



Spirit of Coquitlam Grant Information and Application Guide 2022



Spirit of Coquitlam

GRANT 2022



What is the Spirit of Coquitlam Grant?

The Spirit of Coquitlam grant supports not-for-profit, community-based organizations to build community spirit by providing funds for public art, sport activities and programs, festivals and events, sport hosting, capital projects, and new initiatives that align with the City's strategic goals.

There are six funding streams that make up the Spirit of Coquitlam Grant:

- Festivals and Events
- Capital Projects
- Sports Equipment
- Sport Hosting
- Playground Equipment (spring intake only)
- Community Support

Spirit of Coquitlam is a project-focused grant program, and does not cover ongoing operational expenses including salaries, rent, insurance, wages, utilities or any other expenses deemed by the City to be of an operational nature.

When is it offered?

The City normally holds two intake sessions per year—one in the spring (typically March) and one in the fall (typically September).

Who is it for?

The Spirit of Coquitlam Grant supports registered not-for-profit organizations based in and serving Coquitlam residents. In cases where organizations serve people outside of Coquitlam, the maximum amount of funding may be limited to the proportion of the activity that serves Coquitlam residents.

What is the application process?

Applicants must complete the online application form available at coquitlam.ca/spiritgrant by the deadline defined on our website. If you prefer a fillable PDF application form, request a copy by emailing the Grant Coordinator at communitygrant@coquitlam.ca.

Funding recommendations will be made by a committee of City staff, based on the eligibility guidelines found in this document and online at coquitlam.ca/spiritgrant. The committee will review completed applications approximately one month after the closing date. Grant recommendations will be presented to Council within two months of the grant review committee meeting.

Applicants will be notified approximately three months after the application deadline, once the approval process has been completed.

This guide has four parts:

- › An overview of the Spirit of Coquitlam Grant program (page 2)
- › General Eligibility Criteria (page 3)
- › Grant Funding Streams and Eligibility Criteria (page 4 – 7)
- › Detailed Application Guide to help you complete an application (page 8 – 10)





General Eligibility Criteria

Eligible Applicants Must:

- Be not-for-profit organizations operating in a professional manner, incorporated under the Canada Not-for-Profit Corporations Act, or under the equivalent provincial or territorial legislation.
 - Parent Advisory Councils may apply for playground equipment in line with the Playground Equipment guidelines found in this document.
- Demonstrate that their organization has been active in the execution of their mandate for at least the previous calendar year.
- Be in good financial standing with the City
- Follow all applicable City codes of conduct, bylaws and regulations.

Ineligible Applicants:

- Applicants that have not fulfilled the requirements of previously awarded Spirit of Coquitlam Grants, including the submission of a final activity report.
- Organizations that have an ongoing agreement in place with the City of Coquitlam.

Eligible Projects:

- Create benefits primarily for Coquitlam residents.
- Projects that require the use of City facilities/property must include endorsement from the relevant department, including estimated costs if they are to be covered by Spirit of Coquitlam grant funding.
- Will be subject to funding maximums determined using the Simon Fraser Formula (SFF) when applicable (*see table below*).
- The SFF may not be applied to Sport Hosting projects, or to Festivals/Events with a minimum of 500 attendees that can also provide details of anticipated economic benefits for the City. Please contact the Grant Coordinator at communitygrant@coquitlam.ca for more information about the SFF.

Ineligible Projects:

- Applicants may request funds for one project at each intake, and at a maximum will receive funds in a grant category once per calendar year. Priority may be given to organizations that have not received Spirit of Coquitlam grant funds in the two previous intake periods.
- Projects, equipment, tournaments or events whose main purpose is fundraising are ineligible for the Spirit of Coquitlam Grant.

SFF CATEGORY	DESCRIPTION	SFF FORMULA FOR DISTRIBUTION
1	Coquitlam-based organization with a project that serves the Tri-Cities (e.g. Coquitlam Search and Rescue)	Maximum funding equal to Coquitlam's % of total Tri-Cities population (2022 = 61%)
2	Port Moody or Port Coquitlam-based organization with a project whose participant makeup is less than 60% Coquitlam residents	Maximum funding equal to % of Coquitlam residents who benefit directly from the project
3	Tri-Cities based organization with a project whose participant makeup is 60% Coquitlam residents but less than 80% Tri-Cities residents of the total	Maximum funding equal to Coquitlam's % of total Tri-Cities population (2022 = 61%)
4	Tri-Cities based sports organizations whose mandate is to reduce financial or other barriers to participation with a project whose participant makeup is less than 60% Coquitlam OR less than 80% Tri-Cities residents	Full funding for Facility Use License (FUL) fees at a City of Coquitlam facility Maximum funding for other project costs equal to Coquitlam's % of total Tri-Cities population (2022 = 61%)

Grant Funding Streams and Eligibility Criteria

The Spirit of Coquitlam Grant includes six project categories that are outlined on the following pages. Applicants should apply to the stream that best matches their project. All applications must meet the general eligibility criteria, as well as the category specific criteria below.

Festivals & Events

The City of Coquitlam is excited to support festivals and events in Coquitlam.

- The grant will fund festivals and events for a **maximum** of five years.
 - **Year One:** up to 90% of total project costs to a maximum of \$15,000
 - **Year Two:** up to 70% of total project costs to a maximum of \$15,000
 - **Year Three:** up to 50% of total project costs to a maximum of \$15,000
- If mutually acceptable to the City and the applicant, years four and five may be funded on the same terms as year three, while the parties work to develop a longer term funding strategy.
- Applications for projects with a total cost of \$5,000 or less are eligible for up to 90% each year.
- **Sustainability and environmental impact:** In addition to the above maximums, applicants who commit to providing any of the following may be reimbursed up to \$5,000 for related costs:
 - Professional waste management services, as evidenced by a third-party waste diversion report for the event
 - Refillable water bottle stations
 - Bicycle valet/secure bicycle parking
 - Applicants are invited to submit evidence of other costs for services or equipment that minimize the environmental impact of their festival or event for consideration
- Festivals and events that receive Spirit of Coquitlam grant funds must be open to the public, and may only charge participants a fee to recover costs attributable directly to the festival/event.
- Funding for festivals and events that anticipate fewer than 500 participants will be subject to the Simon Fraser Formula, to ensure that Spirit of Coquitlam grant funds are used primarily to benefit Coquitlam residents.
- Festivals & Events applicants are encouraged to apply at least six months before their anticipated event date to improve the application's chance of success.



- Festivals and events that anticipate over 500 participants may be exempt from the Simon Fraser Formula if evidence is provided of anticipated substantial economic benefit to Coquitlam businesses. Contact communitygrant@coquitlam.ca if you would like your festival/event to be considered for this exemption.

Evaluation Criteria

Applications for Festival and Event funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- A clear explanation of what the event will be
- Logistical details confirmed (dates, venue confirmed or on hold, evidence of other sources of funding, acts/entertainers/vendors etc.)
- Quantitative evidence of the benefits to the City and its residents (number of attendees, \$ value of economic activity such as vendors, artists, hotel nights, local purchases, etc.)
- Description of cultural and community significance (demonstrated consideration of diversity, equity and inclusion, opportunities for cross-cultural sharing and learning, connecting residents to each other, encouraging active participation, training and learning for volunteers, youth-focused, etc.)
- Incorporation of environmental sustainability initiatives (highlighting sustainable transportation options to the event, reducing/separating waste, minimizing/eliminating single-use plastic items from food services, etc.)

Capital Projects

Capital projects include the purchase of goods or infrastructure in support of programming and projects that align with the stated mission and mandate of an applicant.

- Capital project funding is available for projects with a minimum cost of \$5,000.
- Organizations may receive up to 50% of total project cost to a maximum grant of \$25,000 in this category once every three years, from the date the last grant was received.
- Requests to build or install infrastructure on City property are not eligible for Spirit of Coquitlam grant funding.



Evaluation Criteria

Applications for capital project funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- A clear explanation of what the project includes
- Logistical details confirmed (location on private property confirmed, authorization to use the property for the project, evidence of other sources of funding, etc.)
- A clear explanation of how the proposed project benefits Coquitlam residents, and not only current members of the applicant organization
- Evidence that equipment or infrastructure is intended to be used primarily in Coquitlam and/or by Coquitlam residents
- A clear maintenance and storage plan for proposed purchases, including authorization from City staff if equipment is intended to be stored on City property



Sports Equipment

Through the Sports Equipment stream, the City of Coquitlam strives to increase participation and to support unique sporting opportunities for residents. This stream is not intended to subsidize the purchase of regularly used equipment that has reached end-of-life (e.g. replacing worn-out nets, sticks, bats, gloves, balls, uniforms, etc.), but the

purchase of additional equipment is eligible. The City provides no cost and low-cost access to facilities and playing fields to minimize ongoing costs for local sports organizations, and the Sports Equipment stream is not intended to offset operating costs for sports organizations.

