Coquitlam

City of Coquitlam
2012 Active Grant Application Guidelines

City of Coquitlam, Grant Coordinator
3000 Guildford Way, Coquitlam, B.C. V3B 7N2
Phone: 604.927.6967

The 2012 Active Grant is available to non-profit organizations that provide sport and active recreation services for children and youth (both male and female) residing in Coquitlam. The 2012 Program will continue to focus on engaging children and youth who are currently not active in recreation or sport opportunities and encourage on going participation. Consideration will be given to new approaches to engage residents in our community who experience barriers to participation.

Application Criteria for 2012 Active Grant

- Measurable outcomes must be aligned with the City's Strategic Plan
- Must be a not for profit organization that has been in existence for minimum of one year
- Event or activity must take place within Coquitlam
- Event or activity directly benefits 60% of Coquitlam resident ratio
  NOTE: Requests benefiting less than 60% of Coquitlam residents **may be** considered on a scale equal to the number of Coquitlam residents who would benefit.

How to Apply

To be eligible for the 2012 Active Grant, community organizations must meet all the criteria guidelines outlined below, complete the attached Application Form, and submit it to the City of Coquitlam Main Floor Reception Desk by 4:30 pm on **Monday, July 16th, 2012**.

Funding requests will be reviewed and considered by Council in September 2012. It is the responsibility of the applicant to submit a complete application, with clear and sufficient information. The granting process is competitive and applicants should submit the best application possible. Submission of a request does not guarantee the applicant will be awarded all or part of the funds requested.

Applications Eligible for 2012 Active Grant

Request for the Active Grant needs to:

- focus on measurable increases in children and youth new to recreation or sports, particularly those who may experience barriers to participation
- have contributing or matching funds
- be sustainable past the support of the grant funding
- have a volunteer sustainability plan
- collaboration between other organizations or with the City
- have measurable outcomes that are aligned with the City's strategic plan. Visit http://www.coquitlam.ca/why-coquitlam/plans/strategic-plan.aspx for more information regarding the strategic goals.
- Event or activity must be delivered within one year of receiving funds
- be a maximum of $5,000

City of Coquitlam's Strategic Goals

Strategic Plan Coquitlam 2021

Coquitlam 2021 is the City's Vision for the Future. Developed in 2006, the vision provides a clear sense of the community's direction and envisions "a community of neighborhoods with a vibrant, urban city where people of all ages, abilities and cultures choose to live, learn, work and play."

The City's Strategic Plan, which is renewed every three years following the municipal election, translates into five strategic goals. They provide the foundation for annual business plan priorities, financial plan and budget decisions.

Visit http://www.coquitlam.ca/why-coquitlam/plans/strategic-plan.aspx for more information regarding the strategic goals.

Coquitlam's 5 Strategic Goals

1. Strengthen Neighbourhoods
2. Expand Local Jobs, Local Prosperity
3. Increase Active Participation and Creativity
4. Enhance Sustainability of City Services and Infrastructure
5. Achieve Excellence in Governance

Ineligible Requests

A request would be considered as not eligible if the grant funds were applied to:

- ✘ Ongoing operating expenses;
- ✘ Retroactive funding or operating deficits;
- ✘ Office equipment or furniture (including computers);
- ✘ Purchases previously supported through government funding (including Education & Health Care sectors); OR
- ✘ Team uniforms or equipment which benefits individual members.

Please contact the Active Grant Coordinator at (604) 927-6967 if you have any questions regarding the eligibility of your application or if you require assistance completing your application form.

Let Us Help You!

There are two opportunities for support:

- A workshop on June 13, 2012, 6:00 pm to 8:00 pm at the Innovation Centre [barcode 398094]. This workshop will assist you in preparing the grant application for your organization.

  The City offers 3 ways to register:

  1. Online Registration – available 24 hours a day, 7 days a week
  2. Customer Service Line – staff assisted phone-in registration (604) 927-4FUN (4386).
  3. In Person Registration – at any Coquitlam Parks, Recreation and Culture facility.

- A guide is available on the City Web site with instructions to assist in completing the grant application for your organization.

For more information: go to www.coquitlam.ca or contact the **Grant Coordinator** [by phone: (604) 927-6967 or by email: communitygrant@coquitlam.ca] if you have any questions or if you require further assistance completing this application form.

Print Form

Coquitlam

City of Coquitlam
2012 Active Grant Application Form

City of Coquitlam, Grant Coordinator
3000 Guildford Way, Coquitlam, B.C. V3B 7N2
Phone: 604.927.6967

Instructions: This PDF form can be filled in and printed. If more information is required than a field allows for, please attach additional pages when you print out the form.

Applicant Information

Name of Non-Profit Organization: _____

Mailing Address: _____ City: _____ Postal Code: _____

Contact Person: _____ Position/Title: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____ Website Address: _____

Organization Information

Registered Society: Yes ☐ No ☐ BC Society Number: _____

Non-profit organization with Constitution and Bylaws: Yes ☐ No ☐ (Please attach a copy of you Constitution and Bylaws)

Date of last filing with Registrar of Companies (yy/mm/dd): _____|_____|_____ (Please attach a copy of the last filed report)

Date of Annual General Meeting (yy/mm/dd): _____|_____|_____ (Please attach a typed copy of the minutes from last AGM)

How long has your organization been in existence? _____ Years

How many active members do you have in your organization? _____
(Please provide a complete and accurate membership – name, address, and age group – list)

Number of organization members: _____ Percent of Coquitlam Residents: _____ %

What is the purpose of your non-profit organization and what services/activities does your non-profit organization provide?

