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 Building *Nunavut* Together
Nunavut Iluqatigiingniq
 Bâtir le *Nunavut* ensemble

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 Department of Economic Development and Transportation
 Pivalliyuliqiyikkut Ingilrayuliqiyitkullu
 Ministère du Développement économique et des Transports

COMMUNITY TOURISM AND CULTURAL INDUSTRIES APPLICATION FORM

Applicant Identification (Individual)	
Key Contact Person:	Birthdate (YY/MM/DD):
Phone Number:	Fax Number:
Email Address:	Province or Territory of Residence:
Mailing Address:	Location of Project:
Amount Requested:	
I am, check all that apply: <input type="checkbox"/> NLCA Beneficiary* <input type="checkbox"/> Female* <input type="checkbox"/> Youth (under 35 years)* *This information is collected for statistical purposes only and is reported in aggregate	Employment status: <input type="checkbox"/> Employed <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Unemployed <input type="checkbox"/> Receiving E.I. <input type="checkbox"/> Social Assistance <input type="checkbox"/> Other: (Specify) _____
Applicant Identification (Organization)	
Legal Name of Organization/Municipality:	Key Contact Person:
Phone Number:	Fax Number:
Location of Project:	Email Address:
Mailing Address:	Business Number:
Amount Requested:	Charity Number, if applicable:
Management of the Organization	
Name	Position and Management Function

Schedule being applied for (mark A, B, or C)

- Schedule A: Getting Started, Creation and Training
- Schedule B: Product Development and Marketing
- Schedule C: Infrastructure Improvements

Organization Type	Focus of Organization	Use of CTCI Funds
<p>*Please provide a copy of your registered legal status</p> <ul style="list-style-type: none"> <input type="checkbox"/> Individual Artist <input type="checkbox"/> Society <input type="checkbox"/> Tourism Outfitter <input type="checkbox"/> Tourism Establishment <input type="checkbox"/> Not-for-Profit Corporation <input type="checkbox"/> Municipality <input type="checkbox"/> Hunters and Trappers Organization <input type="checkbox"/> Co-operative <input type="checkbox"/> Corporation <input type="checkbox"/> Other (specify) 	<p>Please check all that apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arts & Crafts <input type="checkbox"/> Municipality <input type="checkbox"/> Tourism <input type="checkbox"/> Community Economic Development <input type="checkbox"/> Cultural Industries <input type="checkbox"/> Education <input type="checkbox"/> Research <input type="checkbox"/> Industry Training <input type="checkbox"/> Other (specify) 	<p>Please check all that apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arts Supplies or Equipment <input type="checkbox"/> Arts Infrastructure <input type="checkbox"/> Cultural Infrastructure <input type="checkbox"/> Tourism Infrastructure <input type="checkbox"/> Tourism Marketing <input type="checkbox"/> Arts & Crafts Marketing <input type="checkbox"/> Consulting fees <input type="checkbox"/> Community Benefit from Cruise Ships <input type="checkbox"/> Operational fees <input type="checkbox"/> Travel <input type="checkbox"/> Industry Training <input type="checkbox"/> Product Development <input type="checkbox"/> Other (specify)

Brief Description of Project *Please add additional pages as required

Benefits *Please add additional pages as required
Please describe how the project will help develop your community's tourism sector and/or cultural industries.

Outcomes and Indicators and Return on Investment *Please add additional pages as required
Identify the measurable outcomes your project will generate if successful for funding. Briefly explain how it relates to previous work, if applicable.

Timeline *Please add additional pages as required
Indicate when work on this project will begin, and when it will be complete.

Project Costs *Please add additional pages as required	
Project Management	
Contracted Services	
Travel	
Supplies or Equipment	
Other Capital Assets	
Marketing	
Cultural Industry Training	
Tourism Training	
Product Development	
Other (Specify)	
Total	

Project Funds *Please add additional pages as required	
Applicants In – Kind Contribution	
Community Tourism & Cultural Industries Program	
Other GN Programs (Specify)	
Federal Programs (Specify)	
Other (Specify)	
Total	

Other Financial Assistance *Please add additional pages as required
 Please provide details of any financial assistance you have applied for, or received, for this project from federal, territorial and/or regional programs or institutions and organizations – including but not limited funding from Inuit organizations and/loans from any lending institution.

