



## **Community Support Application Guidelines Member Relations Committee & Local Advisory Committee**

At Peninsula Co-op we are very pleased to be able to contribute positively to the communities in which we do business through our Community Support Program. Although our pool of funds is limited, we try to assist as many organizations as we possibly can. In addition to funds being available, we are receptive to providing goods or vouchers.

As many requests are received throughout the year and we wish to deal with each fairly and equitably, the following Application Guidelines were developed to assist you in submitting your request.

### **Application Guidelines**

1. All applications/requests for financial assistance must be in writing on the form provided.

All applications should be submitted by the first of the month and a minimum of two months in advance of the requirement for funding in order to be considered at the Committee meeting.

Requests and donations are reviewed by the jurisdictional committees. The Member and Community Relations Committee reviews applications for Greater Victoria and Southern Vancouver Island and meetings are held in January, March, May, July, September and November. The Local Advisory Committee handles the Comox area and meets three times per year and on an as-required basis.

2. All applications must contain the following information:
  - a. Description of the organization or event's purpose/function. And must highlight how the organization or event contributes to the community, youth development and/or promotes the principles of co-operatives.
  - b. Profile of participants/attendees including the number of people involved in the event and the geographical location.
  - c. Description of opportunities for sponsor recognition, i.e. permanent plaques or signage, logo placement, banner placement, social media recognition etc.
  - d. Description of fundraising activities including identification of other organizations approached.
  - e. Amount of goods or funds being requested.
3. Applications should be directed to:

Chair, Member and Community Relations Committee  
c/o Marketing & Community Relations Manager  
Peninsula Co-op  
1-2132 Keating X Road  
Saanichton, BC V8M 2A6