

PARTNERSHIP PROJECT EVALUATION CRITERIA

The ministry has developed project evaluation criteria for RTOs to use with partners to support the partnership development process. The RTO may use the evaluation criteria as a tool to ensure key project details are addressed prior to ministry review.

Section 1: Project Objective	Yes	No
Does this project align with partnership fund goals and eligibility as outlined in the ministry guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
Does this project fit with the RTO business plan and link to pillar(s)? <i>i.e. marketing, product development, workforce development and investment attraction</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a solid rationale/ need for this project in the region? <ul style="list-style-type: none"> • <i>increase visitor spending, increase visitation, increase investment or improve customer experiences</i> • <i>build the capacity of the tourism industry</i> • <i>local or regional priority identified through a planning process (e.g. Destination Development, Premier-ranked Tourist Destinations Framework, regional strategic plan, public consultations)</i> • <i>economic benefit</i> 	<input type="checkbox"/>	<input type="checkbox"/>
Is there strong market demand or evidence of future demand for this project?	<input type="checkbox"/>	<input type="checkbox"/>
Does this project target core Ontario, U.S. markets or international markets identified by the Ontario Tourism Marketing Partnership Corporation in its segmentation research and marketing plans?	<input type="checkbox"/>	<input type="checkbox"/>
Section 2: Project Description	Yes	No
Are there defined project stages and milestones?	<input type="checkbox"/>	<input type="checkbox"/>
Are there defined key activities?	<input type="checkbox"/>	<input type="checkbox"/>
Are there defined RTO and partner roles based on the key activities?	<input type="checkbox"/>	<input type="checkbox"/>
Are there S.M.A.R.T performance measures?	<input type="checkbox"/>	<input type="checkbox"/>
Is the RTO the project manager/lead?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a plan for acknowledgements/recognition?	<input type="checkbox"/>	<input type="checkbox"/>
Section 3: Partner Organization Capacity	Yes	No
Does the partner have relevant experience to participate in/execute this project?	<input type="checkbox"/>	<input type="checkbox"/>
Is the partner organization in a stable financial position?	<input type="checkbox"/>	<input type="checkbox"/>
Does the partner have access to accounting and legal services and advice?	<input type="checkbox"/>	<input type="checkbox"/>
Does the partner have sufficient management capability to carry out the project with an acceptable level of risk?	<input type="checkbox"/>	<input type="checkbox"/>
Does the partner organization have an internal plan for ensuring project success?	<input type="checkbox"/>	<input type="checkbox"/>

Does the partner organization have experience developing/tracking/reporting on performance measures?	<input type="checkbox"/>	<input type="checkbox"/>
Section 4: Financial Information	Yes	No
Are project costs eligible as outlined in the ministry guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
Are goods and/or services being procured to complete this project (greater than \$5,000)? <i>Where the purchase price exceeds \$5,000, the RTO will, at a minimum, obtain at least three written quotes</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a total project budget?	<input type="checkbox"/>	<input type="checkbox"/>
Has the cost sharing ratio been determined? i.e. 50/50	<input type="checkbox"/>	<input type="checkbox"/>
Is the total project budget allocated clearly for RTO and partner funds?	<input type="checkbox"/>	<input type="checkbox"/>
Is the partners funding being secured from other parties and have formal agreements been made?	<input type="checkbox"/>	<input type="checkbox"/>
Has the funding arrangement been confirmed?	<input type="checkbox"/>	<input type="checkbox"/>
Are rebates and credits being applied for?	<input type="checkbox"/>	<input type="checkbox"/>
Has distribution of rebates and credits upon receipt been discussed?	<input type="checkbox"/>	<input type="checkbox"/>
Section 5: Governance	Yes	No
Have risks been assessed and is there a plan for managing them?	<input type="checkbox"/>	<input type="checkbox"/>
Will the agreement be documented and formalized in a Memorandum of Understanding or Partnership Agreement? List of potential items for inclusion: <ul style="list-style-type: none"> • <i>start/end date</i> • <i>timelines and milestones</i> • <i>key activities</i> • <i>performance measures and tracking</i> • <i>project roles and responsibilities</i> • <i>information needs/ sharing</i> • <i>decision making protocols</i> • <i>delegation of spending authority</i> • <i>legal responsibilities</i> • <i>procurement policies</i> • <i>billing/payment process</i> • <i>rebates and credits</i> • <i>project review</i> • <i>reporting requirements</i> 	<input type="checkbox"/>	<input type="checkbox"/>