Agency and Program	Amount Requested	Contact Name	Response

Applicant's Declaration To the Department of Economic Development and Transportation (EDT)

1. I confirm the information given in this application is, to the best of my knowledge and ability, complete, true and correct.
2. I certify that financial assistance from ED&T is a significant factor in the decision to proceed with this project.
3. I certify that neither the applicant nor its officers are involved with any litigation, or in any proceedings before any government board, agency or tribunal which have not been disclosed in writing as an attachment to this application.
4. I will provide all information required by ED&T to complete the assessment of this project and I authorize ED&T to make any inquiries of such persons, firms, corporations or other government agencies as it deems necessary in order to reach a decision on this application.
5. I will instruct funding organizations as indicated in this application to provide ED&T with full information concerning this proposal. I further authorize these organizations to discuss fully my affairs with ED&T.
6. I authorize ED&T to access, at any reasonable time, the site and premises of facility described in this application.
7. I agree to provide financial and audit results as required set out in the Contribution Agreement.
8. I agree that details of the contribution may be made available to the public at the discretion of ED&T.
9. I understand and agree all reports, maps, studies, research findings and any other knowledge or intellectual property generated by this initiative will enter into the public domain for the purpose of supporting economic development in Nunavut.

Applicant's Signature:		Date:	
Print Name			
Witness Signature:		Date:	
Print Name			

Additional Information provided (Include as much as possible to support your application)

A fully developed proposal is required to support your **signed** application form and should include the following information, depending on which schedule you are applying for.

For all **Schedules**, please check all those you have addressed:

- For organizations: Copies of your organizational status, such as Certificate of Incorporation
- For organizations: A history and description of your organization, including its mandate and services/products provided if applicable
- Description of the project, why the project is needed and what the project will achieve
- Description of who will lead the project, include resumes and relevant experience of key personnel
- Timeframe detailing milestones from planning to completion
- Estimated return on investment, in the short-term or long-term
- For marketing projects, include a marketing plan
- Budget: Project costs and revenue, Quotations, labour quotes, copies of catalogues to support the costs
- The economic benefits your project will bring, including an estimate of the employment or income opportunities that the project will generate in the community and in Nunavut.
Show how you have calculated your estimates and how the accuracy of your projection will be measured.

For **Schedule A: Getting Started, Creation and Training**

- Artist biography
- Portfolio of Art (pictures of artwork)
- Past effectiveness and impact of the individual artist, or an organization or studio;
- For residencies, training: a letter of invitation and/or registration

For **Schedule B: Product Development and Marketing**

- For recordings: Evidence that songs are ready to record, such as lyrics, notations or sample recordings
- For recordings: Booking confirmation from the recording studio
- For tourism related projects: A Tourism Plan for your community. You should show how your community would benefit, what opportunities for tourism exist, and what challenges are faced in realizing these opportunities;
- For tourism related projects: Assessment of potential to attract national or international visitors;
- Artists' Support for the Project: letters of support or cooperation from stakeholders, youth groups, artists, Inuit organizations.
- For exhibition, shows, touring presentations, showcases: a letter of invitation or the registration.

For **Schedule C: Infrastructure Improvements**

- Evidence of community support for the Project, including:
 - integration with the overall community tourism plan;
 - funding from other sources;
 - contributions from the community/stakeholders (in kind or cash)
- Potential economic benefit in terms of jobs, incomes and revenue projections over a five- year period;
- For new infrastructures: architectural drawings, estimate of future operational and maintenance costs.
- For public art: indication of location, artist selected, drawings.

An assessment of your application and project will not commence until the proposal and all required documentation is received to the satisfaction of ED&T. Please refer to the CTCI guidelines for more information.

Office Use Only

Date Received	Region	Project Officer	Type of Assistance	Requested Assistance