



The purpose of the Spirit of Coquitlam Grant is to assist non-profit community organizations in building community spirit by providing community grant funds for public art, sport activities/programs, festivals and events, sports hosting and capital projects. The Final Report is necessary to maintain financial accountability and account for how grant funds were spent.

How to complete the Final Report:

1. Use the checklist below and include all applicable attachments:

- Answer all questions in the Final Report;
- Must be typed;
- Must have an original signature of one authorized board member (scanned signatures are accepted);
- Include sample of evaluations used to measure the outcomes of Project/Event/Activity;
- Include photocopies of receipts/invoices for eligible items purchased using the Spirit of Coquitlam Grant funds;
- Attach sample files or scan attachments of promotion/recognition of the grant support provided by the City of Coquitlam (e.g. your publications using the City's logo);
- Include in this report any photographs (email attachment - jpeg or on a cd/dvd) related to the use of funds for the City of Coquitlam's use in displays, publications or reports.

2. Submit Final Report.

Submit completed Final Report within 30 days of your project/event/activity being completed:

By email, mail or in person to:

City of Coquitlam

Attention: PRC Grant Coordinators – Spirit Grant Final Report

3000 Guildford Way

Coquitlam, BC V3B 7N2

» Email: communitygrant@coquitlam.ca

If you have any questions about completing the Final Report, please contact the grant coordinators:

Phone: 604-927-3547 or 604-927-3556

Email: communitygrant@coquitlam.ca

*****Completion of the Final Report is necessary for future eligibility for Spirit of Coquitlam Grant funding.**



2019 Spirit of Coquitlam Grant – Final Report

1. Applicant Details

1.a) Agency/Non-Profit Organization: _____

1.b) Contact Person: _____ Position/Title: _____

1.c) Phone: _____ Cell: _____

1.d) Email: _____

2. Project/Event/Activity Outcomes

2. a) Name of Project/Event/Activity: _____

2. b) Project/Event/Activity completion date: _____

2. c) Provide brief description of project/event/activity. Summarize the results of this grant in 100 words or less:

Evaluation of the Project/Event/Activity

2. d) What were your measures of success?

- Number of new registrations or increase in number of registrations
- Number of repeat registrations or increase in repeat registrations
- Number of new activities provided or increase in number of activities provided
- Number of participant numbers or increase in participant numbers
- Dollar amount/Number of ticket sales or increase in dollar amount/ticket sales
- Number of sponsorships or increase in number of sponsorships
- Increase in user satisfaction
- Other:
- Other:
- Other:

