

Temiskaming Shores Development Tourism Grant Program

Please answer all questions that are applicable to your project.

Has this project previously been implemented in Temiskaming Shores?

☐ Yes ☐ No

Type of funding applying for:

☐ Tourism Development Grant (New) ☐ Tourism Support Grant (Existing/Reoccurring)

Amount Requested:

Total Project Costs:

Project Title:

Project Start Date:

Project End Date:

Applicant Information

Lead Contact information

Contact Name / Nom *

Title:

Organization/Company: *

Address: *

Mailing address (if different):

Email Address: *

Telephone Number: *

Website:

Alternate Contact information

Contact Name / Nom *

Title:

Organization/Company: *

Address: *

Mailing address (if different):

Email Address: *

Telephone Number: *

Website:

Business or Operating Name:

Business Registration Number (if applicable):

Legal Name of Applicant:

Type of legal Entity of Applicant:

☐ Sole Proprietorship

☐ Corporation (for profit)

☐ Corporation (not-for-profit)

☐ Partnership

☐ Other (please specify)

Other*

Project Details

Describe the project that is being presented and its importance to the community.

Specify project objectives and how the project will promote/contribute to tourism development in the City of Temiskaming Shores.

Describe how the project promotes economic spinoffs, tourist attraction and innovation in the City of Temiskaming Shores.

If applicable, describe the participants forecasted to attend the event/activity, including anticipated numbers. For recurring events, please provide past attendee numbers.

a. Estimated number of out-of-town event participants staying in hotels:

Non-ticket buyers

Ticket buyers

b. Estimated total number of event attendees:

Local/Regional (within 80kms):

Out-of-town:

Indicate the method used to track the number of hotel visits as a result of your event.

How will you attract out-of-town participants/visitors to your event? And what assumptions are you basing this on (e.g. past events, models in other communities)?

What specific regions and demographics are you targeting?

What marketing/promotional tactics will you use?

Project Funding

Download the following document, before proceeding.

[Application & Final Budget](#)

(Fill in the Revenues and Expenses in column A and B, along with the Budget in column C. Note: Save file for completion to be submitted with the Final Report).

*Please attach this document at the end of the form, as a supporting document

Describe how the Tourism Fund will be applied and how it will affect the viability and scope of the event/project. Specify which elements of your event the grant will fund in the Budget provided to be submitted with this application.

Has your entity ever been funded or supported by either the City of Temiskaming Shores or the Temiskaming Shores Development Corporation, or the MAT funds in the past?

☐ Yes

☐ No

If yes, what did your entity receive funding or support for?

Is the applicant organization in good standing with the City of Temiskaming Shores?

☐ Yes

☐ No

If yes, please elaborate:

Have any other sponsors been approached and/or funding programs (including in-kind) been applied to? If yes, indicate the organization and the status of those applications. If no, please explain.

If the project is funded, are there any potential issues related to the project that the TEDC should be made aware of?

☐ Yes

☐ No

If yes, please explain:

List your partner organizations for this event/project? (could include hotels, restaurants, tourism operators, etc.)

What permits and/or approvals are necessary to develop the project? Please indicate the status of each.

Is any key information missing from your application that will be submitted at a later date?

☐ Yes ☐ No

If yes, please explain what will be provided at a later date:

Documentation Requirements

Please submit supporting documentation to the Temiskaming Shores Development Corporation’s tourism coordinator via tourism@temiskamingshores.ca or in person at the City Hall Office. Supporting documents may also be submitted via the online portal.

Please Check mark all that is submitted with this application

Mandatory *

- ☐ Completed Application detailing the project proposal describing the tourism initiative, objectives, timeline and expected outcomes
- ☐ Project timeline/work plan with key milestones and deliverables (Attach)
- ☐ Appendix A - Itemized budget demonstrating how the grant funds will be used and any matching funds or in-kind contributions
- ☐ Business registration documents proof of your organization's legal status (articles of incorporation, business license, etc.)
- ☐ Quotes or invoice estimates from contractors or suppliers for major expenses
- ☐ Proof of insurance for liability coverage documentation
- ☐ Board resolution (for non-profits)

Applicants' supporting documents may include, but are not limited to the following:

- ☐ Letter of support from stakeholders, community organizations, or partners involved in the project
- ☐ Marketing or promotional plan demonstrating the intent to attract tourists
- ☐ Evidence of permits/approvals if the project requires regulatory approvals
- ☐ Photos, maps, or site plans such as visual documentation of the project location
- ☐ References or past project examples demonstrating your track record
- ☐ Other supporting documentation

Certification/Acknowledgment

As the applicant or an authorized signing officer of the applicant organization I certify to the Temiskaming Shores Development Corporation (TSDC) that the information contained in the application form, which includes supporting documentation submitted herewith, is true and complete in all respects. If the TSDC discovers that the application form contains any material misrepresentation, this application form shall be deemed to be withdrawn immediately by the applicant.

I agree to provide any additional information that the TSDC may reasonably require to assess this application form and to administer the distribution of the Fund.

I acknowledge and agree that non-personal and non-private information provided by applicants, such as project descriptions, photos, and results, may be used by the TSDC for promotional purposes, including on social media.

I agree, as funding recipients, to acknowledge the support of the Temiskaming Shores Development Corporation as an official sponsor. The logo and /or name of the corporation must appear in all publicity related to the event or the completion of the project (images, clips, website, advertising, press material). The logo will be provided following approval of the project.

I agree and acknowledge that if a funded event or project is cancelled, the recipient must immediately notify TSDC staff. Any unspent or uncommitted funds shall be returned and may be reallocated. Expenditures made in good faith prior to cancellation may be reviewed for eligibility. Proof of expenditure may be required in-order-to determine how much, if any, needs to be returned.

I also certify that upon completion of the project described in this Application Form, I will submit the completed Itemized Budget along with the Final Report within 90 days of event/project completion.

Applicant/Authorized Signing Authority and Date

Applicant/Authorized Signing Authority Name: *

Date: *

Signature: *

Thank You

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