



**TOURISM PRODUCT DEVELOPMENT
GRANT PROGRAM
APPLICATION FORM**

APPLICANT CONTACT INFORMATION:

Name of Applicant Organization: _____

Mailing Address: _____

Contact Person: _____

Home Phone Number: _____ Work Phone Number: _____

Email: _____ Fax Number: _____

PROJECT INFORMATION:

Name of Project: _____

Street Address or Legal Description: _____

Registered Holder of Land Title: _____

Facility Operator/Leaseholder: _____

Nature of Project: _____

Total Project Cost: \$_____ Total Grant Request: \$_____

Please complete the following checklist, and include the supporting documentation:

- ☐ **Project Description/Details:** Provide a detailed description of work to be carried out, community benefit of the project, and why it should be funded. A summary of the project objectives and details on how project activities will be implemented to meet the identified goals. You may provide drawings, photographs, letters of local support, and other supporting documentation as you see fit.
- ☐ **Project Cost:** Details regarding expenditures for your project. You may attach project quotes and sources of estimates if available.

- ☐ **Budget:** Provide details of revenues and expenditures for the proposed tourism development product or service.
- ☐ **Public Accessibility:** Details on who will use this product and how residents of the Town of Whitecourt may benefit.
- ☐ **Tourism Benefits:** Provide details on how your project will increase tourism in the area and how many people the project could potentially attract.

Submit your completed application to:

Town of Whitecourt
Re: Tourism Product Development Grant Program
Box 509, 5004 52nd Avenue Whitecourt AB T7S 1N6
Email: tourism@whitecourt.ca
Attn: Whitecourt Economic Development Officer

I DECLARE THAT:

- **I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE-MENTIONED ORGANIZATION.**
- The information contained in this application and supporting documents is true and accurate and endorsed by the above-mentioned organization.
- An accounting of spending, showing compliance with donations of the grant shall be provided (including a project assessment and financial accounting summary) no later than 90 days following the project completion date.
- Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters.
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the Town of Whitecourt.

Signature: _____

Date: _____

Print Name: _____

Title: _____

Contact Phone Number: _____

The personal information collected through the Tourism Product Development Grant Program is for the purpose of processing applications, including eligibility, review, and communication of decisions. This collection is authorized per section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact the Town of Whitecourt Administration Office at administration@whitecourt.ca or 780-778-2273.