

Government of
Northwest Territories

Community Tourism Infrastructure Contribution Program FAQs



What is the CTIC Program?

The Community Tourism Infrastructure Contribution Program (CTIC) provides funding to community governments and non-government organizations to support new and innovative tourism infrastructure projects in and around their communities.

Who can apply?

You may apply to CTIC if you are one of the following:

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

I don't have Tourism Operators License. Can I still apply?

Yes. You may still apply to the program if you meet one or more of the criteria listed above.

How do I apply to the Program?

It is strongly recommended that you reach out to the Regional Tourism Development Officer in your region to discuss your project idea prior to the development of your proposal.

Once you have discussed your idea with your Regional Tourism Development Officer, you will need to complete and sign an application form. This will act as a cover page to your entire application package (also known as a Full Proposal). Once complete, attach all supporting documentation and submit to your Regional Tourism Development Officer by the advertised deadline.

What is considered a Full Proposal?

A full proposal is considered a well thought out and detailed application package consisting of all required supporting documentation. In addition to a complete and signed application form, applicants must submit a complete budget including quotes, letters of support, and financial statements. Supporting documents may include some or all of the following;

- A detailed project proposal
- Budget with quotes
- Community tourism plan/letters of support
- Proof of good standing under the NWT Societies Act (non-profit organizations only)
- Certificate of your organization's insurance.

In the past I needed to submit an EOI. Is that required this year?

CTIC has changed to a one stage application process and applicants will only be required to submit a full proposal. To increase the likelihood of your proposal's success, it is strongly recommended that you discuss your project idea with your Regional Tourism Development Officer prior to the development of your proposal.

I have an idea for a project, but I am not sure if it's eligible. Who can I talk to?

It is strongly recommended that you reach out to the Tourism Development Officer in your region to discuss your project idea prior to the development of your proposal.

I have questions about the application form. How do I fill this out?

Start by filling out the applicant information portion of the application form so the evaluation committee can identify you.

Important: In the budget section you will need to identify the total project cost, how much funding you are requesting from CTIC and provide the appropriate amount of equity (50%). You will also be asked if you will be receiving funds from other sources to support the project.

You will then be asked a series of brief questions about your eligibility, project, and finances related to CTIC. Please answer these as thoroughly as possible.

Lastly, please use the short checklist at the top of the application form to ensure that you have included all required documentation and sign and date the form.

How much funding can I apply for?

The total program envelope is equal to \$200,000. This amount is the total program budget and may be shared across the NWT. Financial assistance may be provided to projects deemed as providing the greatest economic benefit to the NWT.

I have received CTIC funding in the past. Can I apply again?

Yes. You may apply to CTIC every year.

What do I need to include in my application?

The short checklist on the application form ensures that all the documents required for the application are submitted at the same time. It is important that all documents are submitted together to ensure your application is complete and reviewed by the evaluation committee.

When applying to CTIC, applicants may need to submit some or all of the following, in addition to a complete and signed application form:

- A detailed project proposal
- Budget with quotes
- Community Tourism plan/letters of support
- Proof of good standing under the NWT Societies Act (non-profit organizations only)
- Certificate of your organization's insurance.

How much is the equity component for CTIC funding?

The equity requirement for CTIC program participants is a minimum of 50% of the total project cost.

The table below is provided as an example.

CTIC	Applicant Equity	Total Project Cost
50%	50%	100%
12,500	12,500	25,000
20,000	20,000	40,000
31,500	31,500	63,000
50,000	50,000	100,000

When will I be notified if my application is approved?

You will be notified with a decision within 6 weeks of your application submission.

Why does my application get denied and referred to other programs like SEED or other ITI programs?

Due to limited funding available in the CTIC program and the high number of requests for funding, the evaluation committee will sometimes defer applicants to other programs such as SEED in order to fund a project.

Why do I have to apply in the current fiscal year for funds for the next fiscal year?

In order to maximize the time required to complete projects, the application period starts well beforehand in the current fiscal year to ensure funds are dispersed as early as possible in the new fiscal year.

My application was denied. Who can I talk to?

If an applicant is not satisfied with the decision of the approving authority because:

- (a) New information which materially affects the applicant's demonstrated need, viability or proposed benefits becomes known to the applicant after the date the completed and signed application is forwarded to the approving authority; or
- (b) The applicant has cause to believe that the provisions of this Program were not fairly and adequately applied in the funding decision;

Then the applicant may appeal to the DM of ITI. Appeals must be in writing and received by the DM no later than 30 (thirty) days following the date that the applicant has received notification of the approving authority's decision. Reasons other than (a) or (b) above will not be considered grounds for appeal.