- Organizations may receive 90% of total project cost to a maximum of \$5,000 in this category once every three years, from the date the last grant was received.
- In order to be eligible for funding in this stream, applicants must demonstrate that equipment will improve access to sport, or will increase participation.
- Final reporting in this stream must include data on actual changes to participation and access that result from the project access or increased participation.
- Participant feedback will be required before further funding will be provided to the same organization.

- Equipment purchased with the Spirit of Coquitlam grant must be for general use of players (e.g. uniforms, nets, balls, sticks and bats that remain in the control of the applicant and are usable in subsequent seasons, preferably by new participants).
- Applications must indicate how the organization intends to pay for replacement equipment in the future.
- Requests for funds to purchase equipment that will become the property of the participant are not eligible for funding.
- Requests for support for equipment required to host a tournament should apply through the Sport Hosting stream.

Groups whose primary mission/mandate is to reduce financial or other barriers to sports participation may wish to apply through the Community Support Projects stream.

Evaluation Criteria

Applications for Sports Equipment funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- A clear description of how the equipment improves access or increases participation in the respective sport
- A clear plan to replace equipment as needed without additional funding through the Spirit of Coquitlam grant
- Evidence that the applicant has a reasonable plan for secure storage of the equipment, including support from City staff if equipment is intended to be stored on City property
- A clear description of benefits to the broader community (beyond those who will use the equipment)



Sport Hosting

The Sport Hosting stream encourages local sports groups to host competitive tournaments or events that bring in participants from outside of Coquitlam and the Tri-Cities area. Annual tournaments held to raise funds that support ongoing club operations, or those that are not sanctioned by a recognized sporting body may not be eligible for Spirit of Coquitlam grant funding.

➤ Funds for sport hosting are available at three different levels:

- **Regional:** Competitions with a regional draw may receive up to \$10,000. Regional tournaments are those that include participants from the South Coast of British Columbia, including Metro Vancouver, Vancouver Island and the Fraser Valley. In order to be considered for this level of funding, applicants are required to confirm participation of a minimum of three teams or clubs from outside of Coquitlam and the bordering communities of Port Coquitlam, Port Moody, Burnaby and New Westminster.
 - **Provincial:** Competitions with a provincial draw may receive up to \$15,000. In order to be considered for this level of funding, applicants are required to provide a letter of support from the provincially recognized sport governing body, or confirm participation of a minimum of three teams or clubs from outside of the South Coast of British Columbia.
 - **Interprovincial/National/International:** Competitions with a national or international draw may receive up to \$25,000. In order to be considered for this level of funding, applicants must provide a letter of support from a nationally or internationally recognized sport governing body, or confirm participation of a minimum of three teams or clubs from outside of British Columbia.
- Local tournaments, jamborees, playoffs and league games are not eligible for funding.
- Sport Hosting applicants are encouraged to apply at least six months before their anticipated event date to improve the application's chance of success.

- Spirit of Coquitlam grant funds cannot be used for operational costs of a non-profit organization.
- The competition venue must be located in the City of Coquitlam.
- Costs related to bidding on tournament hosting rights are ineligible.
- Spirit of Coquitlam grant funds will not be released before the applicant has been confirmed as the tournament host.

Groups whose primary mission/mandate is to reduce financial or other barriers to sports participation may wish to apply through the Community Support Projects stream.

Evaluation Criteria

Applications for Sport Hosting funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- Logistical details confirmed (dates, venue confirmed or on hold, evidence of other sources of funding, teams/competitors/participants etc.)
- A clear explanation of what the competition will be
- Quantitative evidence of the economic benefits to the City and its residents of hosting the competition (e.g. measured in estimated hotel room nights, number of visitors from out-of-town, etc.)
- Sponsorships or partnerships with local businesses, as evidenced through letters of agreement/support.
- Ability to leave a legacy in Coquitlam (e.g. purchase of event equipment being left to Coquitlam club/facility, coaching/officiating clinic, volunteer experience, school/team visitations by event participants, use of event to expand local sport membership, etc.)
- Frequency of hosting; priority may be given to teams or sports that have not received Sport Hosting funds in the year prior.

