

GRANT-READY CHECKLIST

Are you grant-ready?

Before applying for a grant—or requesting to work with one of the Chamber’s grant writers—use the checklist below to make sure you have all the information *typically* required to complete a grant application. This includes information about your business and your project (if applicable).

Not sure where to start? Contact admin@squamishchamber.com about grant consultation services.

Operational Preparedness

Use this checklist to ensure you have the following **business information** before you apply for a grant:

- Proof of when your business was registered in BC
- Proof of business ownership
- Proof your business is currently operating in BC and you are up to date with your taxes
- Confirmation of the number of full-time equivalent (FTE) employees in your business (you may need to provide T4s for employees)
- Confirmation of your revenue in the last tax year
- Proof of any government COVID-19 financial support received to date

Project Preparedness (if applicable)

Use this checklist to ensure you have the following **project information** before you apply for a grant:

<input type="checkbox"/> Description	A detailed description of your project including the outcome/result of your project.
<input type="checkbox"/> Benefits	A list of project benefits – e.g., how will your business, community, and industry or sector benefit? How will vulnerable populations or the environment benefit?
<input type="checkbox"/> Estimate	A detailed cost estimate for your project (valid for the next 30+ days); including materials, labour, administration, project management, and any necessary contingencies.
<input type="checkbox"/> Activities	A detailed breakdown of the steps or activities required for your project.
<input type="checkbox"/> Timeline	A timeline which includes when your project will start and when it will be completed (if appropriate).

<input type="checkbox"/> Matched funding	A funder may require that you contribute \$ towards your project; do you have proof of these funds (e.g., bank statement, letter from your accountant, proof of other grants/donations)?
<input type="checkbox"/> Advance financing	A funder may require you to pay for your project costs in advance and then submit invoices for reimbursement. Do you have sufficient cash-flow to pay for project costs in advance?
<input type="checkbox"/> Jobs	Confirmation of any new jobs or improved job security for your employees resulting from your project. How will your project impact your staffing? Will the project create new jobs in your community? Will the project help increase job security for your current employees?
<input type="checkbox"/> Qualifications	Details about the staff or contractors who will be working on your project, including their qualifications and experience working on similar projects.
<input type="checkbox"/> Project Sustainability	Confirmation of long-term funding options so that you can continue to sustain your project after the grant funds run out.
<input type="checkbox"/> Risks & Mitigation	Details about the types of risks that may impact your project and how you will mitigate these risks, e.g., material availability, consultant availability, weather, permitting delays, COVID restrictions.
<input type="checkbox"/> Partners	Confirmation from any partners of their involvement in your project, demonstrated in letters of support.
<input type="checkbox"/> Measuring Success	Confirmation of how you will measure your success, i.e., how will you demonstrate that your project was completed and successful?