



MHACCCA Funding Application

[illegible]

3. Please use the space below to provide any other information you feel is relevant:

Please attach quotes with contact information from quoted source and/ or receipts

Name of Business or Organization if applicable:

Position:

Board of Directors Use Only

Points for discussion:

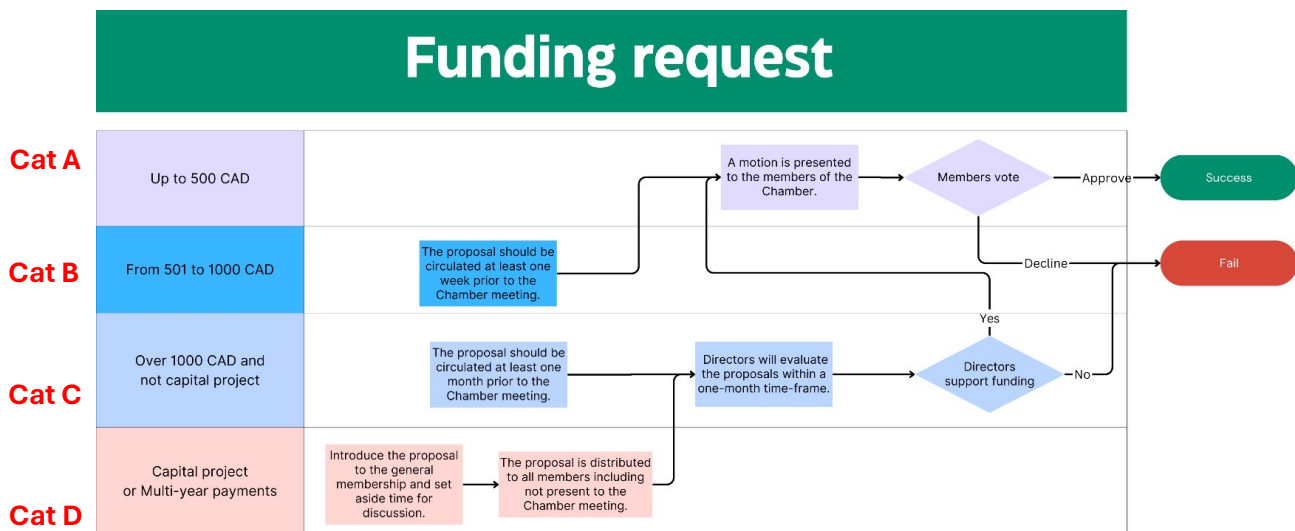
Conflict of interest:

☐ Approved

☐ Denied

Signature:

Date:



Financial limits for Categories A, B, C & D

A Up to \$500 can be a motion raised and voted upon on the day of the Chamber meeting.

B Over \$500 and up to \$1000: A motion stating the case is to be circulated to all members one week before the Chamber meeting.

C Over \$1000 and less than \$5000: A motion stating the case is to be circulated to all members one month before the Chamber meeting.

D Capital projects - Over \$1000 with Long term, multi year funding .

For larger requests (Categories C & D) the Directors should review the proposals within a month of submission.

The criteria for evaluating requests over \$5K would include:

- Meeting the Chamber’s mission statement and later it’s business plan.
- The request needs a business plan, which may include a feasibility review rather than a separate feasibility document.
- Evidence of eligibility for additional Government funding.
- A statement of the fundraising to date by the applying organization.
- Statement on what happens to the funds if the project does not proceed.

- A presentation to the General membership if approved by the directors.

The directors will recommend that a funding request meets the objectives of the Chamber, is affordable and the Chamber is appropriately safeguarded if the project does not proceed or will reject the proposal in writing.

The Director's recommendation supporting the funding request (a motion) will be sent to the membership one month before the general membership meeting vote.

Notes:

- If the same organization / project requests funding then the Chamber will use cumulative amount requested to date to determine the category the request is considered under.
- A “motion carried” vote on a funding proposal sets the budget for that proposal and should be incorporated in the following months financial report.
- For smaller sums drawdown on their budget will generally be through reimbursement of receipts; however there may be occasions where a cash advance might be required/appropriate, and for Capital projects a bank transfer. The “motion carried” minute should record how the funds will be made available.
- In the event that a project does not proceed any future budgeted payments from the Chamber will be immediately cancelled.