



2019 Spirit of Coquitlam Grant – Application Cover

3000 Guildford Way, Coquitlam, B.C. V3B 7N2 | tel: 604-927-3547 | email: communitygrant@coquitlam.ca

What is the Spirit of Coquitlam Grant?

The City provides annual grants to non-profit, community-based organizations. Its intent is to build community spirit by providing 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.

Funding for the Spirit of Coquitlam Grant Program is derived from the Casino Host Agreement revenue. Since 2002, the City of Coquitlam has awarded \$8.45 million to over 200 different organizations through the Spirit of Coquitlam Grant Program.

Updates for 2019

- Elementary Schools are now eligible for Provincial Playground Equipment Program Funding, and therefore must show that they have sought support from the school district to include their playground request for funding from the Province prior to being considered for a Spirit Grant;
- We are no longer holding information sessions, but are happy to discuss any questions you may have over the phone, by email or in person;

How to Apply:

A. Complete the Application

Review the Spirit Grant application support guides located at coquitlam.ca/spiritgrant to ensure you are clear on the information required for each question. If you have concerns regarding eligibility, contact the Grant Coordinators at 604-927-3547 or 604-927-3556, or email communitygrant@coquitlam.ca.

Tips for successful filing of the Adobe Fillable Application Form:

- Ensure that your Adobe Acrobat Reader is updated;
- Download a blank application from the grant website to your computer before starting to fill it out;
- Launch Adobe Acrobat Reader and open the application PDF file from within the program
- When attaching your completed form to your application email, please send the completed fillable copy with the fields still showing in blue/purple so that we can extract your responses. **SCANNED COPIES AND HARD COPIES ARE NOT ACCEPTED.**

Before submitting your application, please ensure:

- Your responses are typed;
- All questions are completed;
- You have included all of the items on the Grant Application Package Attachment Checklist (below);
- Section 8 is signed by two authorized board members (digital signatures or a scanned copy of the signature page are accepted).

B. Grant Application Package Attachment Checklist

Submit the following documentation with your application:

- Completed and signed application form**
- Society Annual Report (Form 11)** – current, filed with the Registrar of Companies, as required by the BC Registry Services Act.
- AGM Minutes** – organization's draft minutes of the most recent Annual General Meeting.
- Constitution and Bylaws:**
 - **First time grant applicant** – attach current constitution and bylaws.
 - **Previous grant applicant** – only required if constitution and bylaws have been revised, or if your last grant application was before 2014.
- Project timeline** – describe the process from planning to completion of the project/event/activity.
- Financial Documents** (*Most recent completed fiscal year*):
 - Society Balance Sheet** (or Statement of Financial Position)
 - Society Statement of Revenues and Expenses** (or Statement of Financial Activities) – Audited or Review Engagement, if available.
 - Project Budget** – Complete list of all project related expenses and revenues (Sample Template Available).
 - Grant Expense List** – A detailed breakdown of the expenses to be covered by Spirit of Coquitlam grant funds (Sample Template Available).
 - Detailed quotes for all expenses requested** - Include quotes or proof of pricing to support grant request. **Expenses listed without quotes are ineligible.**
- Facility Use License** – if renting a City of Coquitlam facility (room, pool, etc.). To obtain a Facility Use License, email the Special Event Office at festivalsandevents@coquitlam.ca or phone 604-927-6952.
- Letters of Support** – from collaboration organizations, other funders and/or in-kind contributors (if applicable).
- Community Gaming Grant Notification Letter** - Please attach a copy of the letter you receive from the Province (Award or Decline)



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How to Submit Your Application

Grant Intake Opens: Sunday, September 1, 2019

Submission Deadline Date: Monday, September 30, 2019 at 4 p.m. to communitygrant@coquitlam.ca. If you experience any issues with your submission, contact the Grant Coordinators at 604-927-3547 or 604-927-3556. **NOTE: Incomplete or late applications will not be accepted.**

Available Grant Support

The City of Coquitlam is happy to assist your organization to complete an application:

- Access the FAQ Guide and other support documents are available on the City website at www.coquitlam.ca/spiritgrant;
- If you have more questions, email communitygrant@coquitlam.ca or phone 604-927-3547 or 604-927-3556;
- You can also set-up an appointment with the grant coordinators;
- Refer to sample documents online for examples of Budget and Expense List requirements.

SECTION 1 – Contact Information

1.a Agency/Non-Profit Organization Name:

1.b Mailing Address:

City:

Postal Code:

1.c Contact Person:

Position/Title:

Phone:

Cell:

Email:

Website Address:

SECTION 2 – Organization Information

2.a Registered Society Number:

2.b What type of organization are you?

Arts & Culture

School/Parent Advisory Committee (PAC)

Community Services

Service Club

Environmental/Parks

Sports

Neighbourhood Association

Other

2.c When did your organization start operating?

2.d Board Meetings: # /year

2.e Next AGM Date:

2.f Were you approved for previous Spirit of Coquitlam Grant funding?
If yes, when?

Yes

No

2.g Is your organization in good financial standing with the City?

Yes

No

SECTION 3 – Project Information

3.a Project Name:

3.b Spirit of Coquitlam Grant Request Amount: \$

3.c Partial funding may be available. Will your project occur without full funding of your grant request?

Yes No

If Yes, what would the minimum grant funding required be?

3.d What type of program/event/activity are you applying for? Check most appropriate:

Festival and Special Event

General Programs & Projects

Sport Hosting Event

Capital Project

***You are encouraged to apply for grant funding in the year prior to your festival, community or sport hosting event.**

3.e Describe the project:

3.f Which of the City's strategic goals does your program/event/activity align with? Choose only **one**:

Strengthen Neighborhoods

Enhance Sustainability of City Services and Infrastructure

Expand Local Jobs/Local Prosperity

Achieve Excellence in City Governance

Increase Active Participation and Creativity

Information on the City's Strategic Plan can be found at coquitlam.ca/stratplan

3.g What is the anticipated community benefit from hosting the proposed event/activity? How does it align with the City's goals?(Why are you hosting it? Why do you feel this initiative is a fit for the Spirit Grant?)

