



2019 Spirit of Coquitlam Grant – Application Form

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

1. 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 community grant funds for public art, sport activities/programs, festivals and events, sports hosting, capital projects and new initiatives aligned 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.

2. Updates for 2019

- Organizations will be required to show that they have applied for the BC Community Gaming Grant for the project or capital items, if eligible;
- Organizations that are eligible for Provincial Playground Equipment Program Funding must show that they have applied for a playground equipment grant to cover the items requested, prior to being considered for a 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;
- Similar projects/capital items can only be funded once every three years;
- Organizations may only receive funding once per calendar year;
- Organizations who are contributing a minimum of 10 per cent of their project budget will be given priority.

How to Apply:

3. Complete the Application

Review the FAQ Guide 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.

Before submitting your application, please ensure:

- Your Adobe Acrobat Reader is updated so you can complete the web-fillable PDF Application;
- Your application is saved to your computer before filling it out;
- Your application is typed;
- All questions are completed;
- Section 6 is signed by two authorized board members (digital or scanned signatures are accepted).

4. Assemble Package

Submit the following documentation with your application:

- 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:**
 - **New Grant Applicant** – attach organization's current copy.
 - **Previous Grant Applicant** – attach only if Constitution and Bylaws have been recently revised, or if your last grant application was before 2013.
- Timeline of Project, Event, or Activity** – identify the process from planning to delivery of the project/event/activity.
- Financial Documents** (*must be current*):
 - **Society Balance Sheet** (or Statement of Financial Position).
 - **Society Statement of Revenues and Expenses** (or Statement of Financial Activities) – Audited or Review Engagement is preferred, if available.
 - **Project Budget** – Expenses and revenues for project you are requesting Spirit of Coquitlam Grant funds.
 - **Grant Expense List** – A detailed breakdown of the expenses of the grant request only. Include quotes or proof of pricing to support grant requests. **Expenses listed without quotes will not be considered.**
- 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 and/or in-kind contribution letters (if applicable).



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5. Submit Application

Grant Intake Opens: Friday, March 1, 2019

Submission Deadline Date: Sunday, March 31, 2019 at 4 p.m. to the City of Coquitlam Grant Coordinators via e-mail at 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.**

6. Grant Support

The City of Coquitlam is happy to assist your organization with completing your application:

- FAQ Guide on the City website at coquitlam.ca/spiritgrant;
- Questions? Email communitygrant@coquitlam.ca or phone 604-927-3547 or 604-927-3556;
- 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. What type of organization are you?

- | | |
|---------------------------|--|
| Arts & Culture | School/Parent Advisory Committee (PAC) |
| Community Services | Service Club |
| Environmental/Parks | Sports |
| Neighbourhood Association | Other |

1.c. Mailing Address:

City: Postal Code:

1.d. Contact Person: Position/Title:

Phone: Cell:

Email: Website Address:

SECTION 2 – Organization Information

2.a. Registered Society Number:

2.b. When did your organization start operating?

2.c. Board Meetings: # /year

2.d. Next AGM Date:

2.e. Have you applied for Spirit of Coquitlam Grant funding in the past? Yes No

SECTION 3 – Detailed Application Request

3.a Project Name:

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

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

Festival and Special Event

General Programs & Projects

Sports Hosting Event

Capital Project

- Is your organization planning an event or festival? ****You are encouraged to apply for grant funding in the year prior to your event.***

3.d. Describe the program/event/activity:

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

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

3.g. How will this program/event/activity be financially sustainable after potential grant funding ends?

3.h. How will you ensure your program/event/activity is inclusive of all members of the community? (i.e. persons with disabilities or persons from ethnic/cultural groups).



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3.i. Which of the City’s strategic goals does your program/event/activity align with? Choose only **one** strategic goal below:

- Strengthen Neighborhoods
- Enhance Sustainability of City Services and Infrastructure
- Expand Local Jobs/Local Prosperity
- Achieve Excellence in City Governance
- Increase Active Participation and Creativity

Tell us how your project/event/activity will assist the city in advancing its strategic goals:

SECTION 4 – Program / Activity Statistics

4.a. How many people will attend or participate in your program/event/activity?

4.b. What percentage of attendants/participants/members are residents of:
Coquitlam? % | Port Coquitlam? % | Port Moody? % | Other? %

4.c. Is this a ticketed event? Yes No

4.d. Price of tickets? \$

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

SECTION 5 – Financial Information

5.a. How much is your organization contributing to the project? \$

• Is your organization in good financial standing with the City? Yes No

5.b. Partial funding may be available. Will your project occur without full funding of your grant request?
Yes No

5.c. Attach Grant Expense List – A detailed breakdown of all expenses specifically requested from the Spirit of Coquitlam Grant. **Ensure the value of the items listed match the quotes attached.**

- Please rank individual expenses in terms of priority as partial funding may be available.
- **REQUESTED ITEMS WILL NOT BE CONSIDERED WITHOUT OFFICIAL QUOTES OR SUPPORTING DOCUMENTATION.**
- Check the Grant Eligibility Table on page 6-7 of the FAQ guide at coquitlam.ca/spiritgrant to ensure your request is eligible.
- 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.d. Attach Project Budget – Expenses and revenues for entire project.



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5.e Community Gaming Grants – BC

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

Yes No (if no, proceed to Question 5.f.)

If yes, for how much? \$

ii. What is the value of the grant awarded?

a. \$

b. Do not know – grant not yet awarded.

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

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

5.f. Describe any partnerships, collaborations, financial/in-kind contributions, and/or donations for your program/event/activity:

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 program/event/activity described in Section 3(e).
2. A Final Report using the template available at www.coquitlam.ca/spiritgrant MUST be completed and returned to the City within 30 days of the completion of the program/event/activity described in Section 3(e).

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.

Organization:

Printed Name	Signature
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Position/Title	Date
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Printed Name	Signature
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Position/Title	Date
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*** Scanned or digital signatures allowed.**

Please contact the Grant Coordinator 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.