



2017 Spirit of Coquitlam Grant
FAQ Guide



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The Spirit of Coquitlam Grant assists non-profit community organizations to build community spirit by providing grant funds for public art, sport activities/programs, festivals and events, sports hosting, capital projects and new initiatives that align with the City’s strategic goals.

The purpose of this Frequently Asked Questions Guide (FAQ) is to assist groups with the Spirit of Coquitlam Grant application.

If you have any questions about the grant application contact:

Grant Coordinator – City of Coquitlam

3000 Guildford Way, Coquitlam, B.C. V3B 7N2

Phone: 604-927-6900

Email: communitygrant@coquitlam.ca

HOW TO APPLY

1. Complete the Application

If you have concerns regarding eligibility, contact the Grant Coordinator at 604-927-6900 or communitygrant@coquitlam.ca to ensure that you are eligible.

Before submitting application make sure:

- › All questions are completed
- › Application must be typed
- › Section 6 signed by two authorized board members (scanned copy okay)
- › Update your Adobe Acrobat Reader
- › Save application to computer first, before attempting to fill out

2. Assemble Package

Use this attachment checklist below as a guide and make sure that all applicable attachments are clearly labeled with your application through email.

- Society Annual Report (Form 11)** — filed with the Registrar of Companies as required by BC Registry Services
- Board of Directors List** — include members’ role and contact information (address, phone numbers, etc.)
- AGM Minutes** — organization’s most recent Annual General Meeting Minutes
- Constitution and Bylaws:**
 - › New applicant — attach organization’s current copy
 - › Previous applicant — attach if they have been recently revised or if applied before 2013
- Timeline of project, event, or activity** — from the start through to the completion date of project, event, or activity
- Financial Documents** (must be current):
 - › **Balance Sheet** (or Statement of Financial Position)
 - › **Statement of Revenues and Expenses** (or Statement of Financial Activities) — Audited or Review Engagement, if available, is preferred.
 - › **Expense List** — ***A detailed breakdown of the expenses of the grant request only.*** Include all official quotes/invoices for expenses requested.
 - › **Project Budget** — Expenses and revenues for project you are requesting Spirit of Coquitlam Grant funds.
- Letters of Support from collaborating organizations and/or in-kind contribution letters (if applicable)**



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3. Submit Application

Submit completed application by **Friday, March 31, at 4 p.m.** to City of Coquitlam, Grant Coordinator:

- › Email: communitygrant@coquitlam.ca
- › Any issues with submission, contact Grant Coordinator at 604-927-6900.

4. Grant Support

The City of Coquitlam offers support to organizations to complete the application form:

- › Grant workshops, see details below
- › FAQ Guide on the City website www.coquitlam.ca
- › Questions: communitygrant@coquitlam.ca or 604-927-6900

NOTE: Incomplete or late application packages will not be accepted.

ADMINISTRATION

How long will it take before I know if my application has been approved?

- › Funding requests will be reviewed and considered by Council in June 2017.
- › Applicants will be notified of Council decision late mid to late June 2017.

Am I guaranteed grant funding?

- › The granting process is competitive and applicants should submit the best application possible.
- › Submission of application does not guarantee you will receive a grant

I need extra assistance with completing the grant application. What can I do?

1. Workshops will be held at the Pinetree Community Centre (1260 Pinetree Way, Coquitlam) Registration is required.

- › Wednesday, March 8, 2017 | 7:15 – 8:30 p.m. [barcode #586015] Registration required
- › Wednesday, March 22, 2017 | 6:15 – 7:45 p.m. [barcode #586016] Registration required

NOTE: New applicants are strongly encouraged to attend a workshop.

The City offers 3 ways to register:

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

2. For more information go to the Community Grants website: coquitlam.ca/communitygrants

3. Contact the Grant Coordinator:

- › By phone: 604-927-6900
- › By email: communitygrant@coquitlam.ca



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Can I apply for a grant if I have already received one in the past?

- › Yes, applicants may submit for new funding requests at each intake.
- › Previous successful applicants **must have spent previous Spirit of Coquitlam Grant funds and submitted the final report with all receipts** before re-applying.
- › Contact Grant Coordinator at 604-927-6900 to determine if past grant compliance has been met.

My event/activity/program will take place on City of Coquitlam or on School District 43 property. What steps do I need to take?

