Coquitlam

City of Coquitlam
2012 Spirit of Coquitlam Grant Application Guidelines

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

The 2012 Spirit of Coquitlam Grant is focused on achieving the City's goals by assisting community organizations to work collaboratively toward a sense of community and a high quality of life for Coquitlam residents. It is intended to build community spirit. Consideration will be given to organizations engaging in community public art, planning festivals and events or developing new initiatives that align with the City's strategic goals.

Priorities for 2012 Spirit of Coquitlam Grant

- Collaboration between other organizations or with the City
- Contributing or matching funds
- measurable outcomes that are aligned with the City's strategic plan and benefit and directly support Coquitlam residents
- Financial and volunteer sustainability plan
- Program or outcomes delivered within one year of receiving funds

How to Apply

To be eligible for the 2012 Spirit of Coquitlam 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.

Eligible Requests

How to determine if your request for the Spirit of Coquitlam Grant may be eligible:

- ✓ Do you represent a not-for-profit or charitable community organization that is based in Coquitlam and has been operating for more than one year?
- ✓ Will the proposed project, event or activity directly benefit at least 60% of Coquitlam residents?

  IMPORTANT TO 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.
- ✓ Will the proposed project, event or activity occur within Coquitlam?
- ✓ Will the request be used to support, promote or enhance any one of the City of Coquitlam Strategic Goals? Visit http://www.coquitlam.ca/why-coquitlam/plans/strategic-plan.aspx for more information regarding the strategic goals.
- ✓ Will the proposed project, event or activity be sustainable past the support of the grant funding?

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)
- ✘ Team uniforms or equipment which benefits individual members

Please note:

- Only one application per organization will be accepted.
- Any non-profit organization wanting to submit an application for funding of a project, event or activity on City property will need to meet necessary/minimum requirements and have a construction and funding plan finalized. Please contact the Grant Coordinator at (604) 927-6967 to ensure requirements have been met prior to submitting an application.
- Any requests for playground improvements on School District 43 properties will require documentation of prior consent from School District 43.

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 Spirit of Coquitlam 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: _____

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.)

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: _____ Description: _____

Date: _____ Amount: _____ Description: _____

Does the organization still have the items purchased with previous grant funding? Yes ☐ No ☐

If Yes, please indicate what the funds were used for:

Item: _____ Use: _____ Lifespan: _____

Item: _____ Use: _____ Lifespan: _____

Has your organization completed the program/activity that received previous City grant funding? Yes ☐ No ☐

(If No, then stop here and please contact the Grant Coordinator at 604-927-6963.)

If Yes, please indicate the outcomes of your funded program/activity:

Has your organization or partner organization previously had other government funding support (i.e. Education or Health Authority)? Please explain.

Request Description

Name of Request: _____

Is this program/activity/event in collaboration 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: _____

Print Form

Request Description (continued)

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.

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

Where is the activity to be located or where will the request be used?

(If the requested activity is outside the City of Coquitlam, you should confirm your eligibility before continuing to complete the application form. For confirmation of eligibility please contact the Grant Coordinator at 604-927-6967.)

Does the request support, promote or enhance any one of the following City of Coquitlam Strategic Goals?
For more information please visit http://www.coquitlam.ca/why-coquitlam/plans/strategic-plan.aspx.

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

Describe how this request will achieve **one** of the City of Coquitlam's Strategic Goals.

Performance Measures

How many people will directly benefit from this request? This may include members from within your organization as well as new participants from the community.

Number of organization members: _____ Percent of which are Coquitlam members: _____%

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

Children (0-11 years): _____

Youth (12-18 years): _____

Adults (19-64 years): _____

Seniors (65+ years): _____

Print Form

Performance Measures (continued)

Describe the anticipated outcome(s) of your request?

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?

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 Spirit of Coquitlam Grant: = $ _____

Print Form

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 Spirit of Coquitlam 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 proposed request.
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 proposed request in the organization's application is not started, or not completed, and municipal funds remain on hand, or the purchase 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 project in its promotional and advertising campaigns.

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 and address) 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.

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 Spirit of Coquitlam Grant. If you have any questions or concerns about the collection of your personal information please call the Grant Coordinator at 604-927-6967.