



Product Development Partnership Program (PDPP)

APPLICATION AND GUIDELINES

The PDPP provides funding to not-for-profit organizations to undertake tourism development initiatives that support their membership or community. The PDPP will support up to 90% of eligible costs. Applicants must provide 10% equity. Businesses and/or entrepreneurs are not eligible to apply.

Before you begin the application process, you are encouraged to discuss your project idea with the tourism development advisor by phone 867-667-8723 or by email industryservices@gov.yk.ca

THE APPLICATION PROCESS

1. There are no intake dates. Applications are received on a first come-first serve basis
2. Speak with the tourism development advisor about your project to receive the “go-ahead” to submit a detailed application and budget.
3. Complete the application in full and submit to industryservices@gov.yk.ca
4. Allow one week for your application to be approved, and/or make changes where recommended.
5. Once your project application is approved, you will enter into a transfer payment agreement with the Department of Tourism and Culture. You will be contacted when the agreement is ready for your signature. (approx. 2 weeks)
6. Once the transfer payment agreement has been signed, you may begin your project. Costs incurred prior to signing of agreement are not eligible for funding support

Ineligible activities and costs:

- Projects already completed
- Costs incurred prior to project approval and signing of agreement
- Application completion and submission
- Meals and alcoholic beverages
- Items for personal use
- Gifts (except for guest speakers)
- Staff wages for regular administrative duties

THE REPORTING PROCESS

When you receive your signed agreement refer to Schedule A, B and C for the final reporting requirements, deliverables, performance measures and payment schedule.

Final report - this report will summarize the outcomes, successes, and challenges of the project. It will also contain information pertaining to the performance measures identified in the project.

Other deliverables – should be included as part of your reporting. These will be determined at the application stage and based on the project’s goals and objectives.

Participant satisfaction survey – in some cases a project may require a follow up survey to confirm the benefits and relevancy of the project for the participants. Survey must be pre-approved by Tourism Yukon.

Final financial report – depending on the complexity of your project, your financial report may include:

- Copies of third-party invoices, and receipt of payment for services rendered.
- The budget table cross-referenced with the actual expenditures for approved items.
- Copy of financial ledger showing project expenditures and forms of payment.
- The financial report signed by two directors and/or by you, the recipient.
- Projects lasting over four months and over \$10,000.00 require a cash flow statement to be submitted with the application budget, as per YG’s *Financial Administration Act*.
- Payments will be based on actual costs incurred.



Name of organization	
Title of project	Project manager
Mailing address (as listed with YG Corporate Affairs)	
Phone #	Email
Name of signing authority	
Funding amount	Applicant equity
Start date of project YYYY/MM/DD	End date of project YYYY/MM/DD

SCHEDULE A – PROJECT DESCRIPTION

Describe your project in one paragraph

Describe your organization’s mandate in relation to this project

How many people will be employed for this project?

Describe what they will do

Note: if you hire contractors to carry out part of the entire project, as the project proponent, you must ensure that they; a) meet the requirements of the *Yukon Employment Standards Act*, including the minimum wage order, and b) maintain good standing with Yukon Workers Health and Safety Board, and c) are in good standing with Yukon Corporate Affairs.

Describe the project in detail. For example, how it will be undertaken, the time lines for activities, milestones and dates.

Describe how the tourism sector in Yukon will benefit from this project?

What objectives do you hope to achieve from doing this project? (These must be measureable)

What performance measures will you use to measure your objectives?

SCHEDULE B – BUDGET

If this budget table isn't large enough, please submit budget on a separate page in same format.

Item	Estimated cost	PDPP request	Applicant cash	Applicant in-kind	Contributed by
Estimated total project costs	\$	\$	\$	\$	

Provide written quotes from contractors and third-party suppliers with your application submission. Including any in-kind contributions. Budgeted in-kind contributions, must be assigned a dollar value.

Final payments will be based on actual costs incurred. Retain copies of paid invoices for items approved for funding as per the project budget.

A 10% administration fee (to a maximum \$1000) will be added to the final payment, based on the actual total project cost.

SCHEDULE C – PAYMENTS

- The payment schedule in the transfer payment agreement will be based upon the project duration and completion of tasks.
- Projects over four months in duration and valued at \$10,000.00 or more, will require a cash flow statement to be submitted with application.
- Projects that start in one fiscal year and are not completed that fiscal year, must be reported on by March 15 and include the financial status of the project.
- Payments are provided in installments upon receipt of scheduled deliverables and an invoice.
- All projects have a 15% hold back until the project is completed as described in the transfer payment agreement.

Additional comments or context to support your application

We are submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements herein, including all further submissions in regard to this application are, to the best of our knowledge, true and correct. We submit that, to the best of our knowledge, all aspects of this proposed project will be in compliance with existing municipal, territorial and federal codes, guidelines and laws and we declare that our business/organization is in good standing and any debts owed the Yukon government are in good standing. We agree to allow representatives of the Yukon government access to the site and premises of the project described in this application, to inspect the bookkeeping and records, to make inquiries and credit checks and, to obtain all other pertinent information necessary to evaluate this application. We understand that all or part of this application may be made available to the public in accordance with the *Access to Information and Protection of Privacy Act*.

Applicant signature: _____ Date: _____