- › Need to submit a Letter of Support from the City or School District.
- › Need to submit a finalized construction and funding plan before applying for grant funds.
- › Need to submit a copy of the Facility Use License/Contract (FUL) with your application.
- › PAC proposals to run programs or build playgrounds on SD43 property need to demonstrate the playground or program will be available to the general public and the funding limited to one piece of equipment or a maximum of \$25,000, provided all other criteria of public value are met, unless specifically authorized by Council.
- › Projects need to demonstrate public benefits and/or provide enhancements to services or initiatives that are accessible to the general public.

NOTE: Any requests for playground improvements on School District 43 properties will require documentation of prior consent from School District 43.

Please contact the Grant Coordinator at 604-927-6900 to ensure requirements have been met prior to submitting an application.

What are the priorities of the Spirit of Coquitlam Grant?

- › Project outcomes are required to be aligned with the City's Strategic Plan:
 - Strengthen Neighbourhoods
 - Expand Local Jobs, Local Prosperity
 - Increase Active Participation and Creativity
 - Enhance Sustainability of City Services and Infrastructure
 - Achieve Excellence in Governance
- › The project has a demonstrated benefit to Coquitlam.
- › Priority will be given for projects taking place within Coquitlam.

For more detailed information on City of Coquitlam's Strategic Plan and Goals, visit coquitlam.ca/stratplan

Our project parameters have changed since we submitted the grant application. Are we allowed to revise our application submission?

- › Yes, any changes in the application request must be submitted in writing to the Grant Coordinator.



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Our event/activity/project will not be completed in the time frame that we estimated in our application. Are extensions available?

- › Project completion to be confirmed with the City, with the project required to be delivered within 1 year of receiving grant funds.
- › If there are any changes in the timeline stated in the application, written notification must be sent to the Grant Coordinator.

Are we allowed to purchase other items with the grant funds?

- › Grant funds are **only** to be used on approved items listed on the Letter of Agreement.
- › Contact Grant Coordinator if you need clarification.

What do we do if we have unspent funds?

- › Contact the Grant Coordinator, unused funds must be returned to the City of Coquitlam.
- › Applicants relying on funds from other sources must provide confirmation before Spirit Grant funds will be disbursed.

How do we maintain financial accountability?

- › The organization is expected to provide all receipts of expenditures relating to proposed project.
- › The organization will make available for inspection by the City, or its auditors, all records and books of organization’s accounts upon request.
- › All successful applicants **must** complete a final report with photocopies of all receipts for expenditures related to awarded grant funds.

ELIGIBILITY

Ineligible requests:

- › Requests for sports or recreational equipment needed for City programs;
- › Requests for new or upgraded infrastructure on City Parks, buildings or assets;
- › Programs, infrastructure, equipment, or service enhancements at public or private schools; and
- › Requests for capital items or service enhancements by City-funded cultural organizations that receive core annual budget support from the City and deliver services directly on behalf of the City.

New: Applicants must be in good financial standing with the City in order to be considered for Spirit Grant funding.

New: Applicants that are planning events or festivals are encouraged to apply according to the following timeline (specific dates will be changed with each intake) in order to maximize their opportunity for success:

Proposed Event Date	Grant Request Submitted
Jan to June 2018	Spring Intake 2017
July to December 2018	Fall Intake 2017



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I am not sure if our project fits with the funding criteria. How do I determine eligibility?

EXPENSE TYPE:	ELIGIBLE:	NOT ELIGIBLE:
PERSONNEL	Staff Development/Training	Wages: staff, management staff, employee benefits, salaries, etc.
	Volunteer Training	Volunteer Expenses: recruitment, travel costs, etc.
	Performer Fees: individuals or groups that provide a function of protocol or formality (eg. singing the national anthem, bagpiping in dignitaries, primary performers that are essential to the operation of the service)	Travel/Meetings/Field Trips/Sports Travel
		Entertainment: amusement/social activities that are considered secondary to main event. This type of 'ask' is not essential for operation of main event to occur (dancers, clowns, bands, face painters, etc.)
		Transportation/Gas
SERVICE / PROGRAM	Program Supplies: essential to the operation of the service including craft or art supplies, gardening equipment, multi-use sports equipment, computer software (specific program, not Microsoft office)	Assistance to Participants: cash, clothing/ personal needs, bus passes, taxi fares, lodging, etc.
	House Uniforms/Equipment: used by all	Individual Team Uniforms or Equipment: which benefit individual members only Sports or recreational equipment needed for City programs
		Office Equipment/Supplies/Furniture; Computers
	Professional/Legal Fees: SOCAN, music commissioning, playwright, etc.	Dues to Parent Organization
		Insurance: vehicle/building, etc.
		Fundraising Projects: charity dinners, golf days, runs, etc.
		Food/Refreshments/Meals
PROMOTION & PUBLICITY	Marketing: costs associated with attracting people through tourism to events and festivals in Coquitlam.	Marketing/Advertising/Promotional Materials/Supplies & Services: printing, outside printing costs, artwork, ticket printing for shows/sports events, etc.
	Decorative: banners, flags, etc.	Website



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SPECIAL EVENTS	Venue Rental: one off park booking/facility rental	Rent: (yearly/monthly) mortgage, property taxes, utilities
	Equipment Rentals: staging and tents, sound and lighting, port-a-potties, fencing, hand washing stations, grey water tanks, power generators, bleachers, propane, heaters, tables/chairs, flooring, pipe and drape	
	Waste Management: recycling stations, garbage cans, bins	
	Licensing: Facility Use License (FUL) permits excluding deposits and/or beer garden fees.	
	City Services: event decking/artificial installation, event barricades, road closures, etc.	
GENERAL		Ongoing Operating Expenses
		Purchases previously supported through government funding: Education and Health Care sectors, Fraser Health Authority, Ministries, etc.
		Gifts/Honorariums/Gratuities
		Retroactive Funding or Operating Deficits
		Equipment Maintenance: repair to equipment, furniture, and buildings
		Provision for Replacement
		Programs, infrastructure, equipment or service enhancements at public or private schools Requests for new or upgraded infrastructure on City Parks, buildings, or assets
		Capital items or service enhancements by City-funded cultural organizations that receive core annual budget support from the City and deliver services directly on behalf of the City.
	Projects that don't demonstrate public benefits and/or provide enhancements to services or initiatives that are accessible to the general public.	

For questions regarding eligibility, contact the Grant Coordinator at 604-927-6900.

SECTION 1: CONTACT INFORMATION

- 1.a Use the full legal name of the organization.
- 1.b The address for all correspondence regarding the grant application.
- 1.c The person who can speak on behalf of the organization with respect to this application.
- 1.d Include daytime phone number, cell phone number, and fax number.
- 1.e Include e-mail and website address if applicable.

SECTION 2: ORGANIZATION INFORMATION

- 2.a **Registered Society Number** — you can find this on the left top hand side of society certificate.

REMINDER: Submit Annual Report filed with the Registrar of Companies

- 2.b **When did your organization start operating?**

NOTE: To be eligible, organization must have been in existence for a minimum of one year.

- 2.c **What best describes your organization?** Check the most appropriate category in the application.

- | | |
|--|---|
| <input type="checkbox"/> Arts & Culture | <input type="checkbox"/> School/Parent Advisory Committee (PAC) |
| <input type="checkbox"/> Community Services | <input type="checkbox"/> Service Club |
| <input type="checkbox"/> Environmental/Parks | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Neighbourhood Association | <input type="checkbox"/> Other |

- 2.d **Board Meetings** — How many do you hold per year?

- 2.e **AGM** — When is your next Annual General Meeting?

REMINDER: SUBMIT AGM MINUTES, CONSTITUTION, BYLAWS, SOCIETY ANNUAL REPORT (FORM 11), AND ANY OTHER RELEVANT DOCUMENTS.

SECTION 3: DETAILED APPLICATION REQUEST

- 3.a **The name of the program/event/activity you are requesting grant funds for.**

- 3.b **The amount of grant funds, in dollars, that you are requesting in this application.**

- 3.c **What type of program/event/activity are you applying for?**

- › Festival or special event? Sports hosting project? General program and project? Capital project?
- › Provincial, national, and international-level sanctioned sporting event hosting will be eligible, conditional on the applicant winning an event hosting bid.

- 3.d **Describe the program/event/activity in general:**

- › What are the grant funds being used for? And why? Briefly describe your reasons for applying.
- › What activities will take place at your program/event/activity, etc.?