3.h What specific date(s) does the program/event/activity take place?

3.i Where is the program/event/activity being held? (i.e. city and facility)

3.j What steps is your organization taking to ensure this project will be financially sustainable after potential grant funding ends?

3.k What are you doing to make the project open and accessible to of all members of the community? (i.e. persons with disabilities or persons from ethnic/cultural groups).

SECTION 4 – Program / Activity Statistics

4.a How many people will directly benefit from your project? (i.e. attendance/ impact on neighbourhood/benefit to parents)

4.b What is the target participation draw/impact area for your event/activity? (tick box)

Coquitlam Tri-cities Metro Vancouver Provincial National

4.c What percentage of attendants/participants/members are (or expected to be) residents of:
Coquitlam? % | Port Coquitlam? % | Port Moody? % | Other? %

4.d Is this a ticketed event/activity/program with a fee? Yes No (if no, proceed to question 4g)

4.e If yes, please identify the price/tiers of admission/registration \$

4.f If yes, how will the revenue from this event or activity be used by your organization?

4.g How many volunteer hours will be contributed to this project?

4.h Please estimate the economic benefit of your event (How many jobs created, how many people will visit Coquitlam, how many people are anticipated to stay overnight, etc.)

4.i How will you measure the success of your event?

SECTION 5 – Financial Information

5.a What is your organization’s monetary contribution to the project? \$

5.b Attach Grant Expense List and Quotes – A detailed breakdown of all expenses specifically requested from the Spirit of Coquitlam Grant. (Expense list sample available online)

- Please rank individual expenses in terms of priority as partial funding may be available.
- **REQUESTED ITEMS WITHOUT OFFICIAL QUOTES OR SUPPORTING DOCUMENTATION ARE INELIGIBLE.**
- **Ensure the value of the items listed match the quotes attached.**
- Check the Grant Eligibility Table Spirit Grant eligibility guide at coquitlam.ca/spiritgrant to ensure the items you are requesting are eligible for funding. If you have questions, please contact the Grant Coordinators.
- If you are renting a City of Coquitlam venue, attach your Facility Use License. To obtain a Facility Use License, email the Special Event Office at festivalsandevents@coquitlam.ca or phone 604-927-6952.

5.c Attach Project Budget – Identify all of the expenses and revenues for entire project. (Project budget template available online)



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5.d Community Gaming Grants – BC

i. Has your organization applied for a 2019 Community Gaming Grant?

Yes No (if no, please explain why below and proceed to question 5.e)

If yes, for how much?

If no, why not?

ii. What is the value of the Community Gaming grant awarded?

a. \$ (Please attach a copy of your Community Gaming Grant Award Notification Letter.)

b. Do not know – grant not yet awarded? Please indicate expected date of notice .

iii. What did you ask for from the Community Gaming Grant? Tick all the costs that apply.

- | | | |
|-----------------------|------------------------|-----------------|
| Ice/field allocations | Accounting | Food |
| Venue rental/rent | Security | Uniforms |
| Wages | Insurance | Membership dues |
| Administration | Mileage/transportation | Other |
| Training equipment | Program | |

5.e Describe other sources of confirmed cash or in-kind support for the project:

Support Organization Name:

Type of Collaboration/Partnership: (Funding amount, in-kind costs, etc.)

Details/Description:

Support Organization Name:

Type of Collaboration/Partnership: (Funding amount, in-kind costs, etc.)

Details/Description:

Note: add additional sheet if necessary.

SECTION 6 – Grant Conditions

IMPORTANT: We agree to the conditions set out below and to any other conditions approved by Council.

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 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.
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. All materials submitted become the property of the City of Coquitlam.
8. The City of Coquitlam reserves the right to use materials relating to its promotional and advertising campaigns.
9. **The organization will provide the following acknowledgement regarding City of Coquitlam's grant support of 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.
10. In certain circumstances, the City will place conditions on grants that must be met before payment is authorized.
11. Grant recipients will supply copies of all receipts for expenditures relating to the proposed project with the Final Report.
12. 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 604-927-3547.



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SECTION 7 – Reporting

1. All Spirit Grant monies must be expended for the purposes outlined in the acceptance letter within 15 days after completion of the project described in Section 3(h).
2. A Final Report using the template available at coquitlam.ca/spiritgrant MUST be completed and returned to the City within 30 days of the completion of the project described in Section 3(h), including copies of receipts for all project related expenses approved under the Spirit Grant.

SECTION 8 – Signatures by Authorized Board Members

This is to certify that the attached budget and the accompanying documentation is an accurate statement of our receipts and disbursements, both actual and estimated, for all the activities conducted by the organization, that the amount requested is necessary for proper continuance of our program, and that the attached application has been filled out truthfully and the answers reflect the activity of the organization. We agree to the conditions of the Spirit Grant, as outlined in section 6 of this application, and we authorize the individual noted in section 1 to be the City’s liaison with respect to this grant application.

Printed Name _____ Signature _____

Position/Title _____ Date _____

Printed Name _____ Signature _____

Position/Title _____ Date _____

*** Scanned or digital signatures allowed.**

Please contact the Grant Coordinators at 604-927-3547 or 604-927-3556, or by email at communitygrant@coquitlam.ca if you have any questions or require further assistance.

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 collections of your personal information please call the Grant Coordinator at 604-927-3547 or 604-927-3556.