

	CS – Meeting, Convention, & Sporting Event Grants Application	Community Services
	Meeting, Convention, or Sporting Event Grant Application	

Applicant Details	SECTION 1
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Organization _____

Contact _____ Title _____

Telephone (main) _____ (cell) _____

Address _____

Email _____ Website _____

Name of Event _____

Event Date(s) _____ Event Location _____

Event Details	SECTION 2
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The meeting, convention, or sporting event shall have at least 75 percent of delegates, athletes, coaches, and/or officials from outside the province, in order to be considered eligible.

Total Number of Attendees: Province _____ Canada _____ International _____

Provide a brief description of the event and intended use of the funds requested.



Important Information	SECTION 3
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- Application must include a detailed event budget.
- Application must include confirmation of delegates broken down by geographic location (ie: Province, Canada, International).
- Grant funds will only be released once confirmation of delegate registration details have been received.
- Incomplete application will be considered ineligible.

Funding Allocation Table	SECTION 4
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The City of St. John’s offers limited funding for meeting, convention, and sporting event grants. The following amounts are available to those who qualify.

Number of Delegates, Athletes, Coaches and/or Officials	Funding Available
Less than 100	Up to \$500
101 to 199	\$1000
200-499	\$1250
Greater than 500	\$1500

Applicant Declaration (two signatures required for groups/organizations)	SECTION 5
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It is the responsibility of the applicant to ensure all required information is submitted. Incomplete applications will be considered ineligible.

I AFFIRM THAT the information in this application is accurate and complete, and the financial information is fairly presented. I agree that once funding is provided, any change to the organization program delivery will require prior approval from the City of St. John’s. I agree to publicly acknowledge funding and assistance by the City of St. John’s. I understand that the information provided in this application may be accessible under the Access to Information Act. I also agree to respect the spirit and intent of the various acts governing the programs of the City of St. John’s.

Signature of two principal officers of the group or organization:

Name _____ Title _____

Address _____

Signature _____ Date _____

Name _____ Title _____

Address _____

Signature _____ Date _____

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of the processing of Meeting, Convention, and Sporting Event Grant Application. Questions about the collection and use of the information may be directed to Supervisor of Tourism and Events at citygrants@stjohns.ca

Please send completed form to:

Email: citygrants@stjohns.ca

For Further Information:

Email: citygrants@stjohns.ca

Call: (709) 570-2186