



Qualicum Beach Chamber of Commerce Grant 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 light of funds available for distribution
- Due to the limited resources available through the Chamber of Commerce Gala Grants fund, grants will not be allocated to the same organization more than twice in five 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 124 West 2nd Avenue, Qualicum Beach.
- Applications must include a list of the Board of Directors or committee members of the organization and copies of your most recent financial statements and past year's Annual Report. If an Annual Report is not available a report on the activities of the organization over the past year and past year's financial statements are acceptable.
- A site visit and/or meeting of the parties involved may be required.
- Applications should be addressed to the Board of Directors 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.

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. been clear about the amount requested
5. been specific on what the grant will be used for
6. been clear on the number of people who will benefit from this endeavour
7. been clear on how this expenditure will be used to meet new or emerging needs or supplementing current needs
8. included clear guidelines as to how you propose your activity will become self sustaining, if applicable
9. listed precisely how you 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
10. attached a timeline for your project from start to completion

Please keep a copy of you application for your records.

GUIDELINES

- The area served by the Qualicum Beach Chamber of Commerce includes the Town of Qualicum Beach and those areas of the RDN within an 8 km radius from the Village core, including Bowser.
- Grants from the Qualicum Beach Chamber of Commerce Gala funds are awarded semi annually. Application deadlines are April 15th and October 15th and 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.
- Grants are awarded for definite purposes and for projects covering a specific period of time.
- 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
 - innovative activities that might not happen without the Chamber's support
 - benefit the greatest number of people

The following are not normally eligible for Chamber of Commerce Grants:

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

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 a religious nature.