

# PRESCOTT AND DISTRICT CHAMBER OF COMMERCE PROJECT FUNDING APPLICATION PROCESS

## BACKGROUND

In recognition of the increased number of requests the Chamber of Commerce has been receiving for financial support of local events and projects, it was agreed that an application process to deal with these requests was required. The Finance Committee of the Board of Directors of the Chamber of Commerce was given the mandate to deal with requests of this nature.

## PROCESS

All requests for funding are to be submitted to the Finance Committee using an application form approved by the Board of Directors. The committee will review and assess the applications based upon the criteria outlined in the written application. In the event that the committee determines the application meets the criteria for funding, the committee will recommend approval to the Board of Directors at the next regular meeting. The applicant may be invited to present the request to the Board in person and will be asked to be available to answer questions from the Board members. The applicant will be excused from the meeting following their presentation and the Board will make a final decision on the application based upon the report of the Finance Committee and the applicant's presentation.

If, at such time monies are not available to properly fund the project, the Board will table the request until sufficient funds are available to distribute to the organization.

In the event that the Finance Committee decides the application does not meet the criteria for funding, the committee will, at the next regular meeting of the Board of Directors, recommend that the application be denied. The Board reserves the right to accept or decline the recommendation of the committee.

Correspondence will be forwarded by the Chamber of Commerce to all applicants advising applicants of the Board's final decision. Approvals will be effective for the fiscal year in which they are made. Any requests for annual funding of events or projects are to be submitted and assessed annually with the exception of the Annual Dinner and Awards Night and the Charlie McFarlane Memorial Golf Tournament.

Applicants who receive funding support will be required to report the results of their event or project to the Board of Directors in writing or in the form of a brief presentation at a regular meeting of the Board.

PRESCOTT AND DISTRICT CHAMBER OF COMMERCE  
PROJECT FUNDING APPLICATION FORM

PROPOSED PROJECT:  
SUBMITTED BY:

Contact Person:  
Mailing Address:  
Telephone Number:

DATE SUBMITTED:

PROJECT OVERVIEW (What is the history and purpose of the project?):

COMMUNITY IMPACT (How will the community benefit from the project?):

PROJECT FEASIBILITY AND VIABILITY (What has been done to ensure success?):

LIABILITIES AND LEGALITIES (How have liability and legal issues been addressed?):

COMMUNITY SUPPORT (List the community organizations involved in the project):

BUDGET (Outline the projected revenues and expenses for the project, clearly identifying the funding partners and their contributions. Include the specific amount of funding requested from the Prescott and District Chamber of Commerce):

TIMING (Outline the time frame for implementation of the project):

An initial assessment of your application will be conducted by the Finance Committee appointed by the Board of Directors of the Prescott and District Chamber of Commerce. The funding decision will be made by the Board of Directors. Correspondence will be forwarded to you advising you of the Board's decision. Thank you for your application and good luck with your project.