French Translation Services

Note:  We are currently approving and actioning all Partnership Programs.  To date we have in excess of 50 projects that are currently being assisted through our Partnership Programs. Expenditure of funds in Partnership Programs is contingent on adherence to the Province’s Emergency Orders.

If the documents linked to below do not appear automatically, you may find them in your downloaded documents. Links in red font indicate those that you are required to read for this application (although we encourage you to read them all). Read the [Partnership Program Guidelines](https://rto7.ca/Documents/Public/Partnership-Funding-Projects/GUIDELINES-1) before this application.

* French language translation services for web, video subtitles and/or print media
* Translation of collateral that is suited to the Quebec French market e.g. beaches or cycling collateral for the Quebec market
* Managed by RTO7; managed and executed by the RTO7 Agency of Record (MJ Translation – French)
* $1 receives $1 ($1 partner matched by $1 partnership funds) to a combined maximum of $2,000 per project. Example $1,000 leverages to $2,000
* Minimum $350 investment from the partner (can be a single tourism entity or a tourism group/DMO/tourism organization)
* Translation fees:
  + French @ $0.225/word (individual words counted only once, pricing subject to change)
* Partner is responsible to provide text to be translated in a workable format e.g. Word file
  + If this is not possible, a pdf or jpeg or beta website (review of final formatting) will suffice
* Content for translation is ideally provided in one batch (as there is a minimum fee/batch)
* A cost estimate will be provided upon provision of the English text (for approval before translation commences)
* Translation typically requires one to several weeks depending on the extent of work
* Service includes proofing of your final formatted layout if provided by partner (in pdf format)
* To ensure timely and constructive execution of the planning and actioning of the project please select one representative only to act as the decision maker and liaison with RTO7 and MJ Translation

**Regional Tourism Organization 7**

**2020/21 Partnership Program Application**

**French Translation Services**

*Please type directly into the form and save a copy to your computer.*

*Print off and sign the final page.*

*Application forms should be emailed to* [*partnerships@rto7.ca*](mailto:partnerships@rto7.ca)*.*

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| **Stakeholder Partner/Applicant**  **Organization’s legal name, website address** (for multiple partners - please identify lead partner here and attach details of additional partner(s) on a separate page) |  |
| **Contact Information** of person responsible for this application /lead partner contact  Please include name, title, **address**, phone and email |  |
| **Project Name** |  |
| **Translation Language** | French |
| **Project Date(s)** |  |

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| **Funding Amount to be Contributed by Partner** (i.e. RTO7 will invoice you for this amount – which must **include** HST) | Partner Contribution: $   * $200.00 Administration Fee = *Total Partner Payment (waived for 2020/21)* |
| **Funding Ratio** | **$1 Partner : $1 MHSTCI** |
| **Total project budget** |  |

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| **In-kind contributions by partner** (if applicable) | *An estimate of the number of words to be translated.*  *Provision of text to be translated extracted into a Word file.*  *Partner is responsible for layout/formatting of collateral although translator will proof final formatting.* |
| **Please explain the need for this project.** | |
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| **What do you see as the key activities and critical deadlines (milestones) of the project? Who do you see completing these activities?** | |
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| **Performance Metrics -**  Provide anticipated outcomes for the performance metrics you will gauge your project success by. At project completion, you will be required to report (in your final report) on ALL the metrics below that are relevant to your project.  For an explanation of these and other useful tourism performance metrics, please click [here](https://rto7.ca/Public/Programs/Resource-Guide#PerformanceMetrics) ([Performance Metrics video](https://www.youtube.com/watch?v=yWaAJ61OPLs&list=PLPEhrpIalfOGTFdz-NV5d_xMYQyWPQ6wY&index=5) and [Importance of Data](https://www.youtube.com/watch?v=IoIpyCpb2zg&list=PLPEhrpIalfOGTFdz-NV5d_xMYQyWPQ6wY&index=6) video).   |  |  | | --- | --- | | **Metric:** | **Anticipated:** | | Process of working with the translator |  | | French content live on website (or in print) |  | | Anecdotal reports of increased French inquiries, visitation, etc. |  | | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | | |

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| **Preparation – Please confirm the following in order to qualify for funding** |

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| Partner will provide an estimate of number of English words to be translated  Partner will provide all text to be translated in a workable format (Word file)  Partner will format translated text into collateral, website etc. for final proofing by agency  Partner will acknowledge RTO7’s and the Ministry’s support by displaying the ‘BruceGreySimcoe – Always in Season’ Logo ([JPG](http://rto7.ca/Public/Files/Brand-Assets/BGS-Logo-with-Tagline/BGS_Logo_AlwaysInSeason_CMYK-1.aspx), [EPS](http://rto7.ca/Public/Files/Brand-Assets/BGS-Logo-with-Tagline/BGS_Logo_AlwaysInSeason_CMYK.aspx)) with an active link to [www.brucegreysimcoe.com](http://www.brucegreysimcoe.com) and the Ontario Logo [(](http://rto7.ca/Documents/Public/Partnership-Funding-Projects/ON_POS_LOGO_RGB-1)[PDF](http://rto7.ca/Documents/Public/Partnership-Funding-Projects/ON_POS_LOGO_CMYK-1), [EPS](http://rto7.ca/Documents/Public/Partnership-Funding-Projects/ON_POS_LOGO_CMYK)) on their website  Collateral developed using the translated text will include the ‘BruceGreySimcoe’ and Ontario logos  The support of RTO7 and the Province will be acknowledged in communications both internally and externally (e.g. newsletter, press release, board reports, etc.)  Partner(s) maintain an active operator listing(s) (at no charge) on the [www.brucegreysimcoe.com](http://www.brucegreysimcoe.com) website and listed offerings, events, videos, social media, etc. Contact Allison Davies [adavies@rto7.ca](mailto:adavies@rto7.ca) 705-888-8728 for assistance if required. Partner also maintains a free listing on [www.ontariotravel.net](http://www.ontariotravel.net).  Partner has [signed up](http://rto7.ca/Public/Special-Pages/Mailing-List-Signup) to receive RTO7’s E-newsletter communications  At least one representative of the partners’ organization has completed the **FREE** [BruceGreySimcoe Service Excellence Training](https://rto7.ca/Public/Resources/BGS-Tourism-Service-Excellence-Training). Note that partners will have until March 31/21 to complete and submit a copy of Certificate of Completion to RTO7. It is strongly recommended that at least one representative of the partners’ organization also complete the **FREE** [It’s Your Shift (Sexual Harassment & Violence) Training](https://rto7.ca/Public/Programs/It-s-Your-Shift)  Partner is required to submit a final report to RTO7 within 30 days of completion of the project  Partner has (or will) consider/reflect on [sustainable tourism practices](https://rto7.ca/Public/Programs/Resource-Guide#SustainableTourism) ([video](https://www.youtube.com/watch?v=edIe1aDDfJ4&list=PLPEhrpIalfOGTFdz-NV5d_xMYQyWPQ6wY&index=8&t=0s)) as they relate to their business  **Attestation:**  I confirm that the source of funds to be contributed is consistent with [eligible sources of funds,](https://rto7.ca/Public/Programs/Resource-Guide#IneligibleSourcesofFunds)  I have read and understand all information contained within the following documents/links above (identified as Mandatory in the [Attestation Matrix](https://rto7.ca/Public/Programs/Resource-Guide#AttestationMatrix), and in red font above):   * Guidelines * Target Markets & Activities * Sustainable Tourism * BruceGreySimcoe Customer Service Excellence Training * RTO7 E-newsletter signup * BGS & Ontario Logos |

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| The information supplied above is accurate to the best of my knowledge.  Authorized Signature (application must be signed) Date  Name and Title |

The BruceGreySimcoe Service Excellence Training has been successfully completed by: *Insert name*

*Please help us to improve…*

Did you find this application easy to complete? (please highlight)

Very  Somewhat  Not at all

Understanding that all information is needed to effectively evaluate your submission, what changes would you make to the application?