



Program Guidelines

TOURISM RESTART INVESTMENT PROGRAM (TRIP)

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Introduction and Program Objective

The Tourism Restart Investment Program (TRIP) was created to support Northwest Territories (NWT) tourism operators as they prepare to reopen their operations and activities following the COVID-19 pandemic.

Licensed tourism operators, operating in the NWT can apply for up to \$22,500 to support marketing and promotions initiatives, maintenance related to re-opening their facilities, staff recruitment and training.

TRIP was updated for delivery in 2022-23 thanks to a renewed partnership between the Government of the Northwest Territories and Canada.

The program includes combined funds of \$600,000 from the Canadian Northern Economic Development Agency (CanNor) and \$150,000 from the Department of Industry, Tourism and Investment (ITI) for a total program budget of \$750,000. Applicants will need to contribute a minimum of 10% equity to their proposed projects.

Maximum Contribution and Equity Requirement

The *maximum* contribution for a successful applicant in TRIP is \$22,500.

TRIP will contribute up to **90%** of the value of eligible costs up to \$22,500. The applicant must contribute cash equity of **10%**. They may not include sweat equity or in-kind contributions

HOW THE EQUITY BREAKDOWN WORKS (EXAMPLES)

TRIP	Applicant	Total
90%	10%	100%
\$22,500	\$2,500	\$25,000
\$18,000	\$2,000	\$20,000
\$13,500	\$1,500	\$15,000
\$9,000	\$1,000	\$10,000
\$4,500	\$500	\$5,000

Application Requirements

Applicants are required to complete:

- An application form;
- A one-page description of how the funding will be used;
- Budget (itemized)
- Relevant supporting documents which may include, but not be limited to:
 - Quotes (e.g. goods)
 - Estimates (e.g. consultants or contractors)

It is mandatory that the applicant prioritize the use of NWT goods, services and construction to support local employment and community economies. Costs, including quotes that cannot be committed locally or in the NWT must be clearly identified and explained in the application.

ITI may follow up with the applicant to request additional information before the application is reviewed by the evaluation committee.

Application Process

Application forms are available online at www.iti.gov.nt.ca/TRIP

The deadline for applications is January 6, 2023.

Applicants should submit a completed application form to their regional ITI Tourism Development Officer, along with the required supporting documentation outlined above.

Contact information for Tourism Development Officers in each region can be found at the end of the guideline.

Applicant Notification

Applicants will receive a confirmation that their application has been received. If you do not receive a confirmation within 48 hours, please contact your regional ITI tourism development officer to confirm your application was received.

Applicants will be notified of the status of their application within three weeks after the deadline.

Evaluation Committee

The evaluation committee will include tourism representatives from the regional ITI offices, Director, Tourism and Parks, and the Tourism unit at ITI headquarters.

Appeal Process

In the event an applicant is unsuccessful in their application and/or is not satisfied with the decision of their ITI regional office, they can appeal in writing to the Assistant Deputy Minister, Mineral and Petroleum Resources, Department of Industry, Tourism and Investment, Government of the Northwest Territories.

Appeals should outline in writing the reasons why the applicant is appealing the decision.

Acknowledgement

If an applicant receives TRIP funding, ITI and CanNor would like for the applicant to share this news. An acknowledgement of support from ITI and CanNor helps demonstrate how public funds are being used to support the tourism industry in these on-going and unprecedented circumstances.

Please acknowledge that support was received through the TRIP in any communications related to project(s).

For example, in written communications, please use the following written message:

We acknowledge the support of the Canadian Northern Economic Development Agency and the Government of the Northwest Territories.

Include an acknowledgement online and on social media, and in press releases and other promotional material related to the project which received TRIP support.

Reporting and Reconciliation of Support

If an applicant receives funding through the TRIP, project and financial reporting is required as part of the terms and conditions in the contribution agreement. Details about reports are outlined in the contribution agreement.

Note: If an applicant reports out of territory expenses that exceed 10% of the amount approved in the contribution agreement without a reasonable explanation, ITI reserves the right to invoice the applicant for the difference.

Contact

For more information or to apply, please visit www.iti.gov.nt.ca/TRIP or contact the Tourism Development Officer in your region.

Beaufort Delta

E-mail: Tourism_BeaufortDelta@gov.nt.ca

Dehcho

E-mail: Tourism_Deicho@gov.nt.ca

North Slave

E-mail: Tourism_NorthSlave@gov.nt.ca

Sahtu

E-mail: Tourism_Sahtu@gov.nt.ca

South Slave

E-mail: Tourism_SouthSlave@gov.nt.ca

ITI reserves the right to amend these guidelines at any point in time, including the list of eligible and ineligible applicants and costs.