REMINDER: ALL FUNDED PROJECTS NEED TO BE ACCESSIBLE FOR PUBLIC USE.

3.e What specific date does your program/event/activity take place?

- › This date is needed to configure the final report due date, 30 days after project/event completion.

3.f Where is your program/event/activity being held?

- › If the requested project is outside the City of Coquitlam, you should confirm your eligibility with the Grant Coordinator before continuing to complete the application form.
- › A storage plan is needed for items requested if you are using a City of Coquitlam facility. Do not assume that there is space to store your requested grant items. Permission is needed.

REMINDER: INCLUDE TIMELINE WITH START/END AND MILESTONE DATES OF YOUR PROJECT WITH APPLICATION PACKAGE.

3.g Will the proposed program/event/activity be sustainable past the support of the grant funding?

- › Please describe your organization's financial sustainability plan.
- › Priority will be given to projects that are financially sustainable, including the value of volunteer contributions.

3.h Describe how your program/event/activity will be accessible to all residents of Coquitlam.

Be sure to describe all aspects including physical accessibility, program related items, and policies/procedures.

- › How does your program ensure that persons with disabilities can use your service?
- › Do you offer service/information in alternate formats (Braille, plain language, audio tape, TDD, etc.)?
- › Is the physical location of your program accessible?
- › Does your program use cultural/linguistic interpreters and/or have information brochures in different languages?

REMINDER: INCLUDE LETTERS OF SUPPORT FROM ALL PARTNERS IN APPLICATION PACKAGE.

3.i How does your program/event/activity help to fulfil the City of Coquitlam's Strategic Plan? Please choose ONE main strategic goal and in point form, briefly list your reasons.

- › Strengthen Neighbourhoods
- › Expand Local Jobs, Local Prosperity
- › Increase Active Participation and Creativity
- › Enhance Sustainability of City Services and Infrastructure
- › Achieve Excellence in Governance

More information on the City's Strategic Plan at coquitlam.ca/stratplan

SECTION 4: PROGRAM ACTIVITY/STATISTICS AND EVALUATION

4.a Indicate how many people will benefit from your program/event/activity.

4.b Is this a ticketed event?

4.c Price of tickets? List all prices of tickets being sold.

4.d Indicate the percentages that are Coquitlam residents.

- › Preference is given to program/event/activities that take place within Coquitlam and have a direct benefit to the community.

4.e Indicate number of volunteer hours to be utilized for the program/event/activity in the upcoming year.

Might not be applicable, depends on your grant request.

SECTION 5: FINANCIAL INFORMATION

REMINDER: SUBMIT THE MOST RECENT ANNUAL FINANCIAL STATEMENTS WITH THIS APPLICATION.

- › Accountant’s comments/opinion or Audited/Review Engagement (if available) are preferred
- › Balance Sheet (or Statement of Financial Position); and
- › Statement of Revenues and Expenses (or Statement of Financial Activities)

5.a How much is your organization contributing to the project/event/activity?

- › Do not duplicate this answer in 5. e “other sources of funding”.

5.b Will your program/event/activity occur without full funding by the grant?

- › Partial grants may be awarded.

5.c IMPORTANT: Submit Expense List — detailed breakdown of expenses specifically requested from the Spirit of Coquitlam Grant.

Include all quotes/invoices.

REMINDER: CHECK GRANT ELIGIBILITY TABLE CAREFULLY AT COQUITLAM.CA/COMMUNITYGRANTS TO ENSURE YOUR REQUEST IS ELIGIBLE.

- › An itemized list of all expenses must be completed. (Example: If you have \$2,000 listed for program supplies. What specifically are you purchasing for that \$2,000?)
- › Only list expenses that total the amount you are asking for from the grant.
- › Prioritize/rank individual expenses/requests as partial funding may be available.
- › Example of quotes: equipment purchases, fencing costs, staging rentals, venue rentals, staff training cost/hr, etc. to show how you came up with the dollar amount you are asking for each specific item.
- › If renting a City of Coquitlam venue, attach Facility Use Licence/Contract (FUL). A storage plan is needed for items requested if you are using a City of Coquitlam Facility. Do not assume that there is space to store your requested grant items. Permission is needed.
- › **Grant application will not be considered without official quotes or invoices for all items requested.**

5.d IMPORTANT: Submit Project Budget — expenses and revenues for entire project/event

5.e Community Gaming Grants

- › Has your organization applied for a Community Gaming Grant? Check yes or no.
- › Which Community Gaming Grant sector did you apply for?fo
 - Arts & Culture, Sport, Public Safety, Human & Social Service, Environment, Parent Advisory Councils (PAC or DPAC)
- › How much did your organization receive in 2015? In 2016?
- › List amount received and how your organization will be utilizing the Gaming Grant funds? Be specific.



