

SPIRIT GRANT ELIGIBILITY AND DISBURSEMENT GUIDELINES

4.0 CRITERIA

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.
		Travel/Meetings/Field Trips/Sports Travel
		Transportation/Gas
	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)	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.)
SERVICE / PROGRAM	Program Supplies: essential to the operation of the service: craft or art supplies, gardening equipment, multiuse 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
		Office Equipment/Office 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	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 & lighting, port-a-potties, fencing, hand washing stations, grey water tanks, power generators, bleachers, propane, heaters, tables/chairs, flooring, pipe & drape	Equipment Maintenance: repair to equipment, furniture and buildings
	Waste Management: recycling stations, garbage cans, bins	Provision for Replacement
	Licensing: Facility Use License (FUL) permits; excluding deposits, 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 & Health Care sectors, Fraser Health Authority, Ministries, etc.
		Gifts/Honorariums/Gratuities
		Retroactive Funding or Operating Deficits
		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