



2018 Spirit of Coquitlam Grant
FAQ GUIDE



2018 Fall Spirit of Coquitlam Grant – FAQ GUIDE

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

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The Spirit of Coquitlam Grant assists non-profit community organizations in building community spirit by providing grant 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.

The purpose of this Frequently Asked Questions Guide (FAQ) is to assist groups with the Spirit of Coquitlam Grant Application.

If you have any questions about the grant application, contact:

Grant Coordinator – City of Coquitlam

3000 Guildford Way, Coquitlam, B.C. V3B 7N2

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

Email: communitygrant@coquitlam.ca

Updates for Fall 2018 Intake

- 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 their school has 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;
- Organizations may only receive funding once per calendar year;
- Similar projects/capital items can only be funded once every 3 years;
- Organizations that are contributing a minimum of 10% of their project budget will be given priority.

ELIGIBILITY

1.0 GENERAL GUIDELINES:

1.1 Grant applications will be reviewed under these categories:

- General Program & Projects;
- Capital Projects;
- Sports Hosting Projects;
- Festivals & Special Events.

1.2 Applicants must be registered 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, however 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 upon 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:



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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 prior to being considered for the Spirit Grant.

2.5 Organizations that are eligible for Provincial Playground Equipment Program Funding must show that their school has applied for a playground equipment grant to cover the items requested, prior to being considered for a grant.

2.6 Applicants relying on funds from other sources must provide confirmation of such funds being received before grant funds will be disbursed.

2.7 Similar projects/items can only be funded once every 3 years.



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3.0 GRANT EVALUATION AND ELIGIBILITY CONSIDERATIONS:

3.1 Projects will be evaluated based upon 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.

3.7 Priority will be given to organizations that contribute a minimum of 10% cash towards the total ask.

3.8 Projects should demonstrate public benefits and/or provide enhancements to services or initiatives that are accessible to the general public.

3.9 Priority will be given to projects that are financially sustainable, including the value of volunteer contributions.

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 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. **Organizations that are eligible for Provincial Playground Equipment Program Funding must show that their school has applied for a playground equipment grant to cover the items requested, prior to being considered for a grant.**

3.11 Applicants must be in good financial standing with the City in order to be considered for Spirit Grant funding.

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;
- c. Requests for capital items or service enhancements from City-funded Cultural Organizations that receive core annual budget support from the City and deliver services directly on behalf of the City;
- d. Requests for sports or recreational equipment needed for City programs.

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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.	
	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 from 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



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HOW TO APPLY

1. Complete the Application

If you have questions 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 8 is signed by two authorized board members **and the scanned signatures are sent as an attachment with your email submission or as a digital signature.**

2. Assemble Package

Use the below checklist as a guide and ensure all attachments are clearly labeled:

- 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 last grant application was before 2013.
- Timeline of project, event, or activity** – identify the process from planning to delivery of 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 all official quotes/invoices for all expenses requested. **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 for a festival or event, email the Special Event Office at FestivalsandEvents@coquitlam.ca or phone 604-927-6952.
- Letters of Support** – from collaborating organizations and/or in-kind contribution letters (if applicable).

3. Submit Application

Grant Intake Process Opens: **Saturday, September 1st, 2018**

Submission deadline: **Sunday, September 30th at 4pm**

Please submit your application to the City of Coquitlam Grant Coordinators **via email** at communitygrant@coquitlam.ca

If you experience any issues with your submission, contact the Grant Coordinators at 604-927-3547 or 605-927-3556.

NOTE: Incomplete or late application packages will not be accepted.



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4. Grant Support

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

- FAQ Guide on the City website www.coquitlam.ca/spiritgrant
- Questions? Email communitygrant@coquitlam.ca or phone 604-927-3547 or 605-927-3556
- Appointment with the grant coordinators

ADMINISTRATION

What are the priorities of the Spirit of Coquitlam Grant?

Project outcomes are required to be aligned with the City's Strategic Plan:

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

- The project has a demonstrated benefit to Coquitlam.
- Priority will be given to projects taking place within Coquitlam.

For more detailed information on the City of Coquitlam's Strategic Plan and Goals, visit www.coquitlam.ca/stratplan

How long will it take before I know if my application has been approved?

- Funding requests will be reviewed and considered by Council late November 2018.
- Applicants will be notified of Council decision in December 2018.

Am I guaranteed grant funding?

- The granting process is competitive and applicants should submit the best application possible.
- Submission of application does not guarantee you will receive a grant.

Can I apply for a grant if I have already received one in the past?

- Organizations may only receive funding once per calendar year.
- Previous successful applicants must have spent previous Spirit of Coquitlam Grant funds on approved items and submitted the Final Report with all receipts before re-applying.
- Contact the Grant Coordinators at 604-927-3547 or 604-927-3556 to determine if past grant compliance has been met.
- Previously purchased items can only be funded once every three years.

