

## Marquee Event Program 2026 – 2027 Application Guide



Photos: © King's Printer for Ontario 2025

## **TABLE OF CONTENTS**

WHAT YOU NEED TO KNOW BEFORE YOU APPLY.....	3
Program Overview .....	3
One Application per Organization and Event.....	3
Definitions .....	3
Program Objectives.....	5
Program Priorities.....	5
ELIGIBILITY REQUIREMENTS .....	6
Eligible Applicant Organizations.....	6
Eligible Events .....	7
Ineligible Events .....	7
FUNDING SUPPORT .....	8
ELIGIBLE EXPENSES.....	8
INELIGIBLE EXPENSES .....	10
PROCESS AND ASSESSMENT CRITERIA.....	12
HOW TO APPLY?.....	14
Submission checklist: Mandatory Documents .....	15
Final Application Submission and Deadline .....	15
RECIPIENT OBLIGATIONS .....	16
Successful Applications.....	16
Reporting Requirements and Accounting .....	17
TECHNICAL SUPPORT .....	18
Appendix 1: Certificate of Insurance Instructions.....	19
Appendix 2: Setting Up/Updating your Electronic Funds Transfer (EFT) .....	20
Appendix 3: Announcements and Media Event Requirements.....	21
Appendix 4: Tax Compliance Verification Instructions .....	21
Appendix 5: Applicable Ontario Environmental and Labour Laws.....	22

## WHAT YOU NEED TO KNOW BEFORE YOU APPLY

1. Read this Guide in full, and
2. Consult with the [Marquee Event Program Team](#) or your [Regional Development Advisor](#) to discuss your event proposal.

### Program Overview

The Marquee Event Program provides support to municipalities and organizations in Ontario for the hosting of large-scale, high-impact events that meet the ministry's definition of a Marquee Event.

The program provides support for expenses related to programming and production, media buys specifically targeting tourist markets (40 km or beyond), event security and accessibility services, all specific to the delivery of a Marquee Event.

Due to limited funding availability and anticipated demand, the Marquee Event Program for 2026-27 is an invitation-only program. The Marquee Event Program uses a **two-stage application process**:

- **Stage 1: Expression of Interest (EOI)** – used to identify events that meet baseline eligibility and merit further consideration.
- **Stage 2: Full Application (by invitation only)** – detailed assessment used to determine funding decisions.

### One Application per Organization and Event

The Ministry of Tourism, Culture and Gaming will consider only one application per organization and event for Marquee Event Program funding. This includes affiliated organizations. Only one organization in a group of affiliated organizations is eligible to apply.

### Definitions

For the purposes of the program, the Ministry of Tourism, Culture and Gaming defines:

- A *Marquee Event* is a major international event in Ontario that: Has cash operating expenses totaling \$1 million or more;
  - Is of a size and scope sufficient to draw tourists to Ontario and

generate significant economic impact for the province; and

- Is of national and/or international prominence, attracting significant media exposure across Canada and/or globally.
- A *tourist* as an individual (including an Ontario resident) who travels 40 kilometres or more within Ontario (one-way) to attend an event or who crosses the Ontario border to attend an event in the province.
- *Fiscal year* as the period from April 1 of one calendar year to March 31 of the next calendar year.
- *Calendar year* as the one-year period that begins on January 1 and ends on December 31.
- *Non-peak season* as the period from October 1 – May 31.
- Events of *cultural significance*:
  - Celebrate and preserve local traditions, customs or historical milestones.
  - Focus on Indigenous culture, language or heritage, where applicable.
  - Represent and promote the diverse cultural fabric of the community.
  - Encourage participation from underrepresented or marginalized groups.
  - Showcase high-quality performances, exhibitions or artistic works.
  - Support the development of local artists, performers or cultural creators.
  - Foster a sense of pride, belonging and identity among residents.
  - Educate attendees about cultural traditions, history or arts.
  - Promote cross-cultural understanding and appreciation.
- Events of *regional significance*:
  - Attract visitors from multiple municipalities or across the province,
  - Generate economic benefits that extend beyond the immediate host community,
  - Enhance the profile or competitiveness of the wider region, and/or
  - Support regional industries, supply chains and tourism assets.

## Program Objectives

The fund aims to support events that will:

1. Draw significant tourist attendance to Ontario and increase tourist expenditures.
2. Increase Ontario's profile nationally and/or internationally through media and/or social media exposure.
3. Provide significant economic impact and legacy development (including volunteer and leadership development) for the local community, the region and the province.

Throughout the application process, events will be scored in part on their capacity to draw significant tourist attendance.

Events that clearly demonstrate, with credible supporting evidence, the ability to attract higher numbers of tourists will be scored higher than those projecting lower attendance.

As a general benchmark, proposals are expected to target **a minimum of 10,000** visitors.

## Program Priorities

Each submission (EOI submission and full application) will be evaluated according to how well it demonstrates alignment with the program objectives and priorities.

Applicants are expected to demonstrate the following in their application:

- Strong organizational and leadership capacity, including a track record of producing successful large-scale events nationally or internationally,
- A solid rationale for the event's national and/or international drawing power, including the attraction of large numbers of tourists,
- Significant media exposure for Ontario, including nationally and internationally,
- Volunteer and leadership development opportunities arising from the event,
- Legacy opportunities, i.e. longer-term positive outcomes and impact of the event for the local community and Ontario, including tangible outcomes, and
- Tourism/hospitality, business and community partnerships that encourage increased spending in Ontario and will extend the length of visitor stays in

the host community/province.

## **ELIGIBILITY REQUIREMENTS**

EOI submissions that do not meet eligibility requirements will not proceed to the full application phase.

If your organization and tourism event meet the eligibility requirements of the program, you may fill out and submit a **Marquee Event Program Expression of Interest (EOI) submission** to be considered.

Expression of Interest submissions will be available on Ontario.ca's Central Forms Repository webpage with the program Application Guide. Once submitted, all submissions will be sent to the ministry's Marquee Event Program mailbox.

The ministry will review all EOI submissions to determine which organizations and events will be invited to submit a full **Marquee Event Program Application through the Transfer Payment Ontario (TPON)**.

An invitation to complete the full program application does not guarantee acceptance or funding. Final funding decisions will be made following assessment of the full application and approval by the ministry.

Notifications will be sent to both unsuccessful and successful applicants.

### **Eligible Applicant Organizations**

Eligible applicant organizations must:

- Be Ontario-based legal entities that have been in existence for one year or longer as of the application submission date,
- Have a Canadian bank account in the legal name of the applicant at a Canadian financial institution conducting business in Ontario, and
- Not be in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario (e.g. Ontario Trillium Foundation).

Eligible organization types include:

- Ontario municipalities that have identified hosting major events as part of their tourism strategy, and
- For-profit or non-profit organizations that have event management and/or hosting as part of their mandate.

If the full application is successful and invited into the program, the recipient organization will enter into a transfer payment agreement with the province. The recipient must be the organization that will incur and pay the event expenses and report back to the ministry on use of the funds.

### **Eligible Events**

To be eligible for funding, the event must meet all the following eligibility requirements:

- Occur in the Province of Ontario during the 2026-27 fiscal year,
- Be open to the public at large without membership in a club or group, and
- Meet the ministry's definition of a Marquee Event.

Applications that fail to meet any of the above eligibility requirements will be deemed ineligible. Late or incomplete applications may not be considered if available funding has already been allocated by the time a complete application is received.

### **Ineligible Events**

Ineligible events include:

- Events that are still in the bidding process,
- Amateur sporting events that are receiving funding under the [Ontario Sport Hosting Program](#),
- Events that seek to attract only a special interest audience or recruit new members (e.g., religious or political gatherings and workshops), or
- Trade fairs, events of a primarily commercial nature (e.g., consumer shows, symposia, conventions, meetings and conferences, seminars and clinics, etc.).

*If you are approved for funding under both the Marquee Event Program and Experience Ontario 2026 programs, **your Marquee Event Program agreement will supersede any terms or conditions agreed to under the Experience Ontario 2026 program.** Any Experience Ontario 2026 funding that has already been flowed for a project that is approved for Marquee Event Program funding may be offset against the awarded Marquee Event Program Funding.*

## **FUNDING SUPPORT**

Applicants are eligible to apply **for up to a maximum of 50 per cent of eligible event cash operating expenses, not exceeding \$3 million**. See the list of eligible expenses below.

The value of in-kind expenses is not included in determining event cash operating expenses.

The operating expenses described must be for the event itself and not the operating expenses of the applicant organization.

Note: The ministry may fund all, part, or none of any full application. The decision to fund all or part of an applicant request will depend on its fit to the program priorities, assessment criteria and the availability of funds in the program.

There is no appeal process for unsuccessful applicants.

## **ELIGIBLE EXPENSES**

Eligible funding requests must relate directly to specific expenditures for the delivery of the proposed event and must not include costs that would have otherwise been incurred by the applicant (e.g., operational costs to run the host organization).

Expenses must be linked to programming activities and other services that are accessible to the public (i.e., not for expenses benefiting VIPs or invitation-only guests).

Eligible expenses include the following (list is not exhaustive), provided they are directly related to delivery of the event and are incurred between April 1, 2026, to March 31, 2027.

### **Programming and Production**

- Performance and appearance fees paid to artists, musicians, professional athletes, entertainers and presenters, including travel, accommodation, hospitality (not including alcohol or cannabis-related products) and booking costs.
- Programming costs, including interactive, experiential and/or accessible programming.
- Ontario-based production costs, including broadcasting, audio and visual

support (e.g. rental of sound and lighting equipment and rental of event venue).

- Wages for temporary/contract event staff directly related to programming and production for the festival or event.
- For eligible sporting events, programming costs related to attracting and engaging spectators.
- Honorarium for Indigenous Elder/Knowledge Holder.
- Insurance for art works specific to the event/exhibit.

## **Marketing**

- Targeted paid media or advertising buys targeting audiences residing 40 kilometres or more from the event location (e.g., broadcast, digital, social, print, out-of-home).
- Purchase of out-of-home advertising space (e.g., billboard, digital, print, and social).
- Geo-targeted digital and social media advertising space (e.g., billboard, transit advertising).
- Distribution/shipping costs for printed materials to out-of-home communities.
- Mobile application and website development and upgrades for promoting or supporting the festival or event.
- Wages for temporary/contract event staff directly related to marketing for the festival or event.

- **Other Eligible Expenses**

- Translation costs directly related to the programming or marketing of the festival or event.
- Costs related to volunteer training for the event, site/visitor services or event security.
- Accessibility services and improvements to comply with the [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#) directly associated with the event programming (e.g., ramps, accessible viewing areas).
- Non-capital costs related to strengthening health and safety measures at the event (e.g., technology for digital contactless payment and admission).

- Sanitation services (handwashing stations, hand sanitizer dispensers).
- Other costs that have been approved in writing by the Province.

## **INELIGIBLE EXPENSES**

Ineligible expenses are any expenses that are not eligible expenses under the "Eligible Expenses" heading above and include:

- Expenses incurred outside of the eligibility period of April 1, 2026, to March 31, 2027.

### **Programming and Production**

- Production costs incurred outside of Ontario.
- Costs for festivals or events held outside Ontario.
- Costs related to the creation of permanent creative assets (e.g., sculptures).
- Competition prizes, prize money and monies paid to competition participants, as well as awards, trophies, and medals or costs for gifts, gratuities, honoraria or other items of personal benefit.
- Costs related to participants in eligible sporting events (i.e., uniforms, travel, hospitality).
- Food, unless for the purpose of a culinary demonstration.

### **Marketing**

- Marketing (other than media buys to tourist markets).
- Media buys targeting attendees who reside less than 40 kilometres from the event.
- Creative, production and associated staff costs, contract staff included (including photography, videography, graphic design).
- Printing of publications, production of television programming, digital assets, videos, DVDs and USB keys.
- Booking/packaging costs, corporate sponsorship events.
- Merchandise (e.g., for inclusion in attendee giveaways, promotional items, t-shirts for volunteers).

## **Staffing and Administrative**

- Salaries and wages for permanent staff and full-time contract staff.
- Administrative and overhead costs and any other operational or capital expenses related to an organization's activities:
  - Rent, telephone and communication lines/services, insurance, computers, utilities, maintenance costs, credit/debit card fees, membership, printing and subscription fees.
  - Travel costs, meals and incidental expenses for all staff (permanent, contract and event) and volunteers.
  - Capital costs (construction materials, motorized vehicles, land acquisition, purchase of equipment, stages, fixed or portable seating, computers/notebooks, depreciable assets).
  - Charitable donations.
  - Labour costs not directly related to the event.
  - Legal, audit or interest fees.
  - Fees relating to grant writers procured for preparing government funding applications.
  - Fees related to audit or engagement review financial statements.
  - Budget deficits, capital repayments or any repayments to other funding programs.
- Hospitality costs, excluding those for Canadian or International artists, performers and presenters.
- Volunteer costs (e.g., t-shirts), other than those specifically for volunteer training for the event.

