



Tourism Business Mentorship Program

MENTEE Application Form (Stream 2)

Proposal Submission Guidelines

To be considered for the group mentorship program, potential applicants must submit a written proposal of no more than three (3) pages.

The proposal must be received at least one month prior to the anticipated trip date and no later than December 31st of the fiscal year in which the application is being made. Travel must be completed by March 31 of the year in which the application is approved.

A sample template is attached for reference. Applicants are encouraged to contact their Regional Tourism Officer (RTO) and the nearest Industry, Tourism and Investment Office for assistance in completing the proposal. Please supply any information you feel is important to the application, provided it is within the three-page proposal limit and submit it to your closest RTO.

Group Information

Name of Primary Applicant (responsible for the group):

Legal Business Name:

Operating Name:

Business Address:

Town/City:

Postal Code:

Phone (home):

Phone (business):

Phone (cell):

Email:

Fax Number:

1. Do you have a tourism business you would like to propose as a mentor?

Yes

No

If you answered No, we will work with you to find a Mentor. Please move to question 4.



2. Please complete the information below about the proposed tourism business:

Contact Name:

Contact Phone Number/Email:

Community:

Business Address:

Business Website:

3. Why have you selected this business to act as a possible Mentor to the group?

4. Why do you think mentoring will benefit the group?

5. Indicate the groups' goals and objectives for participation in the mentorship program – what are you hoping the Mentor can assist your group with?

(e.g. To learn more about why they excel at customer service so our business can improve our own service to attract more tourists, To observe how their use of client booking systems and accounting system so our business can spend less time on administration, To learn about their marketing initiatives so our business can build a marketing plan to attract more clients, etc).

6. If you have not indicated a specific Mentor, please indicate what kind of Mentor you are looking for.

(e.g. a tourism business specializing in fishing tours, a business skilled at promotions and marketing, a business with excellent financial and administration systems, etc).

7. Indicate when the mentorship visit will begin and end (Month/Day/Year)

8. Who will be responsible for the group?

Note this person must have financial signing authority.



9. Is there any other information you would like the committee to consider in regards to your mentorship application?

Budget

Please complete the budget outline and include it with your proposal.

Description	Subtotal (daily)	# People	# Travel Days	Total (People x Travel Days)
Airfare				
Accommodation				
Meals				
Ground Transportation				
Other (Identify) _____ _____				
			TOTAL	

Please indicate any additional sources of funding and the amount, if applicable: