



## Qualicum Beach Chamber of Commerce Community Grant Application Information

### Policy

- Through its grant program, the Qualicum Beach Chamber of Commerce supports initiatives designed to improve the quality of life in the areas served by the chamber.
- Grants are made to organizations that have not-for-profit status and are registered with the Province of British Columbia under the Societies Act.
- All applications are considered on merit and in the light of funds available for distribution.
- Due to the limited resources available through the Chamber of Commerce Community Grant fund, grants will not be allocated to the same organization *more than twice in 5 years*.

### Procedures

- The application process requires submissions be received by the Qualicum Beach Chamber of Commerce by a specific deadline. No late applications will be considered.
- Application forms can be obtained from the Qualicum Beach Chamber of Commerce office at 2711 Island Hwy W., Qualicum Beach or online at [www.qualicum.bc.ca](http://www.qualicum.bc.ca).
- Applications must include a list of the Board of Directors or committee members of the organization; copies of your most recent financial statements; and, the past year's Annual Report. If an Annual Report is not available a report on the activities of the organization over the past year is acceptable.
- Applications should be addressed to the **Community Grant Committee of the Qualicum Beach Chamber of Commerce**. You will be advised by letter of the Board's decision. The letter will outline the terms and conditions of any grant.
- Be aware – grant amounts average between \$500 - \$1000. Large requests will be rejected outright.

### In Submitting Your Application, Ensure You Have:

1. Attached financial statements for the last complete year
2. Attached operating budget for the current year
3. Filled in all requested information regarding your organization
4. The amount requested
5. What the grant will be used for
6. The number of people who will benefit from this endeavor
7. How this grant will be used to meet new or emerging needs or supplementing current needs
8. A plan to evaluate the effectiveness of this grant in achieving your stated activity. The Qualicum Beach Chamber of Commerce expects you to give an interim or final report within six months giving this evaluation. Failure to comply with this requirement will be taken into account in dealing with any future request for funds.
9. Attached a timeline for your project from start to completion

If your application is incomplete, it will not be considered.

## Guidelines

- The area served by the Qualicum Beach Chamber of Commerce includes the Town of Qualicum Beach, Dashwood, Hilliers, Coombs, Errington and Bowser.
- Grants from the Qualicum Beach Chamber of Commerce Community funds will be dispersed within four weeks of the application deadline.
- Organizations/groups seeking funds must demonstrate they have a strong and committed group of volunteers and an effective management of resources.

Preference is given to projects which:

- Promote volunteer participation
- Do not duplicate services provided by other organizations
- Promote cooperation between groups
- Enhance the quality of life in the community
- Build on current community strengths to meet locally identified needs.
- Are innovative activities that might not happen without the chamber's support
- Benefit the greatest number of people

The following are not eligible for Chamber of Commerce Grants:

- Annual Fund Drives
- Deficit Reduction
- Individuals
- Travel Costs
- Regular staff wages or professional fees
- Operating Costs

The Qualicum Beach Chamber of Commerce shall be non-partisan, non-sectarian and shall not lend its support to any candidate seeking public office (Constitution and Bylaws Article 1, section 1.05) therefore consideration will not be given to applications that are of a political or religious nature.