## **Other Ineligible Expenses**

- Audience surveys, research or economic impact studies.
- Cost of alcohol or cannabis-related products.
- Harmonized Sales Tax or refundable expenses (e.g., security deposits).
- Any expenses not directly paid by the recipient organization or that will be

covered by in-kind revenues, in-kind services or funded by another source.

- Any costs related to transactions by organizations directly affiliated with the applicant or between enterprises under common ownership or control.
- Capital costs (e.g., construction materials, motorized vehicles, land acquisition, purchase of equipment, stages, fixed or portable seating, lighting structures, computers/notebooks, depreciable assets).
- Competition prizes, prize money and monies paid to competition participants as well as awards, trophies, and medals.
- Any costs related to gifts, gratuities, honoraria or other items of personal benefit.
- Costs incurred for events held outside of Ontario.
- Any costs related to transactions by organizations directly affiliated with the applicant or between enterprises under common ownership or control.
- Any expenses not directly paid by the recipient organization (i.e. by the organization directly receiving the funding).

## **PROCESS AND ASSESSMENT CRITERIA**

Due to limited funding availability and anticipated demand, the Marquee Event Program for 2026-27 is an invitation-only program. To be considered, applicants must complete and submit a Marquee Event Program Expression of Interest (EOI) submission. Ministry staff will review all EOI submission and contact organizers of eligible events that will be permitted to apply to the program.

If invited to apply, a full application form must be submitted in the Transfer Payment Ontario System for evaluation. It is your responsibility to ensure that your application is complete and has been successfully submitted along with all mandatory documents. If your application is incomplete or missing any mandatory documents, it will not be considered.

Do not include websites or non-mandatory attachments for reference purposes in your application. Websites and non-mandatory attachments will not be reviewed as part of the evaluation process.

Full applications that meet eligibility and mandatory program requirements will be evaluated according to a standard set of program criteria on how well they

demonstrate the following:

- Strong organizational and leadership capacity with proven ability to deliver the event, including a track record of having produced successful large-scale events and reported on outcomes,
- Solid financial health of the organization,
- A detailed event description, including programming, activities and services,
- Solid risk management plan for the event,
- A strong rationale for the event's national and/or international drawing power, including the attraction of large numbers of tourists,
- Strong economic impact in Ontario, including support for jobs within the province,
- Volunteer and leadership development opportunities,
- Legacy opportunities, i.e. longer-term positive outcomes and impact of the event for the local community and Ontario (could also extend further),
- A robust marketing plan with demonstrated outreach to tourist markets,
- Significant media exposure for the event and for Ontario, including nationally and internationally,
- Confirmed tourism, business and community partnerships that encourage increased spending in Ontario and extended length of visitor stays in the host community/province, and
- A well-balanced and detailed event budget providing evidence of diverse cash revenue sources (including applicant-generated, private-sector and earned revenue).

### **Expression of Interest Submission Assessment Criteria**

- Evaluation of the EOI submission is based on the following criteria:
  1. Event Description,
  2. Anticipated Performance Measures,
  3. Event Status (one-time or annual), and
  4. Event Cash Budget (anticipated event cash budget excluding in-kind contributions).
- If you have been selected to apply to the program, a ministry representative

will reach out to you.

<b>Full Application (via TPON) Assessment Criteria</b>	<b>Scoring Weight</b>
Organizational Capacity	20%
Event Description and Alignment with Program Objectives	35%
Marketing Plan	15%
Partnerships	10%
Performance Metrics and Impact	15%
Risk Management	5%
<b>Total</b>	<b>100%</b>

The Marquee Event Program is not an entitlement program, and the ministry reserves the right, in its sole discretion, to fund or not fund a project submitted to the program in full or in part.

## **HOW TO APPLY?**

Complete an Expression of Interest (EOI) submission through the Ontario.ca Central Forms Repository webpage. The ministry will evaluate all submitted EOI submission to determine which organizations and events will be invited to apply a full application.

If invited to complete the **Marquee Event Program Application**, the [Transfer Payment Ontario](#) (TPON)<sup>1</sup> system is your one-window access to apply for funding, check the status of your application and submit reports.

- The first step is to create a My Ontario account and ID, if you do not already have one.
- Creating a new My Ontario account **may take up to five days**, so please begin early.

---

<sup>1</sup> TPON requires Adobe Acrobat Reader to fill out the PDF application form.

- For assistance and additional resources, visit the “Get help” section on [Ontario.ca/getfunding](https://ontario.ca/getfunding) and view the e-learning video: [How to submit for funding](#).

### **Submission checklist: Mandatory Documents**

For the full application to be considered complete in TPON and eligible for assessment by the ministry, all mandatory documents listed below must be attached to your TPON submission.

- Marquee Event Program full application form** — completed, electronically signed and dated
- Incorporation documents** for your organization. If your organization is already registered in TPON but does not have incorporation papers attached to your organization's profile, please upload them to the attachments section of your new case file. This requirement does not apply to municipalities.
- Applicant organization's most recent audited financial statements** — final versions (not draft), prepared by a Chartered Professional Accountant. The statements must include income statement, balance sheet and the notes and opinion of the auditor.
- An economic assessment report** that estimates the event's economic impact to Ontario, such as the Ministry of Tourism, Culture and Gaming' [Tourism Regional Economic Impact Model \(TREIM\)](#) or a third-party economic impact report.

Note: All visitation numbers submitted in TREIM or other economic calculator must only include tourists, i.e. Ontarians travelling 40 km or more from the event site and all out-of-province tourists. Local Ontario visitors (within 40 km) should not be included in the TREIM or other economic impact calculators.

### **Final Application Submission and Deadline**

Full applications (via TPON) should be submitted **at least thirty (30) business days** prior to the event start date.

It is your responsibility to ensure that your application has been successfully submitted.

If you do not receive email confirmation of your grant submission within 24 hours,

please contact Transfer Payment Client Service at [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca) or at 416-325-6691 or toll free at 1-855-216-3090.

Once the ministry has received the complete application, further information may be requested, if needed, before the application is evaluated.

All evaluation and funding decisions are made by the Minister of Tourism, Culture and Gaming.

Once a decision has been rendered on an application, the applicant organization will be notified of the funding decision.

## **RECIPIENT OBLIGATIONS**

### **Acknowledgements**

Applicants are expected to comply with the [Ontario Human Rights Code](#) (the "Code") and all other applicable laws. Failure to comply with the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the ministry.

Applicants should be aware that Government of Ontario institutions are bound by the [Freedom of Information and Protection of Privacy Act](#), R.S.O. 1990, c.F.31, as amended from time to time, and that any information provided to them in connection with your Marquee Event Program application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

### **Successful Applications**

If your final application is successful, you will be required to:

- Sign a Transfer Payment Agreement (TPA) with the ministry outlining the terms and conditions for receiving funding,
- Carry at least \$2 million commercial general liability insurance coverage for your organization for the duration of the Agreement and add "His Majesty the King in right of Ontario, his ministers, agents, appointees and employees" as the additional insured on this coverage before the Agreement can be executed (refer to the Certificate of Insurance Instructions, Appendix 1),
- Report back to the ministry within 90 days following the event on the use of

funds, service deliverables and outcomes achieved using the Marquee Event Program final report form.

- Permit the province to verify/audit information submitted (at the discretion of the province) to ensure that it is complete and accurate and that funds were used for the purpose(s) intended,
- Agree that if the funds were not used, or will not be used for the intended purpose(s), if specified services were not delivered, or if the intended outcomes were not achieved, the province has the right at a future date to recover parts or all of the funds transferred,
- Obtain prior written consent from the ministry for any change to the event/project once funding is approved, and
- Acknowledge Ontario's support in electronic and print media as part of a visibility campaign, and in a form and manner directed by the province.

The ministry expects all grant recipients to comply with all federal, provincial and municipal laws and regulations (e.g., health and safety, environmental approvals, zoning by-laws, human rights, animal welfare, accessibility).

### **Reporting Requirements and Accounting**

In addition to completing the final report form through TPON, recipients must provide the following materials as part of the mandatory post-event reporting process:

1. An economic assessment report that provides the event's actual economic impact to Ontario (e.g., the Ministry's [Tourism Regional Economic Impact Model \[TREIM\]](#) or a third-party economic impact report),
2. Any other reports and publications produced as part of your event, including media summaries, visitor surveys and event results presentation, that support the actual performance metrics reported in your final report,
3. Audited financial statement that includes the statement of revenues and expenditures for the event and an auditor's opinion of assurance prepared by a third-party Licensed Public Chartered Professional Accountant. The auditor must confirm the Marquee Event Program expenses and provide an opinion

on the eligibility of these expenses<sup>2</sup>,

4. Any other details that may be requested by the Province.

Failure to provide a complete final report may result in the retention of the final grant payment, and recovery of all or a portion of funding may be requested. Failure to meet any reporting requirements may impact an organization's ability to receive future funding.

