



PLEASE PRINT

Financial Support for Meetings and Conventions

APPLICANT DETAILS

SECTION 1

Organization _____

Name of Event _____

Location _____ Event Date _____

Contact _____ Position _____

Telephone _____ Email _____

ELIGIBILITY CRITERIA

SECTION 2

A. Financial and in-kind support will be limited to meetings, conventions and sporting events sponsored directly by:

- Community/Charitable Group
- Professional Associations
- Business/Trade Associations
- Labour Union
- Government Associations

B. Meetings, conventions and sporting events must be either:

- Regional
- National
- International

*Local and Provincial are not eligible.

C. Percentage of Delegates from the Province vs. outside the Province

Total number of participants

- Newfoundland
- Canada
- International

D. Financial contributions and/or in-kind services will be provided to the following maximum levels of support:

<u>Number of participants</u>	<u>Maximum contribution</u>
Less than 200	\$500
200-500	\$750
Greater than 500	\$1000
Special circumstances	\$2500
Special circumstances	In-kind*
Special circumstances	Reception/Dinner*

*explanation required in event details

EVENT DETAILS

SECTION 3

Approve

Decline

City Clerk _____ Date _____

Please see the following for related City Policy: <http://www.stjohns.ca/city-hall/about-city-hall/corporate-and-operational-policy-manual>

Please send completed form to:

City Clerk's Office
P.O. Box 908, 10 New Gower Street
St. John's, NL A1C 5M2

For further information:
E-mail: cityclerk@stjohns.ca