My event/activity/program will take place on City of Coquitlam or School District 43 property. What steps do I need to take?

- Submit a Letter of Support from the City or School District. **NOTE: Any requests for playground improvements on School District 43 properties will require documentation of prior consent from School District 43.**
- Submit a finalized construction and funding plan before applying for grant funds.
- Submit a copy of the Facility Use License/Contract (FUL) with your application.
- PAC proposals to run programs or build playgrounds on School District 43 property need to demonstrate the playground or program will be available to the general public and the funding limited to one piece of equipment or a maximum of \$25,000, provided all other criteria of public value are met, unless specifically authorized by Council.



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- Organizations that are eligible for Provincial Playground Equipment Program funding must show that their school has applied for a playground equipment grant to cover the items requested, prior to being considered for a grant.
- Projects need to demonstrate public benefit and/or provide enhancements to services or initiatives that are accessible to the general public.
- Please contact the Grant Coordinators at 604-927-3547 or 605-927-3556 to ensure requirements have been met prior to submitting an application.

Our project parameters have changed since we submitted the grant application. Are we allowed to revise our application submission?

- Yes. Any changes in application request must be submitted in writing to the Grant Coordinator for review.

Our project/event/activity will not be completed in the time frame that we estimated in our application.

Are extensions available?

- Project completion is to be confirmed with the City. All projects are required to be delivered within one year of receiving grant funds.
- If there are any changes in the timeline stated in the application, written notification must be sent to the Grant Coordinator.

Are we allowed to purchase other items with the grant funds?

- Grant funds can only be used on items approved by Council.
- Contact the Grant Coordinators if you need clarification.

What do we do if we have unspent funds?

- Contact the Grant Coordinators. Unused funds must be returned to the City of Coquitlam.

How do we maintain financial accountability?

- Applicants relying on funds from other sources must provide confirmation before Spirit Grant funds will be disbursed.
- The organization is required to provide all receipts of expenditures relating to the proposed project.
- The organization will make available for inspection by the City, or its auditors, all records and books of the organization's accounts upon request.
- The organization **must** complete a final report with photocopies of all receipts of expenditures relating to the proposed project.

APPLICATION GUIDE

SECTION 1: CONTACT INFORMATION

- 1.a Use the full legal name of the organization.
- 1.b What best describes your organization? Check the most appropriate category.
- 1.c. Organization's mailing address for all correspondence regarding the grant application.
- 1.d Contact person who can speak on behalf of the organization with respect to the application, organization's phone number, cell phone number, email and website address, if applicable.

SECTION 2: ORGANIZATION INFORMATION

- 2.a **Registered Society Number** – The Registered Society Number can be located on the top left hand side of the society certificate.
- 2.b When did your organization start operating?
- 2.c Board Meetings – How many do you hold per year?
- 2.d AGM – When is your next Annual General Meeting?
- 2.e Have you applied for Spirit of Coquitlam Grant funding previously? Select Yes or No.

SECTION 3: DETAILED APPLICATION REQUEST

- 3.a The name of the program/event/activity you are requesting grant funds for.
- 3.b The amount of grant funds, in dollars, that you are requesting in this application.
- 3.c What type of program/event/activity are you applying for?
 - Festival or special event? Sports hosting project? General program and project? Capital project?
 - Provincial, national, and international-level sanctioned sporting event hosting will be eligible, conditional on the applicant winning an event hosting bid.
- 3.d Describe the program/event/activity in general:
 - What are the grant funds being used for? And why? Briefly describe your reasons for applying.
 - What activities will take place at your program/event/activity?
- 3.e What specific date(s) does your program/event/activity take place?
 - The date is needed to configure the due date of the Final Report, which is required within 30 days after project/event/activity completion.
- 3.f Where is your program/event/activity being held?
 - If the requested project is outside of the City of Coquitlam, please confirm your eligibility with the Grant Coordinators before continuing to complete the application form.
 - If you are using a City of Coquitlam facility, a storage plan is needed for items requested. Do not assume that there is space to store your requested grant items. Permission is needed.
 - A Facility Use License is required with your application if you are renting a room, pool, park facility, etc. To obtain a Facility Use License, email the Special Event Office at FestivalsandEvents@coquitlam.ca or phone 604-927-6952.

3.g Will the proposed program/event/activity be sustainable past the support of the grant funding?

- Please describe your organization’s financial sustainability plan.
- Priority will be given to projects that are financially sustainable, including the value of volunteer contributions.

3.h Describe how your program/event/activity will be inclusive and accessible to all residents of Coquitlam.

Be sure to describe all aspects including physical accessibility, program-related items, and policies/procedures.

