



Education, Early Learning and Culture

Acadian and Francophone Cultural Tourism Product Services Fund Application

This fund to support the development of Acadian and Francophone cultural tourism on PEI is made possible through the Canada PEI Agreement on French Language Services.

The strength of French content in your proposed project will determine the level of funding.

Deadline: All applications must be received and/or **postmarked no later than March 8th**.

- All projects must be completed between **April 1st** and **March 31st**.
- Only apply to one departmentally funded program for each project.

*Personal information on this form is collected under Section 31© of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c. f-15.01 as it relates directly to and is necessary for assenting applications under the **Acadian and Francophone Cultural Tourism Product Services Fund**. If you have any questions about this collection of personal information, you may contact the Freedom of Information and Protection of Privacy (FOIPP) **Access and Privacy Services Office** at P.O. Box 2000, Charlottetown PE C1A 7M8 by telephone at 902-569-7590 or by email to apso@gov.pe.ca.*

Project Title:	
Contact Person:	Submission Date:
Contact Number:	Fax:
Organization Name:	
Non-Profit Registration Number:	
Mailing Address:	
E-mail:	Website Address:
Please list current members of your Executive Committee:	
President:	Vice President:
Secretary:	Treasurer:
Event Location	
What is your regional tourism association?	Are you a member of Festival and Events PEI? Yes <input type="checkbox"/> No <input type="checkbox"/>
Please indicate your organization's liability insurance coverage: \$ million	

What type of assistance are you requesting? *Please check appropriate component(s).*

Component 1: Advertising assistance

Component 2: Festival and/or cultural tourism product development assistance

Total amount requested: (*Funding cannot exceed **60 per cent** of total project cost.*)

Please provide your organization's most recent financial statement or most recent Treasurer's Report.

1. Date(s) of project or activity:	
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2. Please provide a brief background (history) of your organization. (10-20 lines)

3. Is this a new festival/product? Yes No

If this is an existing festival or product, what is being done to improve market expectations and to increase visitor participation?

4. Project Description. (*Attach maximum **two pages** describing the proposed activity/ experience, the target market, expected out-of-province attendance, and potential for growth.*)

5. Project Objectives. (*Attach maximum **one page** explaining how your proposed project will increase visitation to your area including where, and in which language, you plan to advertise.*)

6. Expected Revenue. (*Attach maximum **one page** describing how you will generate revenue, and attract corporate sponsorship, community support, partnerships.*)

7. How will you determine or identify out-of-province/Francophone attendance?
8. What methods will be used to evaluate your project? <i>(Feedback from attendees (on-site survey, response cards etc.)</i>
9. Please provide any other relevant information.

10. Please complete the following budget template or attach a detailed statement of revenues and expenses.

PROJECT BUDGET				
	Only complete lines relevant to your project.		Enter all in-kind and cash	
	REVENUE	TOTAL	IN-KIND	CASH
100				
101				
102	Entrance/Admission Fees <i>(Is a ticket required for entry?)</i>			
103	Other Earned <i>(merchandise sales, concessions, memberships, etc.)</i>			
104	TOTAL EARNED REVENUE <i>(Sum of lines 102 and 103)</i>			
105	Applicant's Contribution			
106	Corporate Donations			
107	Corporate Sponsorships			
108	Individual Donations			
109	Other Grants			
110	Other <i>(Private sector revenue)</i>			
111	TOTAL PRIVATE SECTOR <i>(Sum of lines 105 to 110 inclusive)</i>			
112	Federal Government <i>(e.g., Canadian Heritage, ACOA, Canada Council for the Arts)</i>			
113	Provincial Government <i>(e.g. Rural Development, Tourism PEI)</i>			
114	Municipal Government <i>(e.g., City of Charlottetown or Summerside)</i>			

115	Other request <i>(Your request through this program)</i>			
116	TOTAL PUBLIC SECTOR <i>(Sum of lines 112 to 115, inclusive)</i>			
117	Other Revenue <i>(All revenue not accounted for in rows above)</i>			
118	TOTAL REVENUE <i>(Sum of lines 104, 111, 116, and 117)</i>			
119	EXPENSES <i>(Submit detailed breakdown of all expenses associated with each of the following four items.)</i>			
120	Programming <i>(Include creative/artistic creation, production and presentation, including artistic fees.)</i>			
121	Administration <i>(Include office administration for the project, coordination costs, insurance, banking, and travel.)</i>			
122	Marketing and Publicity			
123	Other <i>(Attach a spreadsheet to describe any expenses not accounted for in rows above.)</i>			
124	TOTAL EXPENSES <i>(Sum of lines 120 to 123 inclusive)</i>			
Please note that Revenues must equal Expenses to be considered for funding				

11. Certification

I, _____ certify the above information to be accurate and true.

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Name

Date

Signing Authority

12. Applicant Commitment

You must submit financial statements and a project evaluation report before receiving the final 20 per cent investment. Our management committee reserves the right to request copies of invoices and/or cancelled cheques.

Please forward **four (4) copies** of this application directly to:

Acadian and Francophone Cultural Tourism Product Services Fund

Cultural Affairs Division, Department of Education, Early Learning and Culture

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Charlottetown PE C1A 7N8

Tel: 902-368-6339

Fax: 902-368-4699

Email: cultureinfo@gov.pe.ca