



Spirit of Coquitlam Grant Information Guide

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Coquitlam



Spirit of Coquitlam

GRANT

What is the Spirit of Coquitlam Grant?

The Spirit of Coquitlam Grant supports not-for-profit, community-based organizations to build community spirit by providing funds for public art, sport activities and programs, festivals and events, sport hosting, capital projects, and new initiatives that align with the City's strategic goals.

There are six funding streams that make up the Spirit of Coquitlam Grant:

- Capital Projects
- Community Support
- Festivals and Events
- Playground Equipment (spring intake only)
- Sport Hosting
- Sports Equipment

With respect to the City's ongoing commitment to reconciliation with local Indigenous communities, as well as a focus on other equity-deserving groups through our Equity, Diversity and Inclusion initiatives, applicants are encouraged to highlight how their application will be in support of these conditions.

Spirit of Coquitlam is a project-focused grant program and does not cover ongoing operational expenses including salaries, rent, insurance, wages, utilities or any other expenses deemed by the City to be of an operational nature.

When is it offered?

The City normally holds two intake sessions per year—one in the spring (typically February/March) and one in the fall (typically September). Grant recipients are usually announced in June and December, respectively.



Who is it for?

The Spirit of Coquitlam Grant supports registered not-for-profit organizations based in and serving Coquitlam residents. In cases where organizations serve people outside of Coquitlam, the maximum amount of funding may be limited to the proportion of the activity that serves Coquitlam residents.

What is the application process?

Applicants must complete the online application form available at coquitlam.ca/SpiritGrant by the deadline defined on our website. If you require a fillable PDF application form, request a copy by emailing the Grant Coordinator at CommunityGrant@coquitlam.ca.

Funding recommendations will be made by a committee of City staff, based on the eligibility guidelines found in this document. The committee will review completed applications approximately one month after the closing date. Grant recommendations will be presented to Council within two months of the grant review committee meeting.

This guide has five parts:

- An overview of the Spirit of Coquitlam Grant program (page 2)
- Application Guidelines (page 3)
- General Eligibility Criteria (page 4)
- Grant Funding Streams and detailed Eligibility Criteria (page 5 – 8)
- Application form overview to help you prepare for your submission (pages 9 – 11)





Application Guidelines

- Spirit of Coquitlam grant funds can be used to cover expenses that are incurred from the date the grant application is received by the City of Coquitlam.
- The Spirit of Coquitlam Grant is not intended to be an ongoing source of funding for activities, projects, programs, equipment or events. Priority may be given to new applicants, or those who demonstrate reduced reliance on City funding from year-to-year.
- Applying for a grant does not guarantee funding. The Spirit of Coquitlam Grant is competitive and demand commonly exceeds the available funds. Grants may be approved for a lower amount than was requested to ensure that as many eligible groups and projects as possible can receive financial support. Applicants are advised to submit their best possible application.
- Applicants are encouraged to discuss their proposals with City staff before submitting an application.
- Priority may be given to projects that demonstrate a benefit to Coquitlam residents and/or local businesses through economic development.
- Priority may be given to proposals that demonstrate a partnership between two or more community organizations.
- Priority may be given to projects that are zero waste, provide a sustainability plan, are accessible via transit/ active transportation, or demonstrate other commitments to environmentally sustainable practices.
- Applications should demonstrate financial need. Projects that have secured the required funding or that intend to fundraise beyond project cost-recovery may not be considered for Spirit of Coquitlam grant funds.
- Applicants that are applying for multiple projects/programs under one application may be asked to prioritize their initiatives.



- The Spirit of Coquitlam Grant does not support ongoing projects or operational expenses for organizations

- **Ongoing Projects**

Projects/programs that are currently being operated by applicants are not eligible for funding—projects must be new or demonstrate an expansion of the current program

- **Operational Costs**

Costs that are incurred through the day-to-day operations of the organization are not eligible for grant funding, including employee wages, travel costs and office rentals.