- How does your program ensure that persons with disabilities can use your service?
- Do you offer service/information in alternate formats (Braille, plain language, audio tape, TDD, etc.)?
- Is the physical location of your program accessible?
- Does your program use cultural/linguistic interpreters and/or have information brochures in different languages?

3.i How does your program/event/activity help to fulfill the City of Coquitlam’s Strategic Plan? Please choose ONE main strategic goal and, in point form, briefly list your reasons.

More information on the City’s Strategic Plan can be found at www.coquitlam.ca/stratplan

SECTION 4: PROGRAM ACTIVITY, STATISTICS AND EVALUATION

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

4.b Indicate the percentage of attendees/participants/members of your program/event/activity who are residents of Coquitlam and surrounding municipalities.

Coquitlam? ___% Port Coquitlam? ___% Port Moody? ___% Other? ___%

- Preference is given to programs/events/activities that take place within Coquitlam and have a direct benefit to the community.

4.c Is this a ticketed event?

4.d Price of tickets? List all prices of tickets being sold.

4.e Indicate the number of volunteer hours to be utilized for the program/event/activity in the upcoming year (if applicable to your grant request).

SECTION 5: FINANCIAL INFORMATION

SUBMIT THE MOST RECENT ANNUAL FINANCIAL STATEMENTS WITH THIS APPLICATION.

- Accountant's comments/opinion or Audited/Review Engagement (if available) are preferred;
- Balance Sheet (or Statement of Financial Position); and
- Statement of Revenues and Expenses (or Statement of Financial Activities).

5.a How much is your organization contributing to the project/event/activity?

- Do not duplicate this answer in 5.f. 'Other sources of funding.'
- Priority will be given to organizations that are contributing a minimum of 10% of their project budget.
- Is your organization in good financial standing with the City? Select Yes or No.

5.b Will your program/event/activity occur without full funding from the grant?

- Partial funding may be awarded.

5.c Submit Grant Expense List (as an attachment to your email application) — Provide a detailed breakdown of the expenses specifically requested from the Spirit Grant.

- **Rank individual requests in terms of priority** as partial funding may be available.
- **Include all quotes:** Grant applications will not be considered without official quotes or supporting documentation for each item requested.
- An itemized list of all expenses requested from the Spirit Grant must be submitted (i.e. if you have \$2,000 listed for program supplies, what specifically are you purchasing for that \$2,000?)
- Only list expenses that total the amount you are asking for from the grant.
- If you are renting a City of Coquitlam venue, attach a Facility Use License (FUL).
- *Examples of quotes:* equipment purchases, fencing costs, staging rentals, venue rentals, staff training cost/hour, etc. to support the dollar amount you are requesting for each specific item.

5.d Submit Project Budget (as an attachment to your email application) – expenses and revenues for entire project/event.

5.e Community Gaming Grants – BC

- **i.** Has your organization applied for a 2018 Community Gaming Grant from the Province of BC? Check Yes or No.
 - If Yes, how much did your organization apply for?
 - If No, proceed to Question 5.f.
- **ii.** What was the value of the grant awarded? Fill in amount awarded, or, if not yet notified, check off "Do not know – grant not yet awarded."
- **iii.** How will your organization utilize the Provincial Gaming Grant funds? Select all which apply or specify under 'Other.'
- Organization will be required to show they have applied for a Community Gaming Grant. For more information, contact the grant coordinators.

5.f Describe any partnerships or other collaborations supporting this program/event/activity including, but not limited to: financial, in-kind, donations, administrative support, venue, etc. Attach sheets if you need more space.

- Indicate the support organization or individual.
- Describe the type of collaboration/partnership.
- Describe in detail what is being provided for this particular program/event/activity.
- Have you received other grants for this program/event/activity? If so, please detail.
- In-kind contributions for non-capital projects will be acknowledged.
- Do not list your organization's contributions here as this was answered in 5.a.

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 support of this project in its promotional and advertising campaigns.
9. **The organization will provide the following acknowledgement regarding City of Coquitlam's grant support of your 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.

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 as 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

Board Signatures – what do I need to know?

- The signatures of two signing officers from the Board of Directors are needed.
- **Digital or scanned copies of signatures will be accepted for application submission.** If providing a scanned copy of signatures, include as an attachment to your email submission.
- The signature is to certify that, to the best of your knowledge, the information provided in the application is accurate and complete and is endorsed by the organization that you represent.
- If your organization receives funding through the Spirit of Coquitlam Grant, you agree to the conditions set out above and to any other conditions approved by Council.

Grant Process and Confidentiality?

- 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 collection of your personal information, or if you need further assistance, contact the Grant Coordinators at 604-927-3547 or 604-927-3556 or communitygrant@coquitlam.ca