

Eligible/Ineligible Expenses

The RTO 9 Partnership Fund Program is generously funded by the Ministry of Tourism, Culture and Gaming (MTCG). The Ministry sets guidelines and restrictions on expenses that RTO 9, as part of the Partnership Fund Program, 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 expenses that are ineligible for funding through RTO 9, as well as some examples of eligible expenses per funding category and an example budget. You are encouraged to reach out to Meg Dabros, 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, fleet vehicle, golf cart, etc.)
- 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/Ineligible Expenses

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.

Example expenses per funding category include:

- New Indigenous Tourism Experiences
 - Artist fees (ex. Performer fees, live music, dance groups, etc.)
 - Some third-party professional fees (ex. Graphic designer, consultant, etc.)
 - Rental equipment (ex. Outhouses, audio/visual, event space, etc.)
 - Some marketing expenses (ex. Social media ads run by a third-party agency)
- Photography/Videography
 - Photographer or videographer asset creation fee
 - Hiring of diverse talent (models) from an agency
- Signage
 - Graphic designer fees
 - Fabrication costs
 - Installation fees from a third-party/sign manufacturer
 - Tourism-Oriented Directional Signing (TODS)
- Translation
 - Translation agency fees

Project Budget Example

All expenses in the budget must be HST inclusive. Expenses over \$5,000.00 will require at least three written quotes to ensure a search for best value was conducted.

| Budget Line Item | Total Cost | RTO 9 Contribution |
|---------------------------------|--------------------|--------------------|
| Photographer | \$6,500.00 | \$3,250.00 |
| Models (4 models, 6 hours each) | \$4,000.00 | \$2,000.00 |
| TOTAL | \$10,500.00 | \$5,250.00 |