

ONTARIO'S HIGHLANDS TOURISM DEVELOPMENT PARTNERSHIP PROGRAM 2017-2018 APPLICATION FORM

NOTE: Applicants are REQUIRED to discuss their project with the OHTO BEFORE starting the application process

Application Instructions

Please refer to the Program Guidelines for Eligibility before completing the application.

1. All applications must include:
 - Application Form
 - Most recent annual financial statement
 - Letters of support and intent from project partners/supporting organizations (if applicable)
 - Copies of any support materials (relevant publications, news articles, etc.)
2. Applications are assessed on the criteria listed in the Program Guidelines for Eligibility and the content of this application.
3. Notification of approval or rejection will be made within one month of the application submission. If the project is approved, the OHTO will issue a letter of offer with terms and conditions. A Final Report will be required.
4. Any questions or concerns may be directed to Stephanie Hessel, Tourism Development Coordinator
Telephone: 613-629-6486 ext. 204, (toll-free: 1-855-629-6486)
E-mail: stephanie.hessel@ohto.ca.

Applicants should be aware that the OHTO, through funding agreements with the Province, is bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.f 31, as amended from time to time, and that any information provided to the OHTO in connection with their application may be subject to disclosure in accordance with the requirements of this Act.

Ontario's Highlands Tourism Organization graciously acknowledges the support of the Ministry of Tourism, Culture and Sport (MTCS).

Ontario's Highlands Tourism Organization
2017-18 Tourism Development Partnership Program Application

Organization Name					
Organization Address					
Organization Description	<input type="checkbox"/> First Nation	<input type="checkbox"/> Municipality	<input type="checkbox"/> County	<input type="checkbox"/> Not-for-Profit	<input type="checkbox"/> Other
	Give a brief description of your organization, including mission, activities, membership etc.				
Project Type (as per Program Guidelines)					
Project Name					
Project Date (s)					
Location (if applicable)					
Total Project Budget	\$	Eligible Funds from Applicant	\$	OHTO Contribution	\$
** Funds obtained from other Ontario government ministries or programs cannot be leveraged through the TDPP ** Applicant attests that funds being contributed are not part of funding received from the Province of Ontario.					Initial

PROJECT OVERVIEW	
Project Description: Describe the essential elements of your project idea. Please be as concise as possible.	
Project Lead: Identify who will be responsible for managing this project and associated budget including previous experience managing similar projects as described above. If the project lead is being compensated through the project budget, please describe their relationship with your organization and your procurement process.	
Project Validation: Describe the need for this project and how you verified this need?	

ELIGIBILITY REQUIREMENTS

Please refer to the “*Guidelines for Eligibility*” to complete this section.

Project Objectives: Describe how this project complements and is consistent with the TDPP program objectives and is aligned with the Come Wander brand platform.

Project Criteria: Explain how this project meets the specified project criteria.

Project Outcomes: Explain how this project will lead to the expected outcomes.

Measuring Success: How will you measure the success of this project, in the short-term and in the long-term? What information will be collected? Be as specific as possible with your measurement methods.

Tourism Community: Describe how this project complements and is consistent with your community’s current tourism activities. How is this project linked to tourism planning, marketing or development efforts in your area?

Tourism Partners: Demonstrate that your project has the support and involvement of the community. List partners, sponsors, volunteers, etc. and their contribution and/or activities.

Sustainability: What is your long term plan for this project? How will this project benefit the region and your community in the long-term?

Recognition of OHTO and MTCS: Outline your communications plan with respect to opportunities for recognition of OHTO and the Ministry.

APPLICATION PROCESS (Please allow a minimum of 30 business days from initial interview to contract signing)	
Key Activities	Delegation
Contacts OHTO to determine eligibility of project	Applicant
If eligible, an application is completed and submitted electronically to the OHTO	Applicant
Vets application to ensure that it is fully complete and that the project meets eligibility criteria.	OHTO
Presents a Letter of Offer to the applicant upon approval.	OHTO
Signs contract and submits to the OHTO along with cash contribution towards the project	Applicant
PROJECT IMPLEMENTATION	
Key Activities	Delegation
Executes procurement for goods and services jointly with applicant (See Addendum for Ministry's procurement rules)	OHTO
Retains vendors for goods and services	OHTO
Processes payments to vendors	OHTO
Provides oversight on project deliverables and financials	OHTO
Manages project jointly with OHTO	Applicant
Completes all reporting requirements including financial reconciliation of budget to actual.	Applicant
Acknowledges support from the OHTO and Ontario with the use of their logo in all collateral associated with the project. (See attached for Ministry's acknowledgement requirements)	Applicant