## **TECHNICAL SUPPORT**

**IMPORTANT:** The way to access TPON has changed. You are required to create an Ontario.ca (formerly called a My Ontario) account for secure access to TPON. Please note, this name change should not affect your ability to log in to your account if it was created under the name former name of My Ontario Account.

For further information, see the Creating a Ontario.ca Login [guide](#) and the How to Navigate the Transfer payment Ontario system [video](#) in preparation for creating your Ontario.ca account.

Applicant organizations should ensure they know the email address that is associated with their TPON account.

Creating a new account may take up to several days, so please begin early.

For technical questions related to TPON must be directed to Transfer Payment Ontario Client Care.

- Monday - Friday 8:30 a.m. to 5:00 p.m. (ET, excluding statutory and government holidays)
- Telephone: 416-325-6691 or 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll Free: 1-800-268-7095
- Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

---

<sup>2</sup> Including note of the Marquee Event Program grant amount.

## Appendix 1: Certificate of Insurance Instructions

**(Not required at time of application, but will be requested prior to Agreement execution)**

- All grant recipient **organizations** are required to carry at least \$2 million commercial general liability (CGL) insurance coverage before the legal grant agreement can be executed.
- The insurance must be in the name of the recipient organization.
- The required insurance coverage limit can be made up of a primary CGL policy with a limit of \$1 million and an umbrella liability policy (commercial) with a limit of \$1 million for a combined limit of \$2 million.
- It is mandatory that “His Majesty the King in right of Ontario, his ministers, agents, appointees and employees” be added as an additional insured.
- The insurer must have a secure A.M. Best rating of B+ or greater, or the equivalent.

A certificate of insurance must:

1. State that the insured party is the recipient organization with whom the ministry has contracted. This is important since a policy will only respond to cover the Named Insured on the policy.
2. Identify the dates of coverage. Recipients must carry the required insurance for the duration of the TPA (the date of signing to 150 days post event) and will be required to provide a renewed certificate if it expires before the TPA's expiration date.
3. Identify the Ministry of Tourism, Culture and Gaming as an additional insured, represented in the following language, **“His Majesty the King in right of Ontario, his ministers, agents, appointees and employees.”** This phrase should appear on the certificate face under a memo heading or special note box.
4. The Certificate of Insurance must evidence (show on the certificate) CGL insurance on an occurrence basis with a limit of no less than \$2 million dollars and shall include:
  - i. “His Majesty the King in right of Ontario, his ministers, agents, appointees and employees” be added as an additional insured; and
  - ii. Third party bodily injury; and
  - iii. Personal injury; and

- iv. Property damage; and
  - v. A cross-liability clause; and
  - vi. Contractual liability coverage.
5. List the ministry as the Certificate Holder and include the ministry's mailing address in this section of the policy:
    - Ontario Ministry of Tourism, Culture and Gaming
    - Tourism, Culture, and Gaming Policy and Program Division
    - Tourism Policy and Program Branch
    - 400 University Avenue, 5th Floor
    - Toronto, ON M7A 2R9
  6. Include a statement that the certificate holder (the ministry) will be notified of any cancellation or material change within 30 days.
  7. Include the signature of an authorized insurance representative.

## **Appendix 2: Setting Up/Updating your Electronic Funds Transfer (EFT)**

Ensure your Electronic Funds Transfer (EFT) information is complete

All funds are sent by electronic funds transfer (EFT) and require the legal organization to be set-up for payment with the province. If you are not currently registered or recently made changes to your banking, please review the information below. No action is required if your supplier registration is complete and up to date.

If a legal organization has not previously registered:

- Expect to receive an invitation to register from [arms@ontario.ca](mailto:arms@ontario.ca) with the subject line: *Action Request Management System (ARMS) - Access Granted for Supplier Name*, within five business days.
- Add [arms@ontario.ca](mailto:arms@ontario.ca) to your contacts to ensure this email does not go to your junk-mail folder. Instructions in the email will provide a link to the registration page.
- Ensure the name on the EFT form and void cheque match the legal name on your application to avoid delays in processing your payments.
- Ensure your legal name and address aligns with what is listed in TPON and with your banking. If this has changed in the last year, you need to complete a new ARMS request as outlined below.

