



Eligibility and Evaluation Guide



2019 Spirit of Coquitlam Eligibility and Evaluation Guide

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ELIGIBILITY

GENERAL GUIDELINES:

- Grant applications must fall into one of these eligible categories:
 - General Program & Projects;
 - Capital Projects;
 - Sports Hosting Projects; or,
 - Festivals & Special Events.
- Eligible applicants are not-for-profit organizations operating in a professional manner, incorporated under the Canada Not-for-Profit Corporations Act, or under the equivalent provincial or territorial legislation. Applicants must demonstrate that they have been active in the execution of their mandate for at least the previous year.
- Applicants may request funds at each intake; however, organizations can only receive grant funding once per calendar year.
- Applicants must be in good financial standing with the City in order to be considered for Spirit Grant funding.
- Applicants that have not fulfilled the requirements of previously awarded Spirit Grants are not eligible for further funding.
- Provincial, National or International-level sanctioned sporting event will be eligible on the condition that the applicant is the successful bid to host the event.
- Applications to replace equipment, supplies or other goods that were purchased with Spirit Grant funds are eligible once every three years to each organization.
- Priority will be given to projects taking place within Coquitlam.
- Priority will be given to proposals that demonstrate a partnership between two or more community organizations, as well as where applicants contribute in the form of in-kind contributions to the grant request.
- Priority will be given to projects that are financially sustainable, including the dollar value of volunteer contributions.
- Priority will be given to organizations that contribute a minimum of 10% cash towards the total ask.
- Projects should demonstrate public benefits and/or provide enhancements to services or initiatives that are accessible to the general public.
- 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	January to June of the following year
Fall Intake	July to December of the following year

INELIGIBLE PROJECTS

- The following types of projects are ineligible for Spirit Grant funding:
 - a. New or upgraded infrastructure on City Parks, City buildings or any City assets;
 - b. Programs, infrastructure, equipment or service enhancements at City facilities, public or private schools (with the exception of Playgrounds as described above, and school or PAC organized events targeting the broader community);

- c. Capital items or service enhancements for cultural organizations that receive core annual budget support from the City and deliver services directly on behalf of the City;
- d. Sports and/or recreational equipment needed for City programs; and,
- e. Fundraising events.

PROCEDURAL REQUIREMENTS:

- Completed applications must be received by the intake deadline to be considered eligible.
- Successful applicants must complete the approved project and fulfil the final reporting requirements within one year of receiving the grant funds.
- Organizations that are eligible for Provincial Gaming Grants are required to apply for a Gaming Grant in order to be eligible for a Spirit Grant. More information can be found here: [Community Gaming Grants](#)
- Organizations that are eligible for the provincial Playground Equipment Program funding must show that their school has applied for a playground equipment grant for the same items in order to be eligible for a Spirit Grant. More information can be found here: [Provincial Playground Equipment Program](#)
- Applicants receiving support from other sources for their project must provide confirmation of support before Spirit Grant funds will be disbursed.

CONSIDERATIONS AND GRANT EVALUATION:

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

SFF Category	Criteria	SFF Formula for Distribution
1	Coquitlam organization serving the Tri-Cities (e.g. 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

- Projects will be evaluated using the eligibility criteria listed below:

- Project outcomes align with at least one of the City’s Strategic Goals which are to:
 - Strengthen Neighbourhoods;
 - Expand Local Jobs, Local Prosperity;
 - Increase Active Participation and Creativity;
 - Enhance Sustainability of City Services and Infrastructure; and,
 - Achieve Excellence in Governance
- For more detailed information on the City of Coquitlam’s Strategic Plan and Goals visit www.coquitlam.ca/stratplan
- The project clearly benefits the City of Coquitlam and its residents.
- PAC proposals to run programs or build playgrounds on School District 43 (SD43) property demonstrate the playground or program will be accessible to the general public and the funding is limited to one piece of equipment or a maximum of \$25,000, unless specifically authorized by Council.
- A list of examples of eligible and ineligible items for funding are below:

EXPENSE TYPE:	ELIGIBLE:	NOT ELIGIBLE:
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.
	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)	f) Travel/Meetings/Field Trips/Sports Travel
		g) Transportation/Gas
2) SERVICE / PROGRAM	a) Program Supplies: essential to the project: Craft or art supplies, gardening equipment, multiuse sports equipment, computer software (specific applications, not productivity suites)	d) Assistance to Participants: cash, clothing/personal needs, bus passes, taxi fares, lodging, etc.
		e) Individual Team Uniforms or Equipment: used by select participants only
		f) Office Equipment/Office Supplies/Furniture/Computers
	b) House Uniforms/Equipment: used by all participants	g) Dues to Parent Organization
	c) Professional, Legal Fees: SOCAN, music commissioning, playwright, etc.	h) Programs, infrastructure, equipment or service enhancements at public or private schools
	i) Insurance: vehicle/building, etc.	
	j) Food/Refreshments/Meals	

EXPENSE TYPE:	ELIGIBLE:	NOT ELIGIBLE:
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: project-related banners, flags	d) Website development
4) SPECIAL EVENTS	a) Venue Rental: one off park booking/facility rental	f) Ongoing operating costs: rent, mortgage, property taxes, utilities, etc.
	b) Equipment Rentals: staging and tents, sound & lighting, port-a-potties, fencing, power generators, bleachers, propane, heaters, tables/chairs, flooring, pipe & drapes.	g) Equipment Maintenance: repair to equipment, furniture and buildings
	c) Waste Management: recycling stations, garbage cans, bins, hand washing stations, grey water tanks	h) Depreciation costs
	d) Licensing: Facility Use License (FUL) permits; excluding deposits, beer garden fees.	
	e) City Services: event decking/artificial installation, event barricades, road closures, etc.	
5) GENERAL		a) Activities and purchases completed or paid for before funding is disbursed b) Gifts/Honorariums/Gratuities c) Retroactive Funding or Operating Deficits d) Purchase or lease of vehicles