- Applicants must provide a proposed project budget that identifies other sources of funding. Other sources may be inkind contributions or monetary support from other grants, levels of government, or the applicant organization.
 - A budget template has been provided, and must be completed.
 - Priority may be given to applicants that include proof of application to the BC Community Gaming grant for the proposed Spirit of Coquitlam project.
- Applicants should not promote projects of a political nature.
- Applications should demonstrate how the proposed program or project helps to meet at least one of the City's Strategic Goals:
 - Community Safety
 - Environmental Sustainability
 - Workplace and People
 - Financial Excellence and Operational Efficiency
 - Economic Vitality
 - Housing
 - Critical Infrastructure
 - Community Amenities
 - EDI, Reconciliation, and Social Cohesion
- For more detailed information on the City of Coquitlam's Strategic Plan and Goals visit coquitlam.ca/StratPlan.
- Applicants may request funds for one project at each intake, and at a maximum will receive funds in a grant category once per calendar year. Priority may be given to organizations that have not received Spirit of Coquitlam grant funds in the two previous intake periods.



General Eligibility Criteria

Eligible Applicants Must:

- Be 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.
 - Registered Parent Advisory Councils may apply for playground equipment in line with the Playground Equipment guidelines found in this document.
- Demonstrate that their organization has been active in the execution of their mandate for at least 12 months prior to funding disbursement.
- Be in good financial standing with the City.
- Follow all applicable City codes of conduct, bylaws and regulations.

Ineligible Applicants:

- Applicants that have not fulfilled the requirements of previously awarded Spirit of Coquitlam Grants, including the submission of a final report.
- Organizations that have an ongoing agreement in place with the City of Coquitlam.
- Organizations that have previously misrepresented their relationship with the City of Coquitlam.

Eligible Projects:

- Must be held in Coquitlam
- Create benefits primarily for Coquitlam residents.
- Will be subject to funding maximums determined using the Simon Fraser Formula (SFF) when applicable (*see table below*).
 - The SFF may not be applied to Sport Hosting projects or to Festivals/Events with a minimum of 500 attendees that can also provide details of anticipated economic benefits for the City. Please contact the Grant Coordinator at CommunityGrant@coquitlam.ca for more information about the SFF.
- Projects that require the use of City facilities/property must include endorsement from the relevant department, including estimated costs if they are to be covered by Spirit of Coquitlam Grant funding.

Ineligible Projects:

- Projects, equipment, tournaments or events whose main purpose is fundraising are ineligible for the Spirit of Coquitlam Grant.

SFF Category	Description	SFF Formula for Distribution
1	Coquitlam-based organization with a project that serves the Tri-Cities (e.g., Coquitlam Search and Rescue)	Maximum funding equal to Coquitlam's % of total Tri-Cities population (2025 = 62%)
2	Port Moody or Port Coquitlam-based organization with a project whose participant makeup is less than 60% Coquitlam residents	Maximum funding equal to % of Coquitlam residents who benefit directly from the project
3	Tri-Cities based organization with a project whose participant makeup is 60% Coquitlam residents but less than 80% Tri-Cities residents of the total	Maximum funding equal to Coquitlam's % of total Tri-Cities population (2025 = 62%)
4	Tri-Cities based sports organizations whose mandate is to reduce financial or other barriers to participation with a project whose participant makeup is less than 60% Coquitlam OR less than 80% Tri-Cities residents	Full funding for Facility Use Licence (FUL) fees at a City of Coquitlam facility Maximum funding for other project costs equal to Coquitlam's % of total Tri-Cities population (2025 = 62%)

Grant Funding Streams and Detailed Eligibility Criteria

The Spirit of Coquitlam Grant includes six project categories that are outlined on the following pages. Applicants should apply to the stream that best matches their project. All applications must meet the general eligibility criteria, as well as the category-specific criteria below.

Festivals and Events

The City of Coquitlam is excited to support festivals and events in Coquitlam.

Festivals and Events applicants are encouraged to apply at least six months before their anticipated event date to improve the application's chance of success.

- The grant will fund festivals and events for a **maximum** of five years.
 - **Year One:** up to 90% of total project costs to a maximum of \$15,000
 - **Year Two:** up to 70% of total project costs to a maximum of \$15,000
 - **Year Three:** up to 50% of total project costs to a maximum of \$15,000
- If mutually acceptable to the City and the applicant, years four and five may be funded on the same terms as year three, while the parties work to develop a longer term funding strategy.
- Applications for projects with a total cost of \$5,000 or less are eligible for up to 90% each year.
- **Sustainability and Environmental Impact:** In addition to the above maximums, applicants who commit to providing any of the following and include the additional estimated costs in their budget template may receive an additional \$5,000 per service or equipment (up to a maximum total of \$20,000) upfront:
 - Professional waste management services, as evidenced by a third-party waste diversion report for the event
 - Refillable water bottle stations
 - Bicycle valet/secure bicycle parking
 - Applicants are invited to submit evidence of other costs (e.g., quotes) for services or equipment that minimize the environmental impact of their festival or event for consideration
- Festivals and events that receive Spirit of Coquitlam Grant funds must be open to the public and may only charge participants a fee to recover costs attributable directly to the festival/event. Priority may be given to free or low cost events.
- Funding for festivals and events that anticipate fewer than 500 participants will be subject to the Simon Fraser Formula, to ensure that Spirit of Coquitlam Grant funds are used primarily to benefit Coquitlam residents.



