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**SECTION 19**

**GRANTS**

**19.02 ASSISTANCE FOR HOSTING CONFERENCES,  
MEETINGS AND SPECIAL EVENTS**

**AUTHORITY:** TREASURY BOARD

**ADMINISTRATION:** TREASURY BOARD SECRETARIAT

**EFFECTIVE DATE:** DECEMBER 2023

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## 19.02 ASSISTANCE FOR HOSTING CONFERENCES, MEETINGS AND SPECIAL EVENTS

### (1) PURPOSE

The purpose of this policy is to provide Government's policies and criteria for providing financial assistance to:

- (a) organizations holding national meetings, international and regional meetings, conventions and events; and
- (b) Government departments hosting conferences.

### (2) APPLICATION

The application of this policy is referenced to the Schedules of the *Financial Administration Act* (FAA) and applies as follows:

- Schedule "A" - Departments except the Legislative Assembly
- Schedule "B" - Crown corporations
- Schedule "C" - Education Authorities
- Schedule "D" - Commissions

except to the extent that their enabling legislation may incorporate alternate requirements, such as Ministerial or Board Authority.

While this policy **does not apply** to the Legislative Assembly or Reporting Entities subject to alternate legislation, the **spirit and intent** of the policy should serve as a **guideline** for these entities in developing their own policies. Reporting Entities that develop policies differing from Treasury Board policy require approval of Treasury Board.

### (3) POLICY

In general terms, the policy regarding assistance for hosted conferences, meetings and special events is applied as follows:

- (a) The conference, meeting or special event should be one-time only and held in the shoulder/off-tourism season, that is, any month other than July and August.
- (b) Financial assistance is provided to provincial organizations hosting regional, national and international events. 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 through the hosting program. In the case of major cultural or sporting events with demonstrated benefits to the province, exceptions may be considered.

- (d) If approved, the funding must be used for the purpose of assisting with the cost of an opening reception, brunch or closing banquet with the requirement that the applicant must provide a verification of the cost from the establishment where the event was held.
- (e) Requests for assistance for hosting sporting events will be considered only for national or regional events sanctioned by the appropriate national sport governing body.
- (f) The hosting grant subsidization will be limited to \$10.00 (ten dollars) per registered delegate to a maximum of \$5,000.

#### **(4) PROCEDURES**

- (a) Requests for assistance are submitted on the Hosting Grants Application for Funding Assistance Form (see Attachment 19.02-I) to the administrator for the department from which funding is being requested. Any supporting documentation that could be used to substantiate the request should be included with the application form.
- (b) The following information is required in support of the application for funding assistance:
  - (i) a brief description of the organization seeking support, the purpose of the event, attendance expected and information on activities planned;
  - (ii) details as to the time, date and location of the event for which support is requested; and
  - (iii) a projected budget of revenue and expenditures for the anticipated event.
- (c) Once the completed application and supplementary information has been received, the administrator will review and assess each application. The Deputy Head of the funding department or agency will provide the final approval on all Hosting Grants applications. If the request meets the funding criteria, a commitment for assistance is extended subject to receipt of official numbers of delegates and verification of costs from the establishment where the event was held.

#### **(5) INTERPRETATION**

In cases where an interpretation is required, such should be referred to the Secretary to Treasury Board, or their delegated officer, who will make the interpretation or refer the matter to Treasury Board, if a Board decision is deemed necessary.