

SPIRIT GRANT ELIGIBILITY AND DISBURSEMENT GUIDELINES

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