



COCI DONATION POLICY:

“Better Business / Business Development”

I INTRODUCTION

The St. Maarten Chamber of Commerce and Industry (COCI) recognizes the need to assist non-profit community groups, organizations and individuals who are interested in and working towards the enhancement and well being of its residents and the business community.

II OBJECTIVE

Encourage equity and fairness in allocation of funds

III STRATEGY

Ensure that all applicants are aware that there are limited funds available.

IV ELIGIBILITY

Non-profit organizations and individuals undertaking a project or program in line with the annual COCI donation theme, legally residing in St. Maarten.

1. Donation request shall be considered within the annual donation budget of COCI
2. Eligible requests for donations are submitted to the COCI Board for review and approval. Donations are executed in line with the approval of the COCI Board, and within the parameters of the COCI budget.
3. Donations may be issued with conditions to comply with set accounting and reporting requirements.
4. The disbursement of donations is monitored by the COCI Board Treasurer. COCI operations is obligated to submit bi-monthly and budget versus actual reports on the donations to the COCI Board Treasurer.
5. The finance administrator of COCI shall maintain a register of all COCI donations and contributions executed in a fiscal year, containing information on recipients, amounts of donations or description of contributions in kind, and the purpose of the donation/contribution.
6. All donations must be COCI Board approved

V FUNDING GUIDELINES

- Programs will not be funded retroactively
- Only one application per community group/individual will be considered per year
- Projects must be completed within six (6) months of funding
- That an individual or organization may not be eligible for more than two donations in any consecutive three years period

- A recipient of a donation will be required to publicly acknowledge and/or provide recognition of support of St. Maarten's Chamber of Commerce and Industry as an outcome of the Chamber's donation support.
- A recipient of a donation must report to the Chamber and account for donation expenditure on or before the date which is two (2) months after expenditure of the donation, or which is two (2) months after completion of the activity for which the donation was sought. Failure to report will result in the recipient being deemed not eligible for consideration of further donations or in any kind of assistance from the Chamber.
- Donation approval conditions must be complied with.

V APPLICATION CRITERIA

No financial assistance will be given to privately owned businesses/companies. Organizations must be based in St. Maarten or the funds are to be used on a service or activity in and for the benefit of St. Maarten. The funds are not to be used for social and/or personal activity of organizations and individuals, and must be used for the purpose outlined in the request.

FILL IN THE APPLICATION FORM BELOW



COCI DONATION APPLICATION FORM

Before completing this application, please ensure the COCI Donation Policy is read, understood and agreed to, to ensure eligibility of the application and proper handling of the application by COCI.

Queries may be directed prior to completion and submission of the application to: Mrs. R. Patrick:
Phone: +1721-542-3590

BUSINESS INFORMATION

Name of Organization: _____
COCI registration #: _____
Business Address: _____
Contact Person: _____
Position: _____
Phone: _____ Email: _____

PERSONAL INFORMATION

Name of Individual: _____
CRIB #: _____
Personal Address: _____
Contact Person: _____
Phone: _____ Email: _____

Are you a non-profit organization? Yes No

Is your objective non-profit in nature and aimed at providing a social contribution? Yes No

FUNDS REQUEST

Amount Requested: USD \$ _____ Purpose: _____

Details on how funds will be expended: _____

How will other residents of St. Maarten benefit from your organization/individual's activities?

Donations given to you or your Organization by the Chamber over the last three years:

Amount	Date	Purpose to which the funds were used
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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INFORMATION REGARDING THE ORGANIZATION

Brief history of Organization/individual and current activities in St. Maarten:

Current number of members and membership eligibility requirements (if applicable):

What contributions do volunteers make to your organization?

Detailed/substantiated request/presentation attached? Yes No

ADDITIONAL INFORMATION WHICH YOU CONSIDER NECESSARY:

Application submitted on Date: _____

Application submitted by Name: _____

Applicant has read and agrees to the Policies and Regulations as stipulated in this document

Applicant Signature:

COCI INTERNAL USE ONLY

Applicant eligible for processing: Yes / No Date _____

Applicant COCI Board Decision: Approved / Denied / N/A Date _____

Notification to applicant COCI Board decision Date _____

Comments:
