

# Shop Local BC

## Extension of Post-Campaign Reporting Deadline

Recognizing the exceptional circumstances created by COVID-19 and extreme weather conditions, the BC Chamber of Commerce is offering a one-week extension to applicants who need additional time to complete their campaign activities and associated post-campaign reporting. Specifically:

- Campaign completion deadline extended from February 15, 2022, to February 22, 2022; and
- Post-campaign reporting deadline extended from February 18, 2022, to February 25, 2022.

**The extension is not to be used by applicants to create new activities, but rather to complete planned campaign activities that will drive the results outlined in the campaign proposal.**

### Criteria for extension


A one-week extension is available for applicants who meet **all** of the following three criteria:

1. The applicant responded to the progress report survey issued by the BC Chamber of Commerce on January 18, 2022, with closing date of January 21, 2022; and
2. The applicant has specified the campaign activities\* that will be undertaken during the one-week extension period; and
3. The applicant has partially completed their post-campaign report by February 10, 2022, by entering the following information in the portal:
  - a) Description of campaign activities that have been completed by February 4, 2022
  - b) Invoices to reflect costs incurred for activities completed by February 4, 2022

*\*Types of campaign activities considered eligible for a one-week extension:*

- Gift card or prize distribution promotional campaigns that started before February 4, 2022
- Production of legacy materials such as videos or flyers
- Production of an online marketplace or business directory
- Any other campaign activity that was underway before by February 4, 2022, and requires additional time for its completion

In-person events or activities that are not underway by February 4, 2022, are not eligible for an extension.



## Process for extensions

Applicants must submit a written [request for an extension here](#) by 5:00pm (PST) on February 4, 2022.

On February 11, 2022, PwC will review the post-campaign reports of applicants requesting an extension, to ensure the three criteria for extension have been met.

On February 14, 2022, following completion of PwC's review, the BC Chamber of Commerce will notify applicants of the outcome of their request for an extension in writing.

Applicants receiving extensions are required to complete the specified campaign activities by February 22, 2022, and to submit their post-campaign report no later than 5:00pm on February 25, 2022.

Submission of a post-campaign report after February 25, 2022, will jeopardize the applicant's chances of receiving the remaining grant funds by March 23, 2022, and meeting its contractual requirement to pay all campaign expenses by March 31, 2022.

If you have questions regarding your project, please contact the BC Chamber of Commerce at [projects@bcchamber.org](mailto:projects@bcchamber.org)