



Application Guide

HOW TO APPLY

A. 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

Tips for successfully working in 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 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** – identify the process from planning to completion of the project.
- 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 partner 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)

C. Submit Application

- Grant Intake Process Opens: **Sunday, September 1, 2019**
- Submission deadline: **Monday, September 30, 2019 at 4:00 p.m.**
- Please submit your application to the City of Coquitlam grant coordinators **via email at communitygrant@coquitlam.ca**
- **NOTE: Incomplete or late application packages will not be accepted**

Available Grant Support

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

- The FAQ Guide and other support documents are available on the City website at 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.

APPLICATION REVIEW BY SECTION:

➤ SECTION 1: Contact Information

- a. Use the full **legal** name of the organization.
- b. Organization's mailing address for all correspondence regarding the grant application.
- c. Contact person who is authorized to speak on behalf of the organization with respect to the application. Organization's phone number, cell phone number, email, and website address.

➤ SECTION 2: Organizational Information

- a. **Registered Society Number** – The Registered Society Number can be located on the top left hand side of the society certificate.
- b. What best describes your organization? Check the most appropriate category.
- c. The date your organization began operations (not the date of registration).
- d. Board Meetings – How many do you hold per year?
- e. AGM – When is your next Annual General Meeting?
- f. If your organization has previously received a Spirit of Coquitlam Grant, indicate the most recent year you were funded.
- g. Indicate if your organization in good financial standing with the City.

➤ SECTION 3: Project Information

- a. The name of the project for which you are requesting funds.
- b. The amount of grant funds, in Canadian dollars, that you are requesting in this application.
- c. If your project is scalable, indicate the minimum amount of funding required.
- d. Indicate the type of project you are developing.
 - In order to provide ample time to plan an event, the City encourages applications for events and festivals one year in advance.
 - Provincial, national, or international-level sanctioned sporting event will be eligible on the condition that the applicant wins the event hosting bid.
- e. Describe the project in general terms:
 - What are the grant funds being used for? And why? Briefly describe your reasons for applying.

- What activities does your project involve?
- f. Choose the strategic goal that you feel your project is most aligned with. **More information on the City's Strategic Plan can be found at www.coquitlam.ca/stratplan**
- g. Describe the positive impact the project will have on the residents and businesses of Coquitlam and how it aligns with the strategic goal you selected above.
- h. Indicate the date(s) of your project, keeping in mind that funds must be spent within one year of receiving them. The Final Report will be required within 30 days after project completion.
- i. 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 requesting equipment that you plan to store in 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.
- j. Please describe how your organization will ensure that this project will continue on after funding is spent.
 - Priority will be given to projects that demonstrate a plan for financial sustainability.
- k. Describe how your organization will ensure that the project will be inclusive and accessible to all residents of Coquitlam. **TIP: Be sure to describe all aspects including physical accessibility, program-related items, and organizational inclusion and accessibility policies/procedures.**
 - How does your program ensure that persons with disabilities can use your service?
 - Do you offer service/information in alternate formats (Braille, sign 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?

➤ SECTION 4: Program Activity, Statistics and Evaluation

- a. Estimate how many people will attend, participate in, or benefit from your project.
- b. Choose the area that best fits the reach of your project.
- c. Indicate the percentage of attendees/participants/members connected to the project who are residents of Coquitlam and surrounding municipalities. **Preference is given to programs/events/activities that take place within Coquitlam and have a direct benefit to the community.**
- d. Indicate whether your project will involve a cost to participants.
- e. List the price(s) of admission; include all planned/expected price points.
- f. Describe how you will use the funds acquired through participation fees.
- g. Indicate the number of volunteer hours to be utilized for the project.
- h. Identify how many jobs will be created, how many people will visit Coquitlam, how many people are anticipated to stay overnight, etc.
- i. Identify how you will know your project was successful. This answer should correlate to the outcomes listed in your answer in 3.g.

➤ SECTION 5: Financial Information

- a. Indicate your organization's cash contribution to the project.
 - Do not include this amount in 5.d.
 - Priority will be given to organizations that are contributing a minimum of 10% of their project budget.
- b. **Submit Grant Expense List** (as an attachment to your email application) — **Provide a detailed breakdown of the expenses specifically requested from the Spirit Grant. (Expense List sample provided online)**
 - **Rank individual requests in terms of priority** as partial funding may be available.
 - **Include all quotes:** Expenses without official quotes or supporting documentation are ineligible.
 - 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:* screen shots of equipment you need to purchase; estimates for fencing costs, staging rentals, venue rentals; quotes for staff training cost/hour, etc. All Quotes should support the dollar amount you are requesting for each specific item.
- c. **Submit Project Budget** (as an attachment to your email application) – **expenses and revenues for entire project/event. Expenses and Revenues should match. (Budget sample provided online)**
- d. Community Gaming Grants – BC
 - i. If your organization has applied for a Community Gaming Grant, what amount was requested from that program? If not, explain why and proceed to Question 5.f.
 - ii. List the amount awarded, or, if not yet notified, check off “Do not know – grant not yet awarded.” And list the date you expect to hear back. Attach award notification letter if you have received it.
 - iii. Select all which apply or specify under ‘Other.’
- d. Describe all confirmed partnerships or other collaborations supporting this project 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.
 - 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:** Carefully read the grant conditions before signing the application. If you have any questions or concerns about the conditions, please contact the Grant Coordinator at 604-927-3547.

➤ SECTION 7: Reporting

- ❖ **IMPORTANT:** Carefully read the reporting requirements before signing the application. If you have any questions or concerns about the conditions, please contact the Grant Coordinator at 604-927-3547.

➤ SECTION 8: Signatures by Authorized Board Members

a. 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.

b. 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*