

# TOURISM PEI Hosting Grant

## Purpose

The Tourism PEI Hosting Grant is available to provide financial assistance to PEI non-profit 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.
- (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:

- Regional (Minimum of 200 delegates): \_\_\_\_\_

- International or National/Provincial Meeting/Conference: \_\_\_\_\_

- Special Event: \_\_\_\_\_

3. Name of non-profit organization: \_\_\_\_\_

4. To what non-profit group should the cheque be made payable to? (not an individual)

\_\_\_\_\_

5. Contact Person: \_\_\_\_\_ E-mail \_\_\_\_\_

Event Chairperson: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Bus.) \_\_\_\_\_

Fax: \_\_\_\_\_

6. Provide a brief description of the sponsoring not-profit organization, including a list of current executive:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

10. In what city or province was this event last held?

\_\_\_\_\_

11. Is your non-profit organization applying for financial assistance for this event from any other programs within the Provincial Government? \_\_\_\_

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

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

13. 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. Assistance will only be granted if invoices are received on or before March 31 of the year the event is held.

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

**Development Division**  
**Department of Economic Development and Tourism**  
**Hosting Grant Funding Program**  
**PO Box 2000, Charlottetown, PE C1A 7N8**  
**Email: [tourismapplications@gov.pe.ca](mailto:tourismapplications@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 Janet Wood, Strategic Initiatives at 902-368-5508.