

# GRANT-READY CHECKLIST

## Are you grant-ready?

Before applying for a grant—or applying for the Chamber’s Grant Writing Services—reference the checklist below to make sure you have the information *typically* required to complete a grant application. This may include information about your business and your project (if applicable).

Not sure where to start? Contact the Chamber.

### Operational Preparedness

Do you have the following **business information**?

- 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)

If interested in applying for a project specific grant, do you have access to the following information: (Depending on the grant, some of these requirements may or may not apply)

<input type="checkbox"/> <b>Description</b>	A detailed description of your project including the intended outcome of your project.
<input type="checkbox"/> <b>Benefits</b>	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"/> <b>Estimate</b>	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"/> <b>Activities</b>	A breakdown of the steps or activities required for your project.
<input type="checkbox"/> <b>Timeline</b>	A timeline that includes when your project will start and when it will be completed (if applicable).

<input type="checkbox"/> Matched funding	If applicable, 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	If applicable, 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	If applicable, provide proof/evidence 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	If applicable, provide 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	If applicable, provide proof 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	If applicable, provide 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	If applicable, provide confirmation from any partners of their involvement in your project, demonstrated in letters of support.
<input type="checkbox"/> Measuring Success	If applicable provide details of how you will measure your success, i.e., how will you demonstrate that your project was completed and successful?