DISCLOSURE AND RELEASE STATEMENT

1. We (“we” refers herein to the “applicant”) hereby certify that the information shown in this Ontario’s Highlands Tourism Organization (OHTO) Tourism Development Partnership Program application is a complete and true declaration.
2. We confirm that if any statement we have made herein or in accompanying materials proves to be incorrect in any way, we shall notify OHTO.
3. We understand that additional information in support of this application must be supplied to OHTO, if requested, before adequate consideration can be given to this application.
4. We authorize OHTO to retain this Tourism Development Partnership Program application and any related reports for OHTO records and reporting to Ministry of Tourism, Culture and Sport which oversees the OHTO Program. We acknowledge that, as the operation of OHTO is financially supported by the Province of Ontario, representatives of MTCS are permitted access to the files of OHTO for monitoring and evaluation purposes and that we may be contacted, as the Applicant, by representatives of MTCS, and that such information as is acquired by the Ministry will be treated as confidential.
5. We understand and consent to OHTO collecting, using, retaining, and disclosing the information contained in this OHTO Tourism Development Partnership Program application for the limited purpose of determining eligibility for an OHTO Tourism Development Partnership Program financial contribution as is required by law, and by MTCS. We understand that OHTO will handle our personal information in strict confidence in accordance with the Federal Privacy law. If we have any questions or concerns about the management of our information, we may contact OHTO Executive Director.
6. We understand that the terms and conditions of any OHTO Tourism Development Partnership Program financial contribution which may be authorized will be set forth in a Letter of Offer, with which we must be in agreement and must acknowledge our acceptance.
7. We acknowledge that we are solely responsible for the success or failure of our project, and that any information which is provided to us, as the Applicant, by representatives of OHTO, is for our understanding only. It is our responsibility, as the Applicant, to verify the accuracy of such information or to seek additional information concerning any aspects of our proposed project.
8. We further agree to hold OHTO and its Directors and Officers harmless and hereby release and discharge OHTO and its Directors and Officers from any actions, damages, claims, or demands which may arise, directly or indirectly, as the result of any act or omission by OHTO in providing information to the Applicant, and to indemnify OHTO and its Directors and Officers from any such actions, damages, claims or demands which might be suffered by the Applicant in connection with any such information.
9. We further understand and consent to OHTO publicizing our project, if we are successful in obtaining an OHTO Tourism Development Partnership Program financial contribution from OHTO, which may or may not include personal information, such as the name of the Applicant.

DATED, at _____, this _____ day of _____ 20____

(Name of Partner Representative – Organization Name)

(Signature of Representative)

I have the authority to bind the Corporation

(Name of Partner Representative – Organization Name)

(Signature of Representative)

I have the authority to bind the Corporation

ADDENDUM

Procurement

RTOs are expected to meet TPA requirements related to procurement. The TPA Section 7 states:

Tendering for Goods and Services and Disposal of Assets

1. The Recipient will manage the Initiative wisely and prudently achieving value for money.
2. The Recipient will acquire all supplies, equipment and services, including any advertising-related services, purchased with the Funding through an appropriate competitive process.
3. Where the purchase price exceeds \$5,000, the Recipient will, at a minimum, obtain at least three written quotes unless the Recipient can demonstrate that the supplies, equipment or services the Recipient is purchasing is specialised and is not readily available.
4. In carrying out a competitive process, the Recipient must:
 - a. Develop a clear description of the product/service which includes sufficient details concerning the requirements; and
 - b. Apply consistent, transparent and objective evaluation criteria.
5. The Recipient will not without the Province's prior written consent sell, lease or otherwise dispose of any assets purchased with the Funding, the purchase price of which exceeds \$5,000.

Acknowledgements

In accepting public funding from the Ministry, all recipients are required to acknowledge the financial assistance they receive with the use of:

- The **"Ontario Yours to Discover" logo on all consumer materials** (such as consumer websites, social media sites, advertising campaign materials, brochures, etc.)
- The **Ontario trillium logo on industry only related materials** (such as industry websites, newsletters, training sessions and materials, image bank, reports, etc.)

Ontario Yours to Discover logo

OTMPC has a logo for Canadian (domestic) audience that is available in both English and French and a logo for international audiences. Versions of the Ontario Yours to Discover logo can be requested and downloaded for free from the OTMPC's image database at www.imageontario.com. Low-resolution versions of the logo can be found using the search word "logo." Higher resolution versions required for print must be ordered through the site and upon checkout you will be asked to outline the purpose of its use.

The guidelines for the use of the Ontario Yours to Discover logo are available on pages 10-14 in OTMPC's Brand Toolkit:

http://contentservices.tourismpartners.com/api/documents/Mb_KBVEJBk_rM2jX8oUURg/download

Ontario Trillium Logo

When using the Ontario trillium logo Please note the following:

- The Ontario logo should be used only as provided. The visual or structural relationship may not be changed in any way.
- There is no colour version of the logo. In most applications, the Ontario logo appears in a black against a white or light background.
- When accompanying other corporate logos, the Ontario Logo should be the same size.
- The two most commonly used recipient taglines are: "Funded by the Government of Ontario" or "Funding provided by the Government of Ontario".

These examples are provided for consideration purposes only. Using a tag line is not a requirement.