Playground Equipment

The Playground Equipment stream aims to complement the Province of British Columbia's Playground Equipment Program (PEP) or other similar programs which may be introduced. Parent Advisory Councils may apply on behalf of schools that have been identified as a priority for playground replacement or upgrade by School District 43 (SD43) under PEP, but have not been selected for provincial support in the previous five years.

- **Applications for playground equipment will only be accepted during the spring intake, to align with the PEP announcement.**
- Applicants may receive 90% of total project cost to a maximum of \$25,000 for playground equipment on SD43 property that is open to the public during non-school hours. Priority may be given to playgrounds in neighbourhoods identified as having greater need, or that do not have playgrounds on City-owned land.
- Applicants must demonstrate that their school has been identified by SD43 as a priority candidate for PEP but has NOT been selected for provincial funding.
- SD43 must provide a letter of support of the playground equipment funding application to the Spirit of Coquitlam Grant.
- In cases where the Spirit of Coquitlam Grant will not cover the total cost, other sources of funding or a modified project that is achievable with the funds available must be identified.

- Funding for playground equipment for schools with lower than a 70% population of Coquitlam residents will be subject to the Simon Fraser Formula, which ensure that Spirit of Coquitlam grant funds are used primarily to benefit Coquitlam residents.
- Priority may be given to projects that include climate adaptive playground equipment, and that include equipment that is made of sustainable materials.

Evaluation Criteria

Applications for Playground Equipment funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- Clear demonstration of priority designation from SD43 and approval for installation
- Evidence of other funding sources
- Percentage of student population that is Coquitlam residents
- Inclusion of environmental sustainability elements (materials used, climate adaptations, etc.)



Community Support Projects

The Community Support Projects stream is intended for programming and projects that do not fit into one of the other categories, but provide a

tangible benefit to Coquitlam residents, and that meet the general eligibility requirements of the Spirit of Coquitlam Grant. Priority for this category will go to projects that improve the wellbeing of residents, support neighbourhood engagement and community building, promote community inclusiveness, incorporate environmental sustainability or stewardship and/or provide innovative services and programming.

- Applicants may receive 90% of the total project budget to a maximum of \$10,000 in this category in three of any five-year period.
- Priority may be given to one-time programs and projects, or those that demonstrate a reduced reliance on City funding in following years.

Evaluation Criteria

Applications for Community Support Projects funding that meet the eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- A clear description of the project, including start and end dates, population served, the issue that is addressed by the project and community benefit
- Evidence of partnership with other organizations
- Other sources of funding, and a clear description of how the project will be able to continue without additional Spirit of Coquitlam grant funding
- A clear understanding of how the proposed project connects to the applicant's mission/mandate
- Details about how the project promotes diversity, equity and inclusion in the community.





Detailed Application Guide

This information is intended to assist applicants to fully complete the grant application. Each section corresponds to a section on the application form.

Tips for a Successful Application

- Only apply when you have the required information and can fully answer the questions on the application. Due to demand, staff may be delayed in following-up with each applicant for clarification or additional information.
- Make it very clear how your proposed project is meeting a need or providing a service in Coquitlam.
- Explain how your project will help the City to meet its strategic goals.
- Show that you have other sources of funding, and that City funding is needed for the project to be successful.

SECTION 1: Applicant Information

- a. Provide the full legal name of the organization.
- b. If the organization normally uses something different from the legal name, provide that here.
- c. Select “Yes” if the organization has a base of operation within the City limits of Coquitlam.
- d. Select “Yes” if the organization **does not** owe money to the City of Coquitlam. If the organization owes money to the City or if you are unsure, contact the Grant Coordinator at 604-927-3538 or communitygrant@coquitlam.ca before completing the application.
- e. Name the area in which the organization works. For example: Tri-Cities, Lower Mainland, Canada, Burke Mountain, etc.
- f. Provide the Society’s registration number and the year it was registered.

Only registered not-for-profit organizations are eligible for Spirit of Coquitlam Grant funding.

- g. Describe how the organization is structured: How are board members selected? How many staff? How many volunteers?

