Project Questions / Questions relatives au projet

1. Please provide a detailed description of the project:
Veuillez fournir une description détaillée du projet :
2. How does the project align with the community tourism plan? If there is no community tourism plan, is there support from the community?
(Please attach community tourism plan and/or support letter(s) from community government.)
En quoi le projet correspond-il au plan de tourisme communautaire? En l'absence de plan de tourisme communautaire, la collectivité soutient-elle le projet? (Veuillez fournir le plan de tourisme communautaire ou les lettres de soutien de l'administration communautaire.)
3. How does the project provide tourism benefits to the community and surrounding area?
En quoi le projet a-t-il des retombées touristiques positives pour la collectivité et ses environs?
4. How does the project benefit community residents and contribute to the local economy?
En quoi le projet a-t-il des retombées positives pour les habitants de la collectivité et de quelle manière participe-t-il à l'économie locale?
5. How will this project encourage people to visit and stay longer in the community or surrounding area?
En quoi ce projet poussera-t-il les gens à visiter la collectivité ou sa région et à y prolonger leur séjour?
6. How will this project create partnerships between the community government, non-government community groups and/or the local tourism private sector?
En quoi ce projet permet-il d'établir des partenariats entre l'administration communautaire, les groupes communautaires non gouvernementaux et l'industrie touristique privée locale?

7. Describe how the project maintenance and operation costs will be funded after the project has been completed. Veuillez expliquer comment le fonctionnement et la maintenance du projet seront financés à l'issue de sa mise en œuvre.															
8. How will you measure the successes of the project? Comment allez-vous évaluer la réussite du projet?															
9. Project Start Date: (YY/MM/DD) Date de début du projet : (AA/MM/JJ)	Project End Date: (YY/MM/DD) Date de fin du projet : (AA/MM/JJ)														
10. Groups/Organizations involved (list supporting partners and their roles): Groupes ou organismes participants (dressez la liste des partenaires et indiquez leurs fonctions) : <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 35%; border-bottom: 1px solid black;">Who? / Groupe ou organisme</th> <th style="text-align: left; width: 65%; border-bottom: 1px solid black;">Role in Project: / Fonctions dans le cadre du projet</th> </tr> </thead> <tbody> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td><td style="border-bottom: 1px solid black;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td><td style="border-bottom: 1px solid black;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td><td style="border-bottom: 1px solid black;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td><td style="border-bottom: 1px solid black;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td><td style="border-bottom: 1px solid black;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td><td style="border-bottom: 1px solid black;"></td></tr> </tbody> </table>		Who? / Groupe ou organisme	Role in Project: / Fonctions dans le cadre du projet												
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I acknowledge that the personal information that I am providing on this form is being collected under the authority of section 40(c) of the Northwest Territories <i>Access to Information and Protection of Privacy Act</i> (Act) and is protected under the privacy provisions of the Act. I declare that all of the information provided in this application is true and correct to the best of my knowledge. I hereby consent to the use and disclosure of this information by the Government of the Northwest Territories under section 48 of the Act, including the use and disclosure necessary to meet program funding requirements, and/or to the public of my name, business name (if applicable), project title, and region of operation. If you have any questions about the collection or use of personal information, contact the Information and Privacy Coordinator of the Department of Industry, Tourism and Investment at 1-867-767-9202.	Je comprends que les renseignements personnels que je fournis dans le présent formulaire sont recueillis en vertu de l'alinéa 40c) de la <i>Loi sur l'accès à l'information et la protection de la vie privée</i> des Territoires du Nord-Ouest (la Loi) et sont protégés aux termes des dispositions de cette dernière sur la vie privée. Je déclare que tous les renseignements fournis dans le présent formulaire sont vrais et exacts au mieux de ma connaissance. J'autorise par la présente le gouvernement des Territoires du Nord-Ouest à utiliser et à divulguer ces renseignements en vertu de l'article 48 de la Loi, notamment tout renseignement nécessaire pour répondre aux exigences du programme en matière de financement, ou à utiliser et à divulguer publiquement mon nom, la dénomination sociale de l'entreprise (le cas échéant), le titre du projet et la région d'exploitation. Pour toute question concernant la collecte ou l'utilisation des renseignements personnels, communiquez avec le coordonnateur de l'accès à l'information et de la protection de la vie privée du ministère de l'Industrie, du Tourisme et de l'Investissement au 867-767-9202.
Name (Printed): Nom (en caractères d'imprimerie) :	
Signature / Signature Date (YY/MM/DD) / Date (AA/MM/JJ)	