

# Tourism Yukon Product Development Partnership Program

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## **PROPOSAL/APPLICATION**

Applicants are encouraged to discuss their project ideas with the Product Development Officer before submitting their proposal. Phone (867) 667-8723.

### ***Checklist***

- Completed proposal/application
- Detailed project budget including funding and equity amounts from all sources
- Cash flow statement - when applicable as per Yukon Governments *Financial Administration Act*
- Applicants must be in good standing with Yukon Corporate Affairs and Yukon Workers Compensation Board (this includes sub-contractors hired by the applicant to implement any parts of the project)
- Project will start and end in the same fiscal year ( April 1 – March 31)

### ***Financial Reporting***

Budgets are based on estimated costs. Final payments will be based on actual 3<sup>rd</sup> party costs incurred and must include copies of all paid invoices/receipts for items identified in the total project costs of the agreement. Proof of payment may be requested in the form of visa statements, processed cheques or an organizations official financial ledger showing completed transactions for approved items.

### ***Final Report***

Refer to Schedule A, B and C of your agreement for final reporting Deliverables and Payment Schedule.

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*Proposals/applications can be dropped off at the downstairs reception counter of Tourism Yukon at 100 Hanson Street in Whitehorse or sent by email attachment to [industryservices@gov.yk.ca](mailto:industryservices@gov.yk.ca)*

## PRODUCT DEVELOPMENT PARTNERSHIP PROGRAM – PROPOSAL/ APPLICATION

TITLE OF PROJECT:

Date submitted:

Organization Name:

Project Contact:

Phone:

email:

Mailing Address:

### **1. Background / Introduction ( 3 parts)**

- A). Please provide background information about your organizations *mandate, history* and *relationship* with Yukon's tourism industry.
- B) An introduction to your project and what *objectives* from PDPP the project responds to.
- C) Why you are seeking funding.

### **2. Project Description**

Please provide a *detailed description* of your project, including timelines and related activities. If you are applying for a component of a bigger initiative, please provide context as to how the project component you are applying for fits within the bigger initiative.

### **3. Project Objectives**

Please describe the *objectives* of the project. (*These should be what you wish to achieve and that will be measured.*)

### **4. Project Benefits**

Please describe the tourism benefits that will result from this project for each of the following:

1. The participants or Yukon's tourism businesses
2. The organization
3. Other Yukon tourism stakeholders
4. Yukon's visitors

### **5. Performance Measures**

Please list the *performance measures* you will use to determine the projects ROI, success or failure.

## 6. Project Management

A) Please advise who will manage the project?

B) Please advise who will undertake the project activities/work/deliverables?

- If contractors are required to carry out part or the entire project, the project the recipient is a) responsible to ensure that they meet the Yukon Employment Standards Act including the Minimum Wage Order and b) maintain good standing with Yukon Workers Health and Safety Board and c) must be in good standing with Yukon Corporate Affairs.

C) What skills and/or experience does this person(s) bring to the project?

## 7. Project Deliverables

The submission of the final written report will be in the form of at minimum one hard copy and one electronic copy, as well as a financial report in table or excel format, substantiating the costs associated with the approved funding.

- Deliverables may include copies of hand-outs or electronic materials provided to participants, power point presentations, participant comment surveys, performance measures as outlined in the proposal. Reports regarding research, market trends and best practices may be made publically available to tourism stakeholders.
- Financial Report – presented in table format or in excel presenting the *Project Budget* cross-referenced with the Project *Actual Costs*.
  - Invoices/receipts, proof of payment should be included for *all items identified in the Project Budget*.
  - In-kind equity identified in the *Project Budget* must demonstrate a defined dollar value.
  - PDPP funding supports 90% of eligible approved costs based on the project's total *actual* costs.
  - Proponents/applicants must provide at minimum 10% equity (5% cash, 5% in-kind). Equity cannot be from other Yukon government funding.

## 8. Detailed Budget

In a table or excel format please list all sources of funding in the project including in-kind contributions, other funding sources or revenue, and the amount of financial assistance requested from PDPP. Budget details should include hourly rates and approximate hours, quotes from suppliers or providers. Yukon government is exempt from gst and therefore it should not be included in the budget or submitted with invoicing.

*Example only – delete example and replace with appropriate project budget table:*

Component	Budget	PDPP	Actual costs
Speaker fees	1300.00	1300.00	
Flights to/from YXY	800.00	800.00	
Accommodation x 3 nights	375.00	375.00	
Venue rental 1.5 days	400.00	400.00	
Total	2875.00	2875.00	
10% admin	287.50 ( x.1)	287.50	
<i>Estimated project budget</i>	<b>3162.50</b>	3162.50( x .9)	
<b>PDPP 90% of budget</b>		<b>2846.25</b>	
<b>Final reporting based on actual costs incurred</b>			
<b>Speaker fees</b>	<b>1300.00</b>		1300.00
<b>Flights to/from YXY</b>	<b>800.00</b>		650.00
<b>Accommodations x 3 nights</b>	<b>375.00</b>		400.00
<b>Venue rental 1.5 days</b>	<b>400.00</b>		250.00
<b>Total costs</b>	<b>2875.00</b>		<b>2600.00</b>
<b>10% admin of actuals</b>			<b>260.00</b>
<b>Total actual costs</b>			<b>2860.00</b>
<b>Less 10% equity of actuals</b>			<b>286.00</b>
<b>PDPP amount</b>			<b>2574.00</b>

Disbursement of funds are subject to the nature of the project and duration of the project. With the above example the funds may be disbursed as follows:

1. First payment – submission of approved proposal and invoice. 50% of budgeted funding amount: \$1423.13
2. Final payment – submission of final report and financial report based on actual costs: \$1150.87