



## **RTO 9 Partnership Fund Program Eligible & Ineligible Expenses**

### **Introduction**

The RTO 9 Partnership Fund Program is generously funded by the Ministry of Tourism, Culture and Sport (MTCS). The Ministry sets guidelines and restrictions on expenses that the RTO 9 as part of the Partnership Project is permitted to support. All expenses must be relevant to the completion of the project and contracted through unaffiliated third-party vendors with no pecuniary interest in the completion of the project.

This document will outline examples of expenses that are eligible/ineligible for funding through the RTO 9, as well as an example project budget. You are encouraged to reach out to Meg Dabros, [mdabros@region9tourism.ca](mailto:mdabros@region9tourism.ca), with any questions regarding your project or the eligibility of expenses.

### **Ineligible Expenses**

- Operational expenses, including but not limited to:
  - Insurance
  - Staff wages/salaries
  - Office rent/lease
  - Offsite storage
  - Accounting software
  - Overhead costs
  - Office supplies
- Capital expenses, including but not limited to:
  - Equipment purchases (ex. Printer, laptop/computer, mobile devices, chairs, TV display, etc.)
  - Infrastructure (ex. Bricks and mortar buildings, patios, renovations, etc.)
  - Vehicle purchases (ex. Delivery van)
- Flow-through funding or donations:
  - Grants
  - Donations to political parties or lobby groups
  - Advocacy
  - Charitable fundraising
- Alcohol or gambling expenses.
  - Including competition prizes, prize money, and/or money paid to competition participants.
- Expenses incurred prior to the project period.

## Eligible Expenses

There are several expenses that would be considered eligible under the Partnership Fund program – this list is by no means inclusive of all eligible expenses. Should you have a question about a specific expenditure, please contact Meg at RTO 9.

- Rental equipment, including but not limited to:
  - Outdoor tent
  - Outhouses
  - Audio/Visual
  - Tables/Chairs
  - Stage
  - Event space
- Artist Fees, including but not limited to:
  - Performer fees
  - Live Music
  - Workshop facilitator fees
- Some professional fees, including:
  - Graphic designer
  - Photography/videography
- Some marketing expenses, including but not limited to:
  - Facebook/Instagram/Google ads
  - Radio advertising
- Signage (including wayfinding signage).

## Project Budget Example

A winery is organizing a wine-tasting festival with several local partners on-board as vendors for the day of the event. Expense on their application include:

\$5,000	Staff for Event
\$2,000	Outhouse Rental
\$4,000	Tent Rental
\$3,000	Advertising
\$3,500	Live Entertainment
\$2,500	Door prizes
\$2,000	Wine Samples

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**\$22,000 Total Project Budget**

There are a few expenses included that are ineligible for funding through RTO 9 (staffing, door prizes and wine samples) – only those expenses which are considered eligible will be reflected in the amount requested on their application. In this example, the total **eligible** project budget is \$12,500. RTO 9 will fund up to 50% of eligible expenses up to a maximum of \$15,000, so the requested amount the applicant would be asking for from the RTO 9 on their application will be \$6,250.