- Festivals and events that anticipate over 500 participants may be exempt from the Simon Fraser Formula if evidence is provided of anticipated substantial economic benefit to Coquitlam businesses. Contact CommunityGrant@coquitlam.ca if you would like your festival/event to be considered for this exemption.

Evaluation Criteria

Applications for Festival and Event funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- A detailed overview of the proposed project.
- Logistical details confirmed (e.g., dates, venue confirmed or on hold, acts/entertainers/vendors).
- Quantitative evidence of the benefits to the City and its residents (e.g., number of attendees, dollar value of economic activity such as vendors, artists, hotel nights, local purchases).
- Description of cultural and community significance (e.g., demonstrated consideration of diversity, equity and inclusion, opportunities for cross-cultural sharing and learning, connecting residents to each other, encouraging active participation, training and learning for volunteers, youth-focused).
- Incorporation of environmental sustainability initiatives (e.g., highlighting sustainable transportation options to the event, reducing/separating waste, minimizing/eliminating single-use plastic items from food services).

Capital Projects

Capital projects include the purchase of goods or infrastructure in support of programming and projects that align with the stated mission and mandate of an applicant.

- Capital project funding is available for projects with a minimum cost of \$5,000.
- Organizations may receive up to 50% of total project cost to a maximum grant of \$25,000 in this category once every three years, from the date the last grant was received.
- Requests to build or install infrastructure on City property are not eligible for Spirit of Coquitlam Grant funding.



balls, uniforms) but the purchase of additional equipment is eligible.

The City provides no cost and low-cost access to facilities and playing fields to minimize ongoing costs for local sports organizations and the Sports Equipment stream is not intended to offset operating costs for sports organizations.

- Organizations may receive 90% of total project cost to a maximum of \$5,000 in this category once every three years, from the date the last grant was received.
- In order to be eligible for funding in this stream, applicants must demonstrate that equipment will improve access to sport or will increase participation.
- Final reporting in this stream must include data on actual changes to participation and access that result from the project access or increased participation.
- Participant feedback will be required before further funding will be provided to the same organization.

Evaluation Criteria

Applications for capital project funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- Provide a detailed overview of the proposed project.
- Logistical details confirmed (e.g., location on private property confirmed, authorization to use the property for the project).
- A clear explanation of how the proposed project benefits Coquitlam residents and not only current members of the applicant organization.
- Evidence that equipment or infrastructure is intended to be used primarily in Coquitlam and/or by Coquitlam residents.
- A clear maintenance and storage plan for proposed purchases, including authorization from City staff if equipment is intended to be stored on City property.
- A clear plan to replace goods, equipment or infrastructure as needed without additional funding through the Spirit of Coquitlam Grant.

Sports Equipment

Through the Sports Equipment stream the City of Coquitlam strives to increase participation and to support unique sporting opportunities for residents.

This stream is not intended to subsidize the purchase of regularly used equipment that has reached end-of-life (e.g., replacing worn-out nets, sticks, bats, gloves, balls, uniforms) but the purchase of additional equipment is eligible.

- Equipment purchased with the Spirit of Coquitlam Grant must be for general use of players (e.g., uniforms, nets, balls, sticks and bats that remain in the control of the applicant and are usable in subsequent seasons, preferably by new participants).
- Applications must indicate how the organization intends to pay for replacement equipment in the future.
- Requests for funds to purchase equipment that will become the property of the participant are not eligible for funding.
- Requests for support for equipment required to host a tournament should apply through the Sport Hosting stream.

Groups whose primary mission/mandate is to reduce financial or other barriers to sports participation may wish to apply through the Community Support Projects stream.

