



PLEASE PRINT

# Financial Support for Meetings and Conventions

**APPLICANT DETAILS**

**SECTION 1**

Organization \_\_\_\_\_

Name of Event \_\_\_\_\_ Event Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Position \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

**ELIGIBILITY CRITERIA (please attach all supporting documentation)**

**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 circumstance          | Reception/Dinner*           |
- \*explanation required in event details

**CITY POLICY**

**SECTION 3**

[Finance Support - Meetings and Conventions Policy](#)

[Corporate and Operational Policy Manual](#)

[Empty area for event details]

Approve

Decline

City Clerk \_\_\_\_\_ Date \_\_\_\_\_

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](mailto:cityclerk@stjohns.ca)

