

TOURISM PEI Hosting Grant

Purpose

The Tourism PEI Hosting Grant is available to provide financial assistance to PEI organizations holding national, international or regional meetings, conventions or events in the tourism shoulder season.

Policy

The policy regarding assistance for hosted conferences, meetings and events is as follows:

- (a) The conference, meeting or event must be **one time only** and held in the **tourism shoulder season**, that is any month **other than July or August**.
- (b) Regional events must have a minimum of 200 out-of-province registered delegates.
- (c) Events that qualify for assistance through programs of other government departments will not normally be considered for funding assistance under the hosting program. In the case of major cultural or sporting events with demonstrated benefits to the province, exceptions may be considered.
- (d) Requests for assistance for hosting sporting events will be considered only for national or regional events **sanctioned by the appropriate national sport governing body**.
- (e) Approved funding may only be used for the purpose of assisting in the cost of a meal at an opening reception, brunch or closing banquet. The applicant must provide the banquet invoice from the establishment where the event was held.
- (f) The hosting grant subsidization will be limited to \$10.00 (ten dollars) per registered delegate to a maximum of \$5,000.00.

Administration

- (a) Requests for assistance must be submitted on the attached Tourism PEI Hosting Grants Application form.
- (b) Once all of the information required is received, applications will be assessed on a first come first serve basis within the limitations of the program budget.
- (c) Applicants will be notified on the status of their applications.
- (d) If an application is approved, the applicant will receive confirmation of approval. The Tourism PEI Hosting Grant will be paid out following completion of the eligible event and after receipt of financial information confirming the costs of the official function and the number of official registrants. **The program will only support registered conference participants and official guests.**
- (e) The Province of PEI will be acknowledged at the function as its sponsor.

TOURISM PEI Hosting Grant

APPLICATION

1. Name of Activity: _____
2. Date(s) & Location of activity: _____

Please classify your activity as one of the following:
 - International or National/Provincial Meeting/Conference: _____
 - Special Event: _____
 - Regional (Minimum of 200 delegates): _____
3. Name of Applicant/Sponsoring Group/Association: _____
4. Contact Person: _____ E-mail _____

Event Chairperson: _____

Complete Mailing Address: _____

Telephone: (Home) _____ (Bus.) _____

Fax: _____
5. Provide a brief description of the sponsoring organization, including a list of current executive:

6. Provide an itinerary/agenda/schedule of events.

7. - Estimated number of registered delegates: _____

- Estimated number of registered delegates from out of province: _____
- Estimated number of delegates and official guests attending the banquet/reception: _____
- Where will your banquet be held: _____
- What is the quoted (banquet/reception) price per person: _____

8. Has the same event been held in PEI before? If yes, indicate when, where, and if a provincial grant was provided.

9. In what City or Province was this event last held?

10. Is your organization applying for financial assistance for this event from any other programs within the Provincial Government? _____

If yes, please explain:

11. Provide a statement/proposed budget of expenditures and revenue. Please include sponsorships, registration fees, etc.

12. Amount of assistance requested (based on \$10 per registered delegate, maximum \$5,000)

\$_____.

Signature: _____

Date: _____

This grant may only be used for the purpose of assisting in the cost of a meal at an opening reception, brunch or closing banquet, based on an invoice from the caterer. No other banquet related costs are eligible.

Please forward applications (prior to the event) directly to:

Melody Gay
Tourism PEI
PO Box 2000, Charlottetown, PE, C1A 7N8
Tel: 902-368-6339; Fax: 902-368-4438
E-mail: mlgay@gov.pe.ca

Applicant Freedom of Information and Protection of Privacy Act Commitment

Personal information on this form is collected under authority of the *PEI Freedom of Information and Protection of Privacy Act* (FOIPP) for program administration purposes. Questions regarding the collection or use of this information can be referred to the Director of Strategy, Evaluation and Industry Investment at 902-368-5530.