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**What is the Tourism Development Fund?**

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The Tourism Development Fund program provides non-capital, project-based funding to support projects that encourage tourism investment, tourism product development and industry capacity building.

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**Who is eligible for the Tourism Development Fund?**

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To be eligible for the Tourism Development Fund program, the applicant organization must confirm compliance with the following mandatory requirements.

Each application must confirm compliance with the following:

- Legal status of organization applying (i.e., established by or under legislation; federally or provincially incorporated; First Nations in the Province of Ontario; proof of registration in Canada or another jurisdiction).
- Applicant is not in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario (e.g., Ontario Trillium Foundation).
- Applicant has at least \$2 million General Commercial Liability insurance coverage.
- None of the proposed expenses will be used for recurring costs to run the applicant organization.

Tourism associations (excluding Regional Tourism Organizations), economic development corporations, municipalities, not-for-profit organizations and businesses interested in undertaking tourism-related projects which support tourism product development, industry development and increased visitation.

The **Tourism Product Development stream** and the **Industry Capacity Building stream** accept applications from tourism associations (excluding Regional Tourism Organizations), not-for-profit organizations, municipalities, and national and/or provincial industry sector associations.

The **Tourism Investment Attraction stream** accepts applications from municipalities, economic development corporations and businesses.

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**What are the funding priorities for the Tourism Development Fund program?**

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Priority will be given to projects that:

- develop research-based innovative and emerging tourism sectors;
- support tourism organizations' capacity building;
- encourage new private sector tourism investment attraction; and
- enhance Ontario's overall economic competitiveness and opportunities for the Ontario tourism industry.

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**How much funding is available?**

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The Tourism Development Fund program has no predetermined limit on the amount available. However, your request requires a solid rationale to support the amount you are requesting.

Support is available up to as much as 50 per cent of eligible costs, as the project operating budget outlines.

The Ministry will determine how it will allocate funding for the Tourism Development Fund projects by the number of applications it has received and amount of funding available.

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**My project is applying for/receiving grants from other sources. Are we still eligible for the Tourism Development Fund?**

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Projects with multiple revenue sources can apply for funding if they meet all the eligibility requirements as set out in the Application Guide.

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**What are examples of eligible expenses for the Tourism Development Fund program?**

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Eligible Tourism Development Fund program funding requests must relate directly to specific expenditures incurred for the delivery of the project.

Examples of eligible expenses include, but are not limited to, the following:

- Consulting services and project management.
- Research costs.
- Tourism sector strategic planning.
- Business plan support, economic assessments and feasibility studies
- Organizational development and capacity building.
- Conference organization costs including speaker fees.
- Project-related permits, fees and other similar charges.
- Other costs deemed reasonable.

For examples of eligible and ineligible expenses and for more information on program requirements, please review the **Application Guide**.

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### **Can the budget required for the application include in-kind services and revenues?**

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Yes. Although the value of in-kind expenses or contributions is not included in the determination of the size of the Tourism Development Fund project cash operating budget, they are valuable evidence of diversified revenue sources.

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### **How do I apply for a Tourism Development Fund grant?**

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In May 2014, the Government of Ontario launched the Tourism Development Fund through the Grants Ontario System, providing one-window access for users to draft and submit grant applications, check application status and manage reports.

All Tourism Development Fund applicants must register as users with the Government of Ontario's encrypted ONE key log-in system at [Grants Ontario](#) and apply online. You will not be able to access the Grants Ontario System without a ONE-key login and password. If you do not have ONE-key access, please refer to the [Grants Ontario System Registration Guide for Applicants](#) for instructions.

On-line modules and quick reference guides are also available to provide support as you move through the site, and technical support is available during regular business hours.

Your [Regional Tourism Advisor](#) can also help you with any questions you may have regarding the Tourism Development Fund grant applications.

Tourism Development Fund applications should be received **at least four (4) months** prior to the project start date.

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### **I am having problems accessing the Grants Ontario System. What should I do?**

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For all technical support questions related to the Grants Ontario System, please contact Grants Ontario Customer Service, Monday to Friday from 8:30 a.m. to 5:00 p.m.:

In Toronto: 416 325-6691

Toll Free: 1 855 216-3090

E-mail: [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca)

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### **When will I be notified if my application to the Tourism Development Fund is successful?**

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Decisions concerning completed applications will be communicated to clients within **120 business days** of submission.

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### **After my project is completed, do I have to submit reports to the Ministry of Tourism, Culture and Sport?**

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Yes. Successful applicants must provide a post-project final report on the outcome of the project, a requirement in the Ontario Funding Agreement. Successful applicants must use the Tourism Development Fund Post-Project Final Report form available on-line through the Grants Ontario System to provide this information.

In addition, successful applicants must submit an audited financial statement or a Treasurer-certified or Board-endorsed financial statement.

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### **When is the TDF application submission deadline?**

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Applicants must use the Tourism Development Fund application available on the Grants Ontario System to submit their applications.

Tourism Development Fund applications should be received **at least four (4) months** prior to the project start date.