SECTION 2: Contact Information

- a. Provide the name and information for the contact person who is authorized to speak on behalf of the organization with respect to the application.
- b. Provide the organization’s mailing address for all correspondence regarding the grant application.
- c. Provide the organization’s physical address if it is different from the mailing address.
- d. Include the website address, social media handles and/or other ways that the organization connects and communicates electronically with the community it serves.
- e. The City keeps a database of not-for-profit organizations that are interested in receiving information that may be of use to them. Check the box if you would like the contact person listed in 2a to be added to this list.



SECTION 3: Project at a Glance

- a. Write the name that you would like the City to use for the project.
- b. Check the box beside the project stream that you would like to apply for. Project streams and assessment details can be found in this document and online at coquitlam.ca/spiritgrant.
- c. Include the total cost of the project AND the amount of money being requested through the Spirit of Coquitlam Grant. These amounts should be the same as the amounts on the Spirit of Coquitlam budget template.
- d. Tell us when your project will begin and when it will end. If you are applying under the “Festivals and Events” or “Sport Hosting” stream, include the date(s) of your event as well. The project start and end dates are usually not the same as the event date.
- e. Indicate where your project will be delivered. Describe it in the way that makes the most sense to you—will it be at a park? In a specific neighbourhood?
- f. When you’re talking about project benefits and participants, try to be as specific as you can about who will be able to participate or benefit. General statements like “all youth in Coquitlam can access this service” do not help the committee to understand the value of the project.
- g. Estimate how many of the people in question 3f come from each of the areas listed.
- h. Provide a brief description of the project in 150 – 300 words.



SECTION 4: All Applicants

- a. Describe why your organization exists, and how this funding will help the organization to meet its goals.
- b. Describe who your organization serves. This is where it may be useful to include some more general statements like “youth in the Tri-Cities”.
- c. Check the box that best represents where you expect people who participate in your project to be located.
- d. Tell us how the project will benefit the community it serves.
- e. Select the strategic goal you feel your project best represents.
- f. Talk about how your organization determined that this project would be good for the community. Is this project filling a programming gap? Are there barriers to people participating in an activity or process? Is there a need for more knowledge on a particular topic?
- g. Tell us how you will know if your project is successful. Some examples could be counting the number of participants, asking participants for feedback, seeing a decrease in people who are not receiving a service. If appropriate for your project, include some quantitative measures that you can report on after the project is completed.
- h. Tell us what you will do to achieve the success you described in question 4g.
- i. If your project is intended to be open to all members, tell us how your organization will actively include folks with diverse experiences. If your project is focused on serving a particular group, tell us about who is included in that group.
- j. If relevant, talk about steps you are taking to make your project environmentally sustainable.
- k. Check “yes” if you will be charging a fee to participate in your project.
- l. Tell us how much you will charge people to participate in your project. Include details about different charges for different groups, any subsidies that may be available, and any other information related to how you will determine the cost to participate.
- m. Tell us why you are charging for participation, and what the organization will do with the money earned.
- n. If relevant, tell us about the involvement of volunteers in your project.
- o. Include confirmed and expected funding. If you have applied for a BC Community Gaming grant, please include information about that application including the amount and the intended use of the funds.

SECTIONS 5 – 10: Grant Streams

This is your opportunity to describe your project in your own words. Some guiding points are included to help you to provide us with the information we need to be able to assess your grant application based on the criteria. You only have to complete the section for the project stream that applies to this grant application.

SECTION 11: Grant Conditions

IMPORTANT: Carefully read the grant conditions before signing the application. If you have any questions or concerns about the conditions, please contact the Grant Coordinator at 604-927-3538 or communitygrant@coquitlam.ca.

SECTION 12: Authorization and Certification

- The application should only be signed by someone who is authorized by the organization to submit a grant application on its behalf.
- **A digital signature or scanned copy of the completed signature page will be accepted.**
- The application will not be considered complete, and will not be reviewed by the committee, until the signature is received.
- The signature certifies that the signatory is authorized to submit the application and that to the best of the signatory's knowledge, the information provided in the application is accurate and complete and is endorsed by the organization that they represent.
- If the organization receives funding through the Spirit of Coquitlam Grant, the signatory certifies that the organization agrees to the conditions set out above and to any other conditions approved by Council.







**Spirit of
Coquitlam**
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Questions?

For more information about the Spirit of Coquitlam Grant and for support in submitting your application, contact the Grant Coordinator:

604-927-3538

communitygrant@coquitlam.ca

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