



2019 Spirit of Coquitlam Frequently Asked Question Guide

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

The Spirit of Coquitlam Grant (Spirit 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.

QUESTIONS AND ANSWERS

What are the priorities of the Spirit of Coquitlam Grant?

- To support organizations complete projects that will have demonstrated benefits for Coquitlam
- To support projects that take place within Coquitlam
- To support projects that align with the City's strategic goals as described in the Strategic Plan:
 - Strengthen Neighborhoods;
 - Expand Local Jobs, Local Prosperity;
 - Increase Active Participation and Creativity;
 - Enhance Sustainability of City Services and Infrastructure; and,
 - Achieve Excellence in Governance
- ❖ **TIP:** 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 October 2019.
- Applicants will be notified of Council decision in November 2019.

Am I guaranteed grant funding?

- No, applying for a Spirit Grant does not guarantee that you will receive funding. The granting process is competitive and applicants should submit the best application possible.
- In cases where demand exceeds available funds, partial grants may be offered, at the discretion of City Council.

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

- Organizations are eligible to receive one Spirit Grant per calendar year.
- Previously successful applicants must spend their Spirit Grant funds on approved items and submit a final report with all required supporting documents before they are eligible to re-apply.
- Applications to replace equipment, supplies or other goods that were purchased with Spirit Grant funds are eligible once every three years to each organization.
- If you are unsure of your standing with the City, contact the grant coordinators at 604-927-3547 or 604-927-3556 to determine if you are currently eligible for funding.

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

- Include a letter of support from the City or School District with your application. **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 with your application for grant funds.
- Include 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 must demonstrate that the playground or program will be accessible to the general public outside of school hours

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- The Spirit Grant is restricted to one piece of equipment or a maximum of \$25,000, whichever is lower, unless specifically authorized by Council.
- Proposed projects must meet all other criteria of public value, unless specifically authorized by Council.
- Organizations that are eligible for provincial Playground Equipment Program (PEP) funding must show that the school district has applied for provincial support to cover the items requested, prior to being considered for a grant. More information can be found here: [Provincial Playground Equipment Program](#).
- 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 confirm eligibility before you submit an application.

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

- Yes, any changes to the original submission must be submitted in writing to the Grant Coordinators for review at communitygrant@coquitlam.ca within 2 weeks of the application intake period.
- Funding used for unauthorized activities or purchases must be repaid to the City.

Our project/event/activity will not be completed in the timeframe that we estimated in our application. Are extensions available?

- All projects must be completed within one year of the date that grant funds are received.
- Any changes in the timeline stated on the original submission must be submitted in writing to the Grant Coordinators at communitygrant@coquitlam.ca.
- Funding not spent within the approved timeframe may need to be repaid to the City.

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

- No, grant funds can only be used on items approved by Council, as listed in your grant agreement.
- Funding used for unauthorized activities or purchases must be repaid to the City
- Contact the Grant Coordinators at 604-927-3547 or 605-927-3556 if you need clarification.

What do we do if we have unspent funds?

- Unspent funds must be repaid to the City of Coquitlam.
- Contact the Grant Coordinators if you need clarification.

How do we maintain financial accountability?

- Applicants receiving support from other sources for their project must provide confirmation of support before Spirit Grant funds will be disbursed.
- The organization will make available all records and books of the organization's accounts upon request made by the City including, but not limited to, grant coordinators or City Auditors.
- Grant recipients **must** submit a final report that includes photocopies of receipts for all related expenditures within 30 days of the project completion date.

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

- Grant Coordinator – City of Coquitlam
3000 Guildford Way, Coquitlam B.C., V3B 7N2
Tel: 604-927-3547 or 604-927-3556
Email: communitygrant@coquitlam.ca