Financial Information

Provide the most current financial statements, specifically:

☐ Balance Sheet or Statement of Financial Position

☐ Statement of Revenue and Expense or Statement of Financial Activities.

(Note: Audited or Review Engagement Financial Statements, if available, are preferred.)

Print Form

Previous Funding

Has your organization received previous funding from the City of Coquitlam? Yes ☐ No ☐

If Yes, please indicate amount and the completion date of the funded program/activity:

Date: _____ Amount: _____

Has your organization completed the program/activity that was funded? Yes ☐ No ☐

If No, then you should stop here and contact the Active Grant Coordinator at 604-927-6967.

If Yes, please indicate the outcomes of your funded program/activity. Describe the program outcomes using specific and measurable indicators:

Request Description

Name of Request: _____

Is this program/activity/event collaborative with other organizations/community partners? Yes ☐ No ☐

If Yes, please indicate the partner(s) organization(s):

Name of Organization: _____ Contact Name: _____

Address: _____ City: _____ Postal Code: _____

Name of Organization: _____ Contact Name: _____

Address: _____ City: _____ Postal Code: _____

Attach a separate sheet providing the following information:

- Description of request, including the purpose of the request and goals.
- Provide a detailed projected budget indicating both the revenue and expense side of the request.
- Pictures (i.e. items to be purchased).
- Timeline with start and end dates.

Explain how this request is **targeting children and youth who are not active**, particularly those who may experience barriers to participation.

Print Form

Request Description (continued)

Describe how this program/activity/event will be sustainable past the grant time period.

Where is the activity to be located? _____
(If the requested activity is outside the City of Coquitlam, you should confirm your eligibility before continuing to complete the application form. Please contact the Grant Coordinator at 604-927-6967.)

Performance Measures

How many **new** participants will directly benefit from this request? _____

How many new participants are **Coquitlam** residents? _____

Age category of new participants who will benefit from the request:

Children (0-11 years): _____

Youth (12-18 years): _____

Explain how your organization will verify **new** participants are involved in the activity:

Describe the anticipated outcome(s) of your request that aligns with our City of Coquitlam Strategic Goals:

How will you evaluate the benefit of your request to the community and/or to your organization? What **specific** measurement performance **tools** will be used?

Explain your sustainability plan for volunteers:

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Finance

Total Amount Required for the Activity: $

Less the Amount Contributed By Your Organization: - $ _____

Less the Amount Contributed By Your Partners: - $ _____

Partner Name: _____ Amount: _____

Partner Name: _____ Amount: _____

Amount Requested From the Active Grant: = $

Partial funding may be available. Will your request occur without full funding by the active grant? Yes ☐ No ☐

If Yes, how will you obtain additional funding?

Signature and Conditions

We certify that to the best of our knowledge the information provided in this application is accurate and complete and is endorsed by the non-profit organization that we represent. If our non-profit organization receives funding through the Active Grant, we agree to the conditions set out below and to any other conditions approved by Council. *(Signature of two signing officers from the Board of Directors)*

Signature	Date
Print Name	Title
Signature	Date
Print Name	Title

CONDITIONS

1. In the event that the funds are not used for the activity as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance may be payable to the City.
2. If there are any changes in the funding of the request from that described in the application, the funding recipient **must provide written notification of these changes** to the Financial Services department at the City of Coquitlam.
3. The organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
4. The organization will keep proper books of accounts of all receipts and expenditures relating to the requested activity.
5. The organization will make available for inspection by the City or its auditors all records and books of accounts of the organization upon request from the City.
6. If the requested activity in the organization's application is not started, or not completed, and municipal funds remain on hand, or the activity is completed without requiring the full amount of municipal funds, or Council directs the funds be returned, these funds will be returned to the City through Financial Services.
7. The City of Coquitlam reserves the right to use materials relating to its support of this activity in its promotional and advertising campaigns.

Print Form

Required Documentation

- ☐ The signed (two signatures required) original application form fully completed and legible.
- ☐ Most current financial statements
  - Must include a **Balance Sheet** (or Statement of Financial Position) **and** a **Statement of Revenues and Expenses** (or Statement of Financial Activities)
  - Audited or Review Engagement, if available, is preferred.
- ☐ Annual Report filed with the Registrar of Companies as required by the BC Society Act.
- ☐ Minutes of the last Annual General Meeting held by your organization.
- ☐ Copy of the organization's current Constitution and Bylaws.
- ☐ A complete and accurate membership (name, address and age group) list of all active members of the applicant organization.

DEADLINE:
Completed application packages must be received at the
City Hall Main Floor Reception Desk
By **Monday July 16th** at 4:30pm

Please contact the **Grant Coordinator** [by phone: (604) 927-6967 or by email: communitygrant@coquitlam.ca] if you have any questions or if you require further assistance completing this application form.

Print Form

The personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the Active Grant. If you have any questions or concerns about the collection of your personal information please call the Grant Coordinator at 604-927-6967.