

The information you provide in this form will be used by EIT and the Ministère du Tourisme. The information will be preserved in the Ministère du Tourisme's databases and used for future statistical data compilation, evaluation and consultation. Please inform us of any changes to the information you have already provided so that we can update the data.

## SECTION 1 - APPLICANT IDENTIFICATION

Company or Organization:

Address :

Municipality :

Postal code :

Telephone :

Fax

Web site address:

Company or organization e-mail :

Correspondence address, if different from above:

Municipality :

Code postal

NEQ or outfitter No :

GST No

QST No

### OFFICIAL REPRESENTATIVE AND PROJECT MANAGER

This information is required for processing of your application.

Official Representative:

Title :

Telephone:

Ext.

Fax :

E-mail :

Project manager:

Title

Telephone

Ext.

Fax :

E-mail

### OVERVIEW OF YOUR COMPANY OR ORGANIZATION

Legal Status  FPO  NPO  Cooperative  
 Municipalities  Aboriginal community or nation

Main activity :

Secondary activities :

Start date of operations: (YY-MM-DD)

Schedule:

Year-round

Seasonal

Specify number of months in operation per year:

For the last two complete years of operation, indicate the number of people who were for your employment:

Reference year	No. of year-round employees		No. of seasonal employees		Total
	Full-time (at least 30 hrs/week)	Part-time (less than 30 hrs/week)	Full-time (at least 30 hrs/week)	Part-time (less than 30 hrs/week)	

(If you are a start-up company, enter "N/A")

Indicate the number of persons who will work for you during the two years following the end of the project:

Reference year	No. of year-round employees		No. of seasonal employees		Total
	Full-time (at least 30 hrs/week)	Part-time (less than 30 hrs/week)	Full-time (at least 30 hrs/week)	Part-time (less than 30 hrs/week)	

Please explain:

Indicate the number of visitors by origin during the last two complete years in operation:

Reference year	Local	Regional (tourism region)	Québec	Canada	U.S.	Other international markets	Total

(If you are a start-up company, enter "N/A")

The data on the origin of visitors was collected through:

Ticketing

Sampling

Survey

Other (specify):

The data on the origin of visitors was collected:

Randomly

Estimate

Other (specify):

Indicate anticipated visitor traffic for the two years following the end of the project:

Reference year	Local	Regional (tourism region)	Québec	Canada	U.S.	Other international markets	Total

Please explain :

## SECTION 2 - BRIEF DESCRIPTION OF THE PROJECT

**Project title:**

**Project category**

Attractions, Activities, Equipment     Festivals & Events     Accomodation

Structuring of Regional Tourism Offer     Studies     Consulting Services

**Brief description of the project:**

**Location :**

Access for people with disabilities or reduced mobility

**Please specify:**

PROJECT PHASES AND SCHEDULE	Start date (YY-MM-DD)	End date (YY-MM-DD)
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Next sections refer to tourism development strategies. Please note that if the space is insufficient to fill sections 4 - 8, a document can be annexed to the form.

## SECTION 3 - LINK WITH THE PLAN DE DÉVELOPPEMENT DE L'INDUSTRIE TOURISTIQUE 2012-2020 AND THE PLAN D'ACTION 2016-2020

YOUR PROJECT IS IN CONNECTION WITH WHAT PRIORITIES OF THE PLAN DE DÉVELOPPEMENT DE L'INDUSTRIE TOURISTIQUE 2012-2020 AND THE PLAN D'ACTION 2016-2020

## SECTION 4 - DÉVELOPPEMENT ET CROISSANCE D'UN PRODUIT PRIORITAIRE

IN WHICH WAY YOUR PROJECT CONTRIBUTE TO THE QUALITY OF THE TARGETED TOURIST PRODUCTS BY THE PLAN DE DÉVELOPPEMENT 2012-2020 AND THE PLAN D'ACTION 2016-2020? HOW DOES YOUR PROJECT DISTINGUISH ITSELF FROM THE COMPETITION? DEMONSTRATE THE RELEVANCE THERE TO ATTRACT NEW CLIENTELES.

## SECTION 5 - STRUCTURING SUPPLY / CUMMUNITY SUPPORT

WILL YOUR PROJECT CONTRIBUTE TO THE STRUCTURING OF THE TOURIST SUPPLY OF YOUR REGION? WILL YOUR PROJECT CONTRIBUTE TO DEVELOP BUSINESS TIES, TO CREATE NETWORK WITH PARTNERS OR TO PACKAGE YOUR PRODUCT? WILL YOUR PROJECT CONTRIBUTE TO GENERATE OVERNIGHT STAYS IN YOUR REGION? DOES YOUR COMMUNITY SUPPORT YOUR PROJECT?

**SECTION 6 - TARGETED MARKETS**

WHICH IS YOUR CURRENT CLIENTELE AND SPECIFY THE TARGETED CLIENTELE BY YOUR PROJECT? IN WHAT YOUR PROJECT CORRESPOND TO THE OUT OF QUÉBEC MARKET DEMANDS? WHICH MARKETING ACTIONS ARE YOU EXPECTING TO DO?

**SECTION 7 - SUSTAINABLE DEVELOPMENT**

LIST THE KEY MEASURES CARRIED OUT OR THAT YOU INTEND TO CARRY OUT IN THE REALM OF SUSTAINABLE DEVELOPMENT (BALANCE BETWEEN ECONOMIC, SOCIAL AND ENVIRONMENTAL ASPECTS).

**SECTION 8 - SYNTHESIS OF THE KEY ELEMENTS OF THE PROJECT**

IS THERE ANY KEYS ELEMENTS THAT YOU WISH TO BRING TO OUR ATTENTION? WHY SHOULD WE GRANT A FINANCIAL SUPPORT FOR YOUR PROJECT? WHAT ARE THE ANTICIPATED IMPACTS? FOR EXAMPLE, INDICATE THE NUMBER OF MAINTAINED JOBS, THE NUMBER OF CREATED JOBS, THE IMPACT ON THE TOURIST BENEFITS AMONG WHICH OVERNIGHT STAYS, THE NUMBER OF PARTNERS, THE ANTICIPATED INCREASE OF VISITORS, ETC.

**SECTION 9 - PROJECT COSTS AND FUNDING**

DETAILED BREAKDOWN OF THE WORKS AND COSTS	AMOUNT (\$)		
<i>Only the eligible expenses will be counted to establish the amount of the financial support.</i>	<b>Total</b>		
<b>FINANCIAL PLAN</b> (IDENTIFY BY NAME GOVERNMENT DEPARTMENTS, BODIES OR OTHERS FINANCIALS PARTNERS; INDICATE ALSO IF THE FINANCIAL SUPPORT IS CONFIRMED ( C ) OR IF YOU ARE AWAITING AN ANSWER ( A ))	<b>TYPE OF FUNDING</b>	<b>C OR A</b>	<b>AMOUNT (\$)</b>
	Clc here to choose		
	Clc here to choose		
	Clc here to choose		
	Clc here to choose		
	Clc here to choose		
	Clc here to choose		
RTPA	non-refundable contribution		
<i>Include all the private and public sources of funding sought and confirmed for this project. Please note that a minimal capital outlay from the promoter of 20 % is required (10 % in the case of communities and Native nations).</i>			

## SECTION 10 DOCUMENTS TO BE APPENDED TO THE APPLICATION FOR FUNDING

YOUR APPLICATION FOR FUNDING MUST INCLUDE THE FOLLOWING INFORMATION, WHICH IS TO BE APPENDED TO THE APPLICATION FORM (IN ELECTRONIC FROM). CHECK THE BOXES TO CONFIRM THE DOCUMENTS APPENDED TO THE APPLICATION FORM.

- Business Plan**  
The business plan must present these aspects:
- detailed description of the project, including the innovating aspect;
  - detailed description of the targeted clientele, the means and budget used to reach them, (analysis and market perspective, marketing plan, budget);
  - competition analysis;
  - tourist impact and benefits of the project;  
(examples: extending the tourist season, diversifying the tourism offerings of the region concerned, packaging, increase of overnight stays, spinoff respecting job creation or the maintenance of jobs;
  - presentation of the promoter and his team;
  - financial plan.
- External financial statements for the last two fiscal years**  
The income statement and balance sheet are required. Verification level required (Review Engagement).
- Detailed budgeted financial statements, for the first three years of operation**  
The budgeted financial statements comprising the income statement and balance sheet accompanied by the hypotheses underlying their preparation (an individual with an accounting degree must elaborate or review these documents). The budgeted financial statements must be consolidated to take into account the company's overall operations.
- Letters of patent or charter of incorporation**
- Confirmation of the ministère de la Culture et des Communications in regards to the application or not at the [Politique d'intégration des arts à l'architecture](#)**
- List of authorizations, attestations, certificates or permits required by a law, regulation or other**  
For examples, Canadian *Environmental Protection Act*, Québec *Environment Quality Act*, the *Act respecting land use planning and development*, the *Act respecting tourist accommodation establishments*, etc.  
Specify the status of the actions you have undertaken (i.e., applications submitted, files under evaluation and authorizations obtained)
- Copy of confirmations of financial partnerships, if available;
- Resolution adopted by the organization or company mandating the signatory of the application for financial assistance under this program, along with all supporting documents
- Copy of tender specifications for study or consulting projects, including the following:
- Description of problems and issues
  - Nature and objectives of the study
  - Proposed methodology
  - Work schedule
  - Deliverables
- Copies of at least two offers of professional services

## SECTION 11 - DÉCLARATION

I, the undersigned, \_\_\_\_\_, declare that the information provided  
Full name in block letters

in this application and in the attached documents is true and complete. I agree to provide the representatives of EIT with all information required to evaluate the project. Furthermore, I agree to comply with any and all applicable regulations governing the award of contracts. I understand that this application for financial assistance does not automatically constitute acceptance thereof. Should my application for financial assistance be accepted, I agree to fill out any and all income statement data sheets required for analysis of the income generated from the project, as well as all documents required to evaluate the project.

\_\_\_\_\_  
Signature of authorized person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Please note that this application and all related appendices must be submitted in electronic format, to: [lsequin@creetourism.ca](mailto:lsequin@creetourism.ca)

Along with your application, you may also include copies of any available market studies, customer or visitor satisfaction surveys and economic spinoff evaluation results.