

# Tourism Development Grant Application Form



## Section 1: Organization and Project Information

### 1. Type of application:

Check all appropriate

- Culture and heritage
- Indigenous tourism sector
- Trail-based and nature-based outdoor recreation
- Agri-tourism and culinary tourism
- Winter and shoulder season tourism

### 2. Details

Name of Project:
Location of Project:
Date (event date or project time line):
Name of Organization:
Contact Person:
Phone:
E-Mail:

The deadline to apply for the Tourism Development Fund is 5:00 pm on November 15, 2022. Application packages must be received prior to the deadline to be considered.

### 3. Are you a current member, in good standing, of Interlake Tourism Association?

- Yes
- No

There is no application fee for applicants who are members or those who become a member (upon approval of the board) of Interlake Tourism Association at time of grant application submission. The membership fee must be paid at the time of application. (All new members receive a free Point of Interest on our NEW Digital Travel Guide through the Driftscape app)

To become a member of the ITA contact Melissa at [admin@interlaketourism.com](mailto:admin@interlaketourism.com)

**4. Did you consult with a program administration partner as outlined in the Program Guidelines? \***

- Yes
- No

\*\*\*NOTE: If you do not consult with Community Futures East or West, prior to submission, this WILL affect your chances of receiving this funding.\*\*\*

The personal information collected, by ITA or its administrative partners, using this form is required for program administration. The information will not be disclosed to any other third parties except as allowed by the Freedom of Information & Privacy Act.

**5. Have you read the Application Guidelines? \***

- Yes
- No

**6. Will this project move forward without the financial support from the ITA Tourism Development Grant?**

- Yes
- No

**7. Please provide a brief description of your primary visitor experience currently provided by your organization/attraction and the proposed project, product or event:**

(Maximum 200 words)

8. **Select the category that best meets your project status:**

- Recurring
- One time
- First of what hopes to be recurring
- Other: \_\_\_\_\_

9. **If funds are awarded how will you recognize the ITA as a supporter?** (Maximum 100 words)

10. **How did you learn about the Tourism Development Fund:** \_\_\_\_\_.

11. **How much funding are you requesting?** \$\_\_\_\_\_.

12. **What is the total project expenditure budget?** \$\_\_\_\_\_.

13. **Do you have matching funds in the amount you are requesting? \***

- Yes
- No

*\* You must also provide a copy of the complete project budget, Template is available [HERE](#).*



### Section 3: Economic Impact

**1. Describe the potential economic impact for Manitoba's Interlake, and how it will be achieved:**

(Maximum 200 words)

#### **Section 4: Contribution to the tourism sector**

- 1. Demonstrate how your project will positively contribute to the tourism sector in Manitoba's Interlake:**

(Maximum 250 words)

#### **Section 5: Personnel / organizer experience**

- 1. Provide details on the experience and qualifications of the personnel involved:**

(Maximum 200 words)

**Section 6: Budget and Evaluation strategy**

*\* You must include a copy of the complete project budget*

**1. Has a TDF application been submitted for this project or event in the past? (example same event but previous year)**

- Yes
- No

**2. Did the project or event receive funding in the past?**

- Yes
- No

**3. List any other forms of funding you have received and/or have applied for:**

Name of Program / Grant	Funds Requested	Status of application and how much funding was received (if applicable)
	\$	
	\$	
	\$	

Any other funding:

	\$	
	\$	

**4. Please provide a detailed breakdown of the project implementation plan & timelines. Note: The project must be completed within one year of grant notification to meet final reporting deadline.**

Activity	Anticipated Completion Date

**5. PROJECT IMPACT/EVALUATION: Please indicate specific project impact measures and evaluation plan. Include how you propose to measure impact and/or performance of the project (e.g., gathering information in one or more of the following areas - improved visitor experience, increased tourism investment, increased visitation, and increased visitor spending).**

(maximum 200 words)



## Section 7: Community Support & Checklist

SUPPORTING DOCUMENT CHECK LIST (Please assure that all items are included with your completed application) \*Please keep a copy of your application and supporting documents for your files.

- Letters/motions of support from all partners confirming contributions are in place
- \$150 + GST Interlake Tourism Association Membership Fee for applicants who are NOT currently members
- Copy of quote(s) for project costs
- Letters of support from non-participating organizations in support of your project

**\*Please keep a copy of your application and supporting documents for your files.**

## Section 8: Declaration

I/we agree that if Interlake Tourism Association provides support for this application, I/we will comply with the program guidelines and with the following requirements: Any funds awarded pursuant to this application are to be used solely for the purposes specified in this application unless written permission has been obtained from the program administration partners to vary these purposes, and any funds not so used will be returned to the Interlake Tourism Association within 30 days of the agreed upon completion of the project as a debt due and owing to the Interlake Tourism Association.

The Applicant understands that the program administration partners may request supplemental detail on project implementation, timelines, budget and evaluation subsequent to this application and that funding approvals will be subject to receipt of any and all supplemental detail.

Print Name - Authorizing Signing Authority	Position/Title

Email	Phone

Authorizing Signing Authority Signature	Date

### APPLICATION SUBMISSION:

Forward complete application, including supporting documentation, to both:

Community Futures West Interlake [iana@westinterlake.com](mailto:iana@westinterlake.com)

Phone: 1-888-496-8932

Community Futures East Interlake [tdziadek@eastinterlake.com](mailto:tdziadek@eastinterlake.com)

Phone: 1-800-378-5106

ALL APPLICATIONS MUST BE RECEIVED BY 5:00 PM on November 15, 2022.