Evaluation Criteria

Applications for Sports Equipment funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- A clear description of how the equipment will improve access or increase participation in the respective sport.
- A clear plan to replace equipment as needed without additional funding through the Spirit of Coquitlam Grant.
- Evidence that the applicant has a reasonable plan for secure storage of the equipment, including support from City staff if equipment is intended to be stored on City property.
- A clear description of benefits to the broader community (beyond those who will use the equipment).



Sport Hosting

Sport Hosting applicants are encouraged to apply at least six months before their anticipated event date to improve the application's chance of success.

The Sport Hosting stream encourages local sports groups to host competitive tournaments or events that bring in participants from outside of Coquitlam and the Tri-Cities area. Annual tournaments held to raise funds that support ongoing club operations or those that are not sanctioned by a recognized sporting body are not eligible for Spirit of Coquitlam Grant funding.

- Funds for Sport Hosting are available at three different levels:
 - **Regional:** Competitions with a regional draw may receive up to \$10,000. Regional tournaments are those that include participants from the South Coast of British Columbia, including Metro Vancouver, Vancouver Island and the Fraser Valley. In order to be considered for this level of funding, applicants are required to confirm participation of a minimum of three teams or clubs from outside of Coquitlam and the bordering communities of Port Coquitlam, Port Moody, Burnaby and New Westminster.
 - **Provincial:** Competitions with a provincial draw may receive up to \$15,000. In order to be considered for this level of funding, applicants are required to provide a letter of support from the provincially recognized sport governing body or confirm participation of a minimum of three teams or clubs from outside of the South Coast of British Columbia.
 - **Interprovincial/National/International:** Competitions with a national or international draw may receive up to \$25,000. In order to be considered for this level of funding, applicants must provide a letter of support from a nationally or internationally recognized sport governing body or confirm participation of a minimum of three teams or clubs from outside of British Columbia.
- Local tournaments, jamborees, playoffs and league games are not eligible for funding.

- Spirit of Coquitlam Grant funds cannot be used for operational costs of a non-profit organization.
- The competition venue must be located in the City of Coquitlam.
- Costs related to bidding on tournament hosting rights are ineligible.
- Spirit of Coquitlam Grant funds will not be released before the applicant has been confirmed as the tournament host.

Groups whose primary mission/mandate is to reduce financial or other barriers to sports participation may wish to apply through the Community Support Projects stream.

Evaluation Criteria

Applications for Sport Hosting funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- Logistical details confirmed (e.g., dates, venue confirmed or on hold, teams/competitors/participants).
- A clear explanation of what the competition will be.
- Quantitative evidence of the economic benefits to the City and its residents of hosting the competition (e.g., measured in estimated hotel room nights, number of visitors from out-of-town).
- Sponsorships or partnerships with local businesses, as evidenced through letters of agreement/support.
- Ability to leave a legacy in Coquitlam (e.g., purchase of event equipment being left to Coquitlam club/facility, coaching/officiating clinic, volunteer experience, school/team visitations by event participants, use of event to expand local sport membership).
- Frequency of hosting; priority may be given to teams or sports that have not received Sport Hosting funds in prior years.

Playground Equipment

The Playground Equipment stream is only available during the spring (Feb./March) intake as it aligns with the Province of British Columbia's Playground Equipment (PEP) announcement.

The Playground Equipment stream aims to complement the Province of British Columbia's Playground Equipment Program (PEP) or other similar programs which may be introduced. Parent Advisory Councils registered with BC Confederation of Parent Advisory Councils may apply on behalf of schools that have been identified as a priority for playground replacement or upgrade by School District 43 (SD43) under PEP but have not been selected for provincial support in the previous five years.

- › Only SD43 schools are eligible for Playground Equipment funding.
- › **Applications for playground equipment will only be accepted during the spring (Feb./March) intake, to align with the PEP announcement.**
- › Applicants may receive 90% of total project cost to a maximum of \$25,000 for playground equipment on SD43 property that is open to the public during non-school hours. Priority may be given to playgrounds in neighbourhoods identified as having greater need or that do not have playgrounds on City-owned land.
- › Applicants must demonstrate that their school has been identified by SD43 as a priority candidate for PEP but has NOT been selected for provincial funding.
- › SD43 must provide a letter of support of the playground equipment funding application to the Spirit of Coquitlam Grant.

- › In cases where the Spirit of Coquitlam Grant will not cover the total cost, other sources of funding or a modified project that is achievable with the funds available must be identified.
- › Funding for playground equipment for schools with lower than a 70% population of Coquitlam residents will be subject to the Simon Fraser Formula, which ensures that Spirit of Coquitlam Grant funds are used primarily to benefit Coquitlam residents.
- › Priority may be given to projects that include playground equipment that is climate adaptive, made of sustainable materials or reduces physical accessibility barriers.

