

Skills Development & Training/ Website 2010 – 2011 Funding Proposal

Refer to the 2010 – 2011 Skills Development & Training/Website Criteria/Guidelines to ensure eligibility for proposal

Note: This form is available electronically (call 780.968.3511 or e-mail Marissa Brewer – Skills Development Training Coordinator at Marissa.Brewer@gov.ab.ca to request assistance in completing)

Notice to Applicants:

By submitting this application to the Edmonton Regional Tourism Group, we acknowledge that information from this application and information concerning the process of approved projects may be shared, as required, with the ERTG Board of Directors and the administration of grant project managers for the purposes of determining program eligibility and evaluating or monitoring program outcomes. A limited amount of information about approved projects may also be posted to the Edmonton's Countryside website.

If you have any questions about the collection, use or disclosure of information about your proposal or approved project, please call Marissa Brewer – Skills Development & Training Coordinator at 780.968.3511 or e-mail Marissa.Brewer@gov.ab.ca.

We declare that we understand the eligibility criteria and program audit requirements as outlined in the Skills Development & Training Criteria/Guidelines.

1. Proposal Submission Date:

2. Dates of Proposed Project:

Start Date: _____ End Date: _____

3. Project Name/Title: Website Development

4. Project Manager:

Position/Title:

Organization/Business Name:

Address/& Postal Code:

Phone:

Fax:

E-mail:

5. Is this a: new project or enhanced project

6. Provide a description of the website development as outlined in the Marketing One-to-One mentorship:

7. Provide the full details and description of the website activities/components:

(Describe the project in full detail, this must include basic elements of the website (example): 5 tabs on left, 2 sub pages, drop down menus, rolling photo rotor, link to face book, 5 tabs across top, 3 tabs across bottom, name and tagline at top, link to MapQuest or Google Maps, blog, video, calendar, sitemap, content management, search engine optimization, PayPal, etc.)

8. Provide the projects objectives and performance measures: (expected return on investment – ROI)

(List 1 or 2 specific measurable objectives (results) that you are expecting as your success due to this particular project (example) web stats.

9. Estimated Project budget costs: (exclusive of GST)

(Insert rows or attach additional page as required to provide details)

Estimated Project Expenses	Cost	ERTG Office Use
(List each of the project expense estimates on a separate line below – include company/suppliers name & details of the item to back up your estimates as you described in #7. Submit copies of your quotes as per the expense item listed below)		
Estimated Project Expenses	Cost	ERTG Office Use

10. Funding Amount Requested from the ERTG: \$_____ (excluding GST)

Note: maximum dollars exclusive of GST is \$700.