

Township of Chapleau
20 Pine Street W. P.O. Box 129
Chapleau, ON P0M 1K0

Tel. (705) 864-1330
Fax (705) 864-1824
www.chapleau.ca



CHAPLEAU
TOURISM DEVELOPMENT FUND
APPLICATION

IN PARTNERSHIP WITH



Township of Chapleau
20 Pine Street W. P.O. Box 129
Chapleau, ON P0M 1K0

Tel. (705) 864-1330
Fax (705) 864-1824
www.chapleau.ca



Chapleau Tourism Development Fund

WHAT IS THE CHAPLEAU TOURISM DEVELOPMENT FUND?

The Chapleau Tourism Development Fund was developed through the Municipal Accommodation Tax that is collected from local hotels in the Township of Chapleau. The Chapleau Tourism Development Fund is a non-repayable contribution which supports local economic development projects/initiatives which would increase tourism with the Township of Chapleau.

WHO IS ELIGIBLE TO APPLY?

First Nations, municipalities, economic development corporations or other non-profit community organizations operating within the Chapleau geographic area.

WHAT TYPES OF ACTIVITIES MAY BE CONSIDERED ELIGIBLE?

Eligible activities would focus on tourism growth and development within the Chapleau geographic area. They could include the following:

- Community tourism events
- Seminars/workshops
- Marketing and promotional activities
- Other community based economic development projects.

WHAT TYPES OF ACTIVITIES MAY BE CONSIDERED INELIGIBLE?

Ineligible projects may include the following:

- Ongoing operational activities
- Activities that lead to profit generation
- Activities that support social goals, including education and health care services and delivery
- Activities with no economic benefit
- Retroactive funding

PROJECT CRITERIA:

Projects should:

- Have a positive regional impact
- Have economic benefit
- Leverage funds
- Be innovative
- Be completed within one year
- Not be used for private sector operations
- Demonstrate a need for funds

PLEASE NOTE:

The applicant will allow Chapleau Tourism Development Fund Committee to acknowledge publicly that support was provided for the project.

WHAT IS OUR APPLICATION PROCESS?

Obtain a current guide and application form from the Township of Chapleau website. **If you need assistance when filling out the form, please do not hesitate to contact the office and staff can assist with this. It is advisable for applicants to consult with staff during the application process.**

Applicants can submit applications via email, mail or hand deliver to the following address:

Chapleau Tourism Development Fund
Attention: Economic Development Officer
20 Pine Street West, Po Box 129
Chapleau, ON P0M 1K0
Phone: (705) 864-1330
Fax: (705) 864-1824
Email: cao@chapleau.ca

The full committee of the Chapleau Tourism Development Fund will review the applications and make the final determination of approval. The Committee will use the criteria listed under the guidelines to make the decision. The application should be submitted at least two weeks prior to the scheduled committee meeting. Committee meetings are normally held on the first Wednesday of each month, subject to change. If the application is approved, the funds will be issued against invoices for the project. The decision of the Committee is final and may contain conditions about how the funding will be handled.

Township of Chapleau
 20 Pine Street W. P.O. Box 129
 Chapleau, ON P0M 1K0

Tel. (705) 864-1330
 Fax (705) 864-1824
 www.chapleau.ca



Chapleau Tourism Development Fund Application

Before completing the application, please refer to the Application Guide. If you have any questions, please call Heidi Trudeau at (705) 856-1105 or toll free at 1-800-387-5776 or email: trudeau@superioreastcfdc.ca.

INFORMATION ON YOUR CHAPLEAU TOURISM DEVELOPMENT			
Project Title/Name			
Start Date			
Completion Date			
Project Location			
1. COMMUNITY GROUP OR ORGANIZATION REQUESTING FUNDING			
Group Name			
Contact Person			
Title/Position			
Address			
Town		Postal Code	
Phone		Fax	
Email		Website	
2. PLEASE INDICATE WHAT TYPE OF ORGANIZATION IS APPLYING			
<input type="checkbox"/> First Nation Community <input type="checkbox"/> A Municipality/Township <input type="checkbox"/> An Economic Development Agency <input type="checkbox"/> A Non-Profit Community Organization <input type="checkbox"/> Other - Please explain			
3. BACKGROUND OF ORGANIZATION - MISSION, MANDATE			
4. PROVIDE DETAILS OF THE PROPOSED PROJECT			
5. USE OF FUNDING			
<input type="checkbox"/> Community tourism events <input type="checkbox"/> Seminars/workshops		<input type="checkbox"/> Marketing and promotional activities <input type="checkbox"/> Other community based economic development projects	

6. WHAT ECONOMIC IMPACT WILL YOUR PROJECT HAVE ON THE COMMUNITY AND/OR REGION? (I.E. REVENUE GENERATED, LEVERAGED FUNDS, CAPITAL ASSETS, ETC.)

7. WILL THIS PROJECT CREATE OR MAINTAIN EMPLOYMENT? (IF SO, INDICATE THE NUMBER OF JOBS AND WHETHER THEY ARE FULL-TIME, PART-TIME, OR SEASONAL)

8. WHAT RESOURCES ARE BEING COMMITTED TO THIS PROJECT BY YOUR GROUP/ORGANIZATION? (I.E.: TIME, SKILLS, "IN-KIND" CONTRIBUTIONS, FINANCIAL, ETC.)

9. ARE THERE ANY PARTNERS INVOLVED WITH THIS PROJECT? IF SO, PLEASE INDICATE BELOW.

10. WHAT CONTRIBUTIONS ARE PARTNERS MAKING TO THIS PROJECT? (I.E.: TIME, SKILLS, "IN-KIND" CONTRIBUTIONS, FINANCIAL, ETC.)

11. HOW WILL THE SUCCESS OF THIS PROJECT BE MEASURED?

12. PLEASE INDICATE ANY OTHER INFORMATION THAT YOU MAY WANT TO PROVIDE REGARDING THIS PROJECT.

13. DETAILED PROJECT BUDGET

Complete the chart below and/or attach any information/quotes that support the costs of the project. Please indicate if the sources of project income are confirmed or anticipated.

Details of Project Costs	Amount	Sources of Project Income	Amount	Confirmed	Anticipated
Government Funding:					
		Federal			
		Provincial			
		Municipal			
Other Sources:					
		Organizational Funds			
		Fundraising			
		Debentures, Loans			
		Other Funds			
In-Kind Contributions:					
		Donated Labour/Equipment			
		Donated Material (Details: _____)			
		Chapleau Tourism Development Fund			
*Total Project Costs		*Total Financial Sources			

***Please note that these totals should equal.**

Total amount requested from Chapleau Tourism Development Fund \$

14. STATEMENT BY APPLICANT

On behalf of and with the authority of the organization, I verify that the information provided in this application to the Chapleau Tourism Development Fund (CTDF) is true and correct to the best of my knowledge. It is understood that if the funding is approved, a funding agreement will be prepared by the CTDF and the organization will need to agree and abide by the terms and conditions set out in the agreement. I am aware that the information that I have provided will be reviewed by the Chapleau Tourism Development Fund Committee to determine if the application is approved. I confirm on behalf of, and with the authority of, the organization that the organization confirms that it is solely responsible for all costs incurred with this project. I verify that I have read and understand the information contained in the Chapleau Tourism Development Fund Guide.

Name of Authorized Person (Please Print)	Position/Title	Signature	Date
Organization President/Chair (Please Print)		Signature	Date