

APPENDIX “A”

TOURISM HAMILTON CONVENTION GRANTS GUIDELINES

The purpose of this grant is to provide assistance in the provision of hospitality for visiting delegates, representatives or participants in conventions, conferences and meetings **being held in the City of Hamilton**, and where at least the majority of the participants are from **outside the City of Hamilton**, as determined by the following specific guidelines:

1. Each applicant seeking a grant will be required to complete the necessary questionnaire “Tourism Hamilton Convention Grant Application” and submit a copy to the office of Tourism Hamilton up to twelve weeks prior to the event to allow sufficient time for processing. This process entails review by the Tourism Hamilton Staff for completeness and compliance with these guidelines. The recommendation is circulated to Members of the Board of Directors, Tourism Hamilton Inc. for review, consideration, recommendation and final approval. After final approval is granted, Tourism Hamilton will contact you with the recommendation, forward a letter and cheque made payable to your organization with the approved grant amount post event.
2. To qualify for grant your organization must:
 - a) Be a **non-profit organization** (The Ontario Municipal Act prohibits municipalities from providing grants to manufacturing or profit-oriented operations) with copies of the Constitution, Charter and/or By-Laws. **Proof required.**
 - b) The applicant must provide the previous year’s accommodation room materialization, i.e. how many commercial accommodation bedrooms were used on peak night(s).
 - c) The organization must provide information on number of paid registered delegates, participants, officials, and volunteers involved with the event.
3. Festivals, carnivals or celebrations shall be required to first **seek financial support directly from the City of Hamilton Community Grants Program**. In no circumstances shall funding be provided by Tourism Hamilton Convention and Sport Tourism Grants in addition to funding from the City of Hamilton Community Grants Program.
4. Based on your application, Tourism Hamilton will be confirming materialization with your hotel of choice, number of delegates, participants, officials and volunteers.
5. Grants are normally limited to a maximum of \$4 per out of town participant, subject to a total maximum of \$1,000.
6. Payment of approved grant funds will only be made available post-event and when Tourism Hamilton verifies information provided in the “Tourism Hamilton Convention Grant Application”.

7. In return for receiving a grant, event organizers are to include recognition of Tourism Hamilton (either logo or wording) in the event program, advertising, brochures and flyers or other agreed upon recognition.
8. Tourism Hamilton has the right to review and change the application without notice.
9. The information collected is in accordance with the Tourism Hamilton privacy policy. The Tourism Hamilton Privacy Policy is based on the standards required by PIPEDA, and Tourism Hamilton's interpretation of these responsibilities. To view the Tourism Hamilton Privacy Policy, please visit our website at www.tourismhamilton.com.
10. If you disagree and would like to appeal this decision, please place it in writing to the attention of Tourism Hamilton, outlining your disagreement and further information that may be beneficial. This will be presented to the Tourism Hamilton Board for consideration. You may be asked to make a presentation to the Tourism Hamilton Board.
11. Grant applications are reviewed for approval twice a year by the Tourism Board of Directors; end of January and beginning of September annually. Deadline for application submissions are January 10th and August 10th, the year when the event is being held.

TOURISM HAMILTON CONVENTION GRANT APPLICATION

*Kindly complete this form and forward to Mira Todorovic, Convention Sales Coordinator, Tourism Hamilton
Tourism Hamilton, 34 James St. S., Hamilton, ON L8P 2X8. Ph: 905-546-2424 x 5465 Fax: 905-546-2667 E-mail: mira.todorovic@hamilton.ca*

Contact Person: Telephone:

E-mail address: Fax:

Organization Name:

Address:

Name of Convention:

Date of Convention

Location of Convention:

Has funding been requested/approved by any other Municipality?

Provide a brief history of your organization (Constitution, Charter and/or By-Laws) and indicate if it is incorporated as a **non-profit** or **charitable** organization:

Non-profit Registration Number:

What are the general objectives and/or functions of your organization?

Provide number of commercial accommodation bedrooms used on peak night at previous year's conference or anticipated number of bedrooms to be used. Minimum requirement: 50 room nights. Please provide supporting documents, if requested (i.e. rooming list, contract with hotel)

Provide number of total paid registered delegates at previous year's conference

Number of People Attending this year:

Number of People Attending

From **OUTSIDE** of the City of Hamilton:

Amount of Grant Request:

Explain briefly the nature of the event for which financial assistance is requested. (i.e. Annual Conference, Opening Ceremonies/Reception/Banquet, Speakers, Transportation etc.).

THANK YOU FOR YOUR EFFORTS IN BRINGING CONVENTIONS TO THE CITY OF HAMILTON