

1.0 GENERAL GUIDELINES:

- 1.1 Grant applications will be reviewed under these categories:
 - (a) General Program & Projects;
 - (b) Capital Projects;
 - (c) Sports Hosting Projects;
 - (d) Festivals & Special Events.

- 1.2 Applicants must be not-for-profit organizations that have been in existence for a minimum of 1 year.

- 1.3 Applicants may submit for new funding requests at each intake. Organizations can only receive grant funding once per calendar year.

- 1.4 Provincial, National and International-level sanctioned sport event hosting will be eligible, conditional on the applicant winning an event hosting bid.

- 1.5 The Simon Fraser Cost Sharing Formula (the “SFF”) will be used to determine disbursements when an applicant is from a Tri-Cities Association or not-for-profit organization. Disbursements will be determined by:

SFF Category	Criteria	SFF Formula for Distribution
1	Coquitlam organization serving the Tri-Cities (eg. Coquitlam Search and Rescue)	SFF applied to eligible components of application
2	Coquitlam or Tri-Cities organization serving less than 60% Coquitlam residents	Funding based on % of Coquitlam residents and eligible components of application
3	Coquitlam or Tri-Cities organization serving a minimum of 60% Coquitlam residents and 80% Tri-Cities residents	Full funding of eligible components of application
4	Coquitlam or Tri-Cities organization serving a minimum of 60% Coquitlam residents and less than 80% Tri-Cities residents	SFF applied to eligible components of application
5	Events drawing significant attendance (40% or more) from outside of Coquitlam	SFF applied to eligible components of application
6	Coquitlam or Tri-Cities sports organizations serving primarily females or people with disabilities and are comprised of less than 60% Coquitlam and 80% Tri-Cities residents	Full funding for Facility Use License (FUL) and SFF applied to remainder of the eligible components of application

2.0 PROCEDURAL REQUIREMENTS:

- 2.1 Complete applications must be received by the intake deadline to be considered eligible.
- 2.2 Applicants with outstanding requirements for previous grants will not be eligible for new grants.
- 2.3 Project completion to be confirmed with the City, with the project required to be delivered within 1 year of receiving grant funds.
- 2.4 Organizations that are eligible for Provincial Gaming Grants must show that they have applied for a Gaming Grant to cover the items requested, prior to being considered for Spirit Grant.
- 2.5 Applicants relying on funds from other sources must provide confirmation of such funds being received before grant funds will be disbursed.
- 2.6 Similar projects/items can only be funded once every 3 years.

3.0 GRANT EVALUATION AND ELIGIBILITY CONSIDERATIONS:

- 3.1 Projects will be evaluated based on the Eligibility Criteria forming part of these guidelines.
- 3.2 Project outcomes are required to be aligned with the City's Strategic Plan.
- 3.3 The project has a demonstrated benefit to Coquitlam.
- 3.4 Priority will be given for projects taking place within Coquitlam.
- 3.5 Priority will be given to "partnering" proposals where applicants contribute in the form of in-kind or actual funds to the grant request.
- 3.6 In-kind contributions for non-capital projects will be acknowledged. Priority will be given to organizations that contribute a minimum of 10% cash towards the total ask.
- 3.7 Projects should demonstrate public benefits and/or provide enhancements to services or initiatives that are accessible to the general public.
- 3.8 Priority will be given to projects that are financially sustainable, including the value of volunteer contributions.
- 3.9 Requests for sports or recreational equipment needed for City programs are ineligible.
- 3.10 PAC proposals to run programs or build playgrounds on SD43 property need to demonstrate the playground or program will be available to the general public and the



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funding limited to one piece of equipment or a maximum of \$25,000, provided other criteria of public value are met, unless specifically authorized by Council.

- 3.11 Applicants need to be in good financial standing with the City in order to be considered for Spirit Grant funding; and
- 3.12 Applicants that are planning events or festivals are encouraged to apply according to the following timeline (specific dates will be changed with each intake) in order to maximize their opportunity for success:

Submit Grant Request	Proposed Event Date
Spring Intake (Prior Year)	January to June
Fall Intake (Prior Year)	July to December

- 3.13 The following grant applications are considered ineligible:
 - a. Requests for new or upgraded infrastructure on City Parks, buildings or assets;
 - b. Programs, infrastructure, equipment or service enhancements at City facilities, public or private schools; and
 - c. Requests for capital items or service enhancements by City-funded Cultural Organizations that receive core annual budget support from the City and deliver services directly on behalf of the City.

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4.0 CRITERIA

EXPENSE TYPE:	ELIGIBLE:	NOT ELIGIBLE:
4.1 PERSONNEL	a) Staff Development/Training	d) Wages: staff, Management staff, employee benefits, salaries, etc.
	b) Volunteer Training	e) Volunteer Expenses: recruitment, travel costs etc.
		f) Travel/Meetings/Field Trips/Sports Travel
		g) Transportation/Gas
	c) 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)	h) 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.)
4.2 SERVICE / PROGRAM	a) 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)	d) Assistance to Participants: cash, clothing/personal needs, bus passes, taxi fares, lodging, etc.
	b) House Uniforms/Equipment: used by all	e) Individual Team Uniforms or Equipment: which benefit individual members only
		f) Office Equipment/Office Supplies/Furniture
		g) Computers
	c) Professional, Legal Fees: SOCAN, music commissioning, playwright etc.	h) Dues to Parent Organization
		i) Insurance: vehicle/building etc.
		j) Fundraising Projects: charity dinners, golf days, runs etc.
	k) Food/Refreshments/Meals	
4.3 PROMOTION & PUBLICITY	a) Marketing: costs associated with attracting people through tourism to events and festivals in Coquitlam.	c) Marketing/Advertising/Promotional Materials/ Supplies & Services: printing, outside printing costs, artwork, ticket printing for shows/sports events etc.
	b) Decorative: banners, flags	d) Website development
4.4 SPECIAL EVENTS	a) Venue Rental: one off park booking/facility rental	f) Rent: (yearly/monthly), Mortgage, Property Taxes, Utilities
	b) 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	g) Equipment Maintenance: repair to equipment, furniture and buildings
	c) Waste Management: recycling stations, garbage cans, bins	h) Provision for Replacement
	d) Licensing: Facility Use License (FUL) permits; excluding deposits, beer garden fees.	



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	e) City Services: event decking/artificial installation, event barricades, road closures etc.	
EXPENSE TYPE:	ELIGIBLE:	NOT ELIGIBLE:
4.5 GENERAL		a) Ongoing Operating Expenses
		b) Purchases previously supported through government funding: Education & Health Care sectors, Fraser Health Authority, Ministries, etc.
		c) Gifts/Honorariums/Gratuities
		d) Retroactive Funding or Operating Deficits
		e) Programs, infrastructure, equipment or service enhancements at public or private schools
		f) Requests for new or upgraded infrastructure on City Parks, buildings or assets
		g) Capital items or service enhancements by City-funded Cultural organizations that receive core annual budget support from the City and deliver services directly on behalf of the City.
		h) Purchase or lease of vehicles
		i) Projects that don't demonstrate public benefits and/or provide enhancements to services or initiatives that are accessible to the general public