

**Clear Form**

**ONCE YOUR APPLICATION IS COMPLETE PLEASE UPLOAD TO THE LINK PROVIDED.**

The Tourism Relief Fund is made possible by the Government of Canada and Federal Economic Development Agency for Southern Ontario (The Funders) and administered by Regional Tourism Organization 9 (RTO 9). This fund is being made available to: Small- and Medium-Sized Enterprises (SMEs), Incorporated Private Sector Tourism Businesses, Indigenous Tourism Businesses, and Incorporated Not-For-Profits that service tourists on a regular basis. This program is designed to assist in the recovery of the tourism industry within Tourism Region 9. Businesses in the following industries are not eligible under this initiative:

- **Restaurants**
- **Retail Sector**
- **Hotel Chains**

I acknowledge that I have read and understand the TRF-RTO 9 Application Guidelines and that my business or corporation meets the requirements for the fund. Yes      No

Business Name: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

CRA Business Number: \_\_\_\_\_

Business Type: \_\_\_\_\_

Incorporated for-profit Business

Not-for-profit Incorporated Organization (including tourism association, DMO/DMP)

Co-operatives (for-profit and not-for-profit)

Municipalities, Municipal Development Corporations, and Related Entities

Post-Secondary Institutions

Enter the [NAICS CODE](#) for your Business: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Total number of full-time employees at the start of the project: \_\_\_\_\_

Estimated jobs created and maintained (temporary and permanent) through project directly with the organization: \_\_\_\_\_

Please provide links to your Social Media Channels:

Project Start Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

(max December 31/22)

Total Project Budget: \_\_\_\_\_

Requesting how much: \_\_\_\_\_

(Exclusive of HST)

(Exclusive of HST)

Are you: a key supplier of the visitor experience, an anchor destination or located in a tourism dependent community/cluster? Please select one and provide details.

(Maximum 1000 characters.)

Please provide a brief project description (benefits/key objectives).  
(Maximum 2500 characters.)

Please identify the key risks and mitigation strategies.

(Maximum 2500 characters.)

How are you measuring success? What does success look like?

How does/will this project improve tourism capacity, readiness and/or have a positive economic impact?

Explain how the project will assist your community/region to position itself to grow the visitor economy. (Maximum 2500 characters.)

## Budget

**Note:** Please refer back to the [RTO 9 Application Guide](#) for more information on eligible and ineligible costs.

Is your business or organization: Not-for-profit For-Profit

If For-Profit, how many visitors do you have each year? \_\_\_\_\_

Has your project received any other Federal investment? Yes No

Please list all of the project expenses that you expect will be incurred and categorize as capital, non-capital, labour, expertise (consultants etc.), or goods and services.

Type of Expense	Expense Description	Amount

All costs are approved in advance and are included in the contribution agreement. RTO 9 reserves the right to make the final determination on the value of contributions and to exclude expenditures deemed to be ineligible or outside the scope of the project.

Please list all other funding sources for your project:

Organization Name/Funding Source	Amount

Please check which of the following federal priorities that your project supports.

- |                                  |   |
|----------------------------------|---|
| Accessibility                    | Adapting operations to meet COVID-19 safety protocols |
| Black Communities                | LGBTQ2+   |
| Indigenous Peoples               | Official Language Minority Communities                |
| Newcomers to Canada & Immigrants | Persons with Disabilities                             |
| Racialized Communities           | Women   |
| Youth                            |   |

Please check which of the following RTO 9 priorities that your project supports.

- Product Development
- Marketing
- Workforce Development
- Investment Attraction
- Partnerships

**Additional Required Documentation**

1. Historical financial statements for 2021 either in the form of an Audit, Review Engagement or Notice to Reader. Internally-prepared financial statements may be accepted. At a minimum, this should include a balance sheet, income statement (including a breakdown of costs), and statement of cash flow.
2. Incorporation documents, Letters Patent or other relevant documentation.
3. Proof of Insurance.



## Summary

By checking the boxes below, I acknowledge the following:

I confirm the information that I have provided here is correct and that I have the authority to make this submission.

The project will be completed, and I understand that final funding will not be disbursed until all paid invoices are submitted prior to December 31, 2022.

I understand that the final report must be submitted and approved before final payment is made by RTO 9.

I acknowledge that our organization name and project description may be used by the funders and RTO 9.

I understand providing false information may result in the reimbursement of full funds to RTO 9 and preclude future participation with RTO 9 programs.

Authorized Signature (type name to sign): \_\_\_\_\_

Position or Title of person signing application: \_\_\_\_\_