Evaluation Criteria

Applications for Playground Equipment funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- › Clear demonstration of priority designation from SD43 and approval for installation.
- › Percentage of student population that is Coquitlam residents.
- › Inclusion of environmental sustainability elements (e.g., materials used, climate adaptations).
- › Highlighting aspects that reduce physical accessibility barriers.



Community Support Projects

The Community Support Projects stream is intended for programming and projects that do not fit into one of the other categories but provide a tangible benefit to Coquitlam residents and meet the general eligibility requirements of the Spirit of Coquitlam Grant.

- › Although all projects will be considered, priority for this category will go to projects that:
 - improve the wellbeing of residents
 - incorporate environmental sustainability or stewardship
 - support equity, diversity, inclusion and reconciliation
 - encourage neighbourhood engagement and community building
 - provide innovative services and programming
- › Applicants may receive 90% of the total project budget to a maximum of \$10,000 in this category in three of any five-year period.
- › Priority may be given to one-time programs and projects or those that demonstrate a reduced reliance on City funding in following years.

Evaluation Criteria

Applications for Community Support Projects funding that meet the eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- › A clear description of the project, including start and end dates, population served, the issue that is addressed by the project and community benefit.
- › Evidence of partnership with other organizations.
- › Other sources of funding, and a clear description of how the project will be able to continue without additional Spirit of Coquitlam grant funding.
- › A clear understanding of how the proposed project connects to the applicant's mission/mandate.
- › Details about how the project promotes diversity, equity and inclusion in the community.



Application Form Overview

This information is intended to assist applicants to fully and correctly complete the grant application form.

Tips for a Successful Application

- Only apply when you have the required information and can fully answer the questions on the application. Due to demand, staff may be delayed in following-up with each applicant for clarification or additional information.
- Ensure you complete the correct application form, as each funding stream has its own. Only one application per organization will be accepted during each intake.
- Make it very clear how your proposed project is meeting a need or providing a service in Coquitlam.
- Explain how your project will help the City to meet its strategic goals.
- Show that you have other sources of funding and that City funding is needed for the project to be successful.
- Applicants are encouraged to create an account with their online application. Creating an account enables you to save your application and complete it over multiple sessions. Without an account, the application must be completed and submitted in one session.

Section 1: Applicant Information

Basic information about your organization, including its name, location, and registration details. Types of questions include:

- Registered / Usual Name of the Organization
- Where the Organization is Based
- Society Registration Number

Section 2: Contact Information

Key contact details so we can communicate with your organization throughout the grant process. Types of questions include:

- Main / Alternate Contact Person
- Organization Mailing / Physical Address
- Organization's Social Media / Website

Section 3: Project at a Glance

A brief overview of your project, including title, location, costs, timeline, and who will benefit. Types of questions include:

- Project Title / Costs / Location
- Short Project Summary
- Project Timeline / Event Dates
- Primary Beneficiaries of the Project

Section 4: Project Details

Detailed information about the project and how it aligns with your organization's mandate. Questions vary by funding stream.

Section 5: Community Benefits/Impact

Information on how the project will benefit the community. Questions vary by funding stream.

Section 6: Project Logistics

Details on how the project will be delivered. Questions vary by funding stream.

Section 7: Project Measures

How you will measure project success. This information will inform your final report if funding is approved.



Section 8: Grant Conditions

Important: The applicant agrees to the conditions set out below and to any other conditions approved by the City of Coquitlam (the "City"):

1. Materials submitted as part of the grant application may be retained by the City. The City reserves the right to use these materials and the information contained therein for all purposes relating to the Spirit of Coquitlam Grant Program, including in connection with any promotional and advertising campaigns, and to disclose such materials and information within the City or to outside entities for the purpose of reaching a decision on the grant application, administering and monitoring implementation of the project, and evaluating the results of the project after completion.
2. The City reserves the right to refuse to consider an application, to reject an application or to cancel or require repayment of an approved grant if the applicant displays or engages in behaviour that, in the opinion of the City, is unacceptable or inconsistent with the intent of the Spirit of Coquitlam Grant Program. Examples of such behaviour include illegal acts, discriminatory behaviour, impersonation, verbal abuse, threats, and privacