



Victoria County Municipal Tourism Committee

- Capital Projects Policy

Eligibility - Community groups and organizations in Victoria County that are incorporated under the Registrar of Joint Stock Companies and follow the process outlined below and meet the guidelines for capital projects funding assistance.

Process -

Step 1 - Community group/organizations will be sent the capital projects policy by Victoria County Recreation & Tourism Dept. as well information needed to write a project proposal in the month of September.

Step 2 - Community groups submit to the Victoria County Recreation & Tourism Dept. a copy of the project proposal before November 30th. The Director of Recreation & Tourism will meet with community group/organization to review their proposal.

Step 3- Once the guidelines for the project proposal have been met , the Director of Recreation & Tourism for Victoria County sends out the project proposal to Victoria County Municipal Tourism Committee members. The project proposal is to be mailed 10 days before the next Municipal Tourism Committee meeting

Step 4 – At the next Victoria County Municipal Tourism Committee meeting, the project is reviewed by the committee. Community groups/organizations can be present to answer any questions.

Step 5 - At the following, Victoria County Tourism Municipal Committee meeting the project is voted on and a decision is made and the community group is notified.

Guidelines for CAPITAL Projects Funding Assistance.

Project Proposal to include the following information plus budget:

- 1) An introduction to your organization and examples of successful projects your group has done in the past. It must include an incorporation number – Joint Stock companies, a list of your executive as well the contact person who is responsible for this project. Please indicate if you have received previous county funding in the past two years.
- 2) Proposal to include a description of your project and details.
- 3) Proposal to provide information on the tourism impact your project will have on Victoria County ie. Attract more visitors to your community, provides a new activity or venue in the community, encourages the visitor to stay longer etc.

- 4) Project to provide economic impact – ie. Jobs, visitor staying overnight in Victoria County

- 5) Proposal must demonstrate community support for this project :
 - a) Letters of support from businesses and community groups
 - b) report on public meeting(s)
 - c) letter of support from your local councilor

- 6) Budget must include financial details and costs of your project as well quotes. Budget must show how your organization is matching 50/50 cost sharing for this project. ½ of your 50% must be cash and the other ½ can be in-kind ie. Labour and materials. Community groups are encouraged to have other funding partners with their project proposal and their contribution can be part of the cost-sharing package. All project partners must be identified & included in your proposal with funding contributions. All county contributions are to be included in your proposal.

- 7) If the project is approved, the Director of Recreation & Tourism on behalf of the committee will forward a letter to the contact person of the project that will include a cheque in the amount of 50% approved, an agreement that must be signed and return and conditions of funding. Once the 50% of the money has been spent, and a report been received, the second part of the money approved will then be issued. The letter will include all projects must submit a report/evaluation of their project, financial statement, copies of cancelled cheques plus copies of invoices. Conditions – a) If the community group wants to change their project they must submit a letter to the Victoria County Municipal Tourism Committee for approval before proceeding. B) If a community group/organization fails to start or complete the project they must submit the remaining funds back to the Municipality of Victoria County thru the Recreation & Tourism Dept.. If an organization requests an extension for their capital project in the next fiscal year, a letter must be sent to the Recreation & Tourism Dept.

- 8) Letters to community groups go out in September with letter plus policy & guidelines of the tourism capital project program. Community organizations will be required to return their proposal for tourism capital projects by November 30th. The Municipal Tourism Committee will review them in December to make decisions on the applications.