If a legal organization is registered for EFT but banking details have changed, an update is required. To complete this:

- Send an email within 10 business days to Marquee Program at [Marqueeprogram@ontario.ca](mailto:Marqueeprogram@ontario.ca) with subject line: *EFT Update Required – (legal name of your organization)* and in the body of the email outline that a banking information update is required.
- An update invitation will be then sent from [arms@ontario.ca](mailto:arms@ontario.ca) with the subject line Action Request Management System (ARMS) - Access Granted for Supplier Name. Please add [arms@ontario.ca](mailto:arms@ontario.ca) to your contacts to ensure this email does not end up in your junk-mail folder. Instructions in the email will provide a link to the registration page.

### **Appendix 3: Announcements and Media Event Requirements**

Under the program agreement, participating organizations may only make funding announcements with prior written approval from the ministry. In addition, ministry officials may invite program participants to take part in scheduled announcement events.

### **Appendix 4: Tax Compliance Verification Instructions**

#### **(Not required at time of application)**

Some organizations are required to confirm their good standing with tax laws to receive transfer payment funding from the province.

Confirmation of good standing must be shown through the completion of an attestation and separate tax compliance verification (TCV), which will both be considered before funds are provided.

#### **An attestation and TCV must be submitted if the following apply:**

- If your organization received cumulative transfer payment funding of \$10 million or more from the province in the previous fiscal year or is entering into a transfer payment agreement with a contract value of \$10 million or more; and
- Prior to entering into a net-new agreement, an existing agreement that is being renewed or an existing agreement that is being amended to include new time-limited discretionary funding.

Please note that your organization is only required to submit this to the province once prior to entering into a new transfer payment agreement, renewing an

agreement or amending an agreement to receive new discretionary funding; and the attestation is valid one year from the date of submission.

That means, if you had submitted an attestation a year ago, you would only need to re-submit (after the previous attestation has expired) if you intend to enter into another transfer payment agreement with the province (new, renewed, or amended).

Organizations may choose to complete and submit this form voluntarily.

### **Completing the TCV**

For steps and information on how to verify your tax compliance status, please go to the [Check your tax compliance status](#) webpage; additional information can be found by visiting the [Frequently Asked Questions \(FAQs\) – Tax Compliance Verification Program \(TCV\)](#) webpage.

### **Completing the Attestation on Transfer Payment Ontario (TPON)**

For New Users:

- New users will need to create a My Ontario account to log in to TPON.
- The attestation is part of the registration process. Completion of the attestation can be done at any time and requires the organization to input information from a completed TCV check. Once the completed attestation is submitted, it will be reflected within your organizational profile.

For Existing Users:

- Log into TPON with your My Ontario account.
- Update your organization's information and move to the attestation section.
- Complete the attestation. Completion of the attestation can be done at any time and requires the organization to input information from a completed TCV check. Please check with your funder if the attestation is required.

### **Appendix 5: Applicable Ontario Environmental and Labour Laws**

- Organizations are required to confirm their good standing with all applicable Ontario environmental and labour laws to receive transfer payment funding from the province.
- Confirmation of good standing must be shown through the completion of an attestation before funds are provided.

- Applicants must undertake that (i) if selected for the contract award, they will be in good standing with all applicable Ontario Environmental and Labour Laws at the time of entering into an Agreement and (ii) that they will take all necessary steps prior to entering into an Agreement in order to be in full compliance with those Environmental and Labour Laws at the time of entering into the Agreement.
- For the purposes of this Attestation, “**Environmental Laws**” means all statutes and associated regulations administered by the Ontario Ministry of the Environment, Conservation and Parks, and “**good standing**” with environment laws means that the organization has not been convicted by a court within the last year and has no ongoing appeals.
- For the purposes of this Attestation, “**Labour Laws**” means all statutes and associated regulations administered by the Ontario Ministry of Labour, Training and Skills Development, and “**good standing**” in respect of labour laws means that the entity has not been convicted of an offence under the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, the *Workplace Safety and Insurance Act, 1997* and the *Employment Standards Act*, S.O. 2000, c. 41 in a proceeding commenced under Part III of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, during the preceding year.
- **Failure to make that Attestation may result in the Applicant's disqualification.**
- To complete this Attestation on Transfer Payment Ontario (TPON), follow the instructions outlined in Appendix 2 above.