

**CITY OF MONCTON
GRANT APPLICATION – CONVENTIONS AND MEETINGS**

Name of organization: _____

Contact:

Name: _____

Address: _____

City/Town: _____ Postal code: _____

Telephone : _____ (Residence) _____ (Business)

Fax: _____ E-mail: _____

Name of convention: _____

Dates: _____

Facility: _____

Type of convention: _____(regional) _____ (national) _____(international)

Provide brief description: _____

Number of participants: _____

Budget: *(attach a detailed budget of event outlining revenue, including sources of revenue and detailed expenses.)*

Are you requesting convention marketing support?

_____ Yes _____ No

Are you requesting transportation services?

_____ Yes _____ No

If yes, how do you plan to utilize this support?

Amount requested to the City of Moncton: _____

Have you had contact with the City of Moncton's Tourism Division to register your conference or to seek support?

_____ Yes _____ No

Who was the contact? _____

ON BEHALF OF _____, I HEREBY MAKE APPLICATION TO THE CITY OF MONCTON FOR GRANT SUPPORT FOR THE CONVENTION AS NOTED IN THIS APPLICATION.

SHOULD THE CITY OF MONCTON PROVIDE A GRANT TO THIS EVENT, I ACKNOWLEDGE OUR ORGANIZATION WILL ENTER INTO A LETTER OF UNDERSTANDING WITH THE CITY AS TO THE TERMS AND CONDITIONS OF FUNDING AND THIS GRANT SHALL BE THE TOTAL AMOUNT OF FUNDS PROVIDED BY THE CITY OF MONCTON.

SIGNATURE

POSITION

DATE

RETURN TO: Economic Development Department
 Moncton City Hall
 655 Main Street
 3rd floor
 Moncton, NB E1C 1E8

****Directly off the Elevators****

GRANT FOR CONVENTION ASSISTANCE

DEFINITION - A convention is defined as an official gathering of people as approved by the sanctioning body, for the purpose of conducting business through meetings, seminars or trade shows. For the purpose of this definition, corporate functions of the private sector are not eligible for funding under this process.

The convention should have positive economic impact on the community and provide an opportunity to promote Greater Moncton as a tourism destination.

GRANT PROCESS

1. Application for convention support must be received a minimum of six months prior to event, and fifteen months prior to event if marketing dollars are to be accessed.
2. Staff review applications and advise Council.
3. Letter of Understanding entered into between City and Committee clearly outlining responsibilities of both parties.

GRANT TERMS - First phase of funding to be provided to assist in pre-marketing of Moncton at convention, prior to the year held in Moncton. Balance of funding to be provided 30 days prior to convention upon presentation of list of registered delegates.

City to be listed as convention sponsor and entitled to appropriate benefits.

FUNDING LEVELS – DEFINITION OF TERMS FOR CONVENTION FUNDING:

International - A minimum of one third of participants shall be from outside Canada.

National - More than six Canadian Provinces represented with a minimum of one third of participants from outside New Brunswick.

Regional - Up to six Canadian Provinces represented with a minimum of one third of participants from outside New Brunswick.

Funding levels are all inclusive and may be applied to services and/or a financial commitment based on request.

	300-500 room-nights	501-1500 room-nights	1500 + room-nights
Regional	up to \$250	up to \$500	up to \$750
National	up to \$500 plus up to \$500 Marketing	up to \$1000 plus up to \$750 Marketing	up to \$1000 plus up to \$1000 Marketing
International	up to \$500 plus up to \$500 Marketing	up to \$1000 plus up to \$1500 Marketing	up to \$1500 plus up to \$2500 Marketing