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5.f Describe any partnerships or other collaborations supporting this program/event/activity including, but not limited to: financial, in-kind, donations, administrative support, venue, etc. Attach sheets if you need more space.

- › Please indicate the support organization or individual.
- › What type of collaboration/partnership is it?
- › Have you received other grants for this program/event/activity?
- › Describe in detail what is being provided for this particular program/event/activity?
Applicants relying on funds from other sources must provide confirmation of such funds being received before grant funds will be disbursed.
- › Priority will be given to “partnering” proposals where applicants contribute in the form of in-kind or actual funds to the grant request.
- › In-kind contributions for non-capital projects will be acknowledged.
- › Do not list your organization contributions here as you answered that in 5. a.

Reminder: Submit most recent annual financial statements. Audited or Review Engagement is preferred.

Applying from a Tri-City Association

- › The Simon Fraser Cost Sharing Formula (the “SFF”) will be used to determine disbursements when an applicant is from a Tri-Cities Association or not-for-profit organization.
- › Disbursements will be determined by:
 - Coquitlam non-member/participant Org. serving the Tri-Cities (eg. Coquitlam Search and Rescue): **SFF grant request.**
 - Coquitlam or Tri-Cities Org. with **less than 60% Coquitlam Residents:**
Funding based on % of Coquitlam Residents.
 - Coquitlam or Tri-Cities Org with **60% Coquitlam and 80% TriCities Residents:**
Full funding if eligibility criteria met.
 - Coquitlam or Tri-Cities Org with **60% Coquitlam and less than 80% TriCities Residents:** **SFF grant request.**

SECTION 6: BOARD SIGNATURE AND CONDITIONS

What are the Conditions of the Grant?

- › 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.
- › If there are any changes in the financial aspect of the project 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.
- › The organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
- › The organization will keep proper books of accounts of all receipts and expenditures relating to the proposed request.
- › 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.
- › 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.
- › The City of Coquitlam reserves the right to use materials relating to its support of this project in its promotional and advertising campaigns.



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- › In certain circumstances, Council will place conditions on grants that must be met before payment is authorized.
- › Grant recipients will supply copies of all receipts for expenditures relating to the proposed project with the final report.
- › Spirit of Coquitlam Grants are awarded based on quotes/invoices submitted at the time of application. The City of Coquitlam is not responsible for any increase in costs related to the approved grant items after monies have been awarded. If there is a decrease in cost related to the approved grant items, please contact the Grant Coordinator at 604-927-6900.
- › **The organization will provide the following acknowledgment regarding City of Coquitlam’s grant support of your project:**
 - **Spirit of Coquitlam logo placement on the organization’s website, and/or applicable marketing materials including advertisements, posters, and brochures (logo to be provided by the City of Coquitlam);**
 - **In addition to logo use, City of Coquitlam is to be recognized in printed products (e.g. programs, posters), advertisements, signage, and correspondence, where applicable;**
 - **Recognition in earned media including event listings, media releases, and other community listings as applicable;**
 - **Publicly during a community gathering, performance, or celebration;**
 - **Electronically through newsletters, bulletins, blogs, and social media; and**
 - **Other recognition items if/when applicable and agreed upon by both parties.**

Board Signatures — what do I need to know?

- › The signatures of two signing officers from the Board of Directors are needed.
 - **Scanned copies of signatures will be accepted for application submission & Letter of Agreement.**
- › The signature is to certify that to the best of your knowledge the information provided in the application is accurate and complete and is endorsed by the organization that you represent.
- › If your organization receives funding through the Spirit of Coquitlam Grant, you agree to the conditions set out above and to any other conditions approved by Council.

Grant Process and Confidentiality?

- › 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 or if you need further assistance, contact the Grant Coordinator at 604-927-6900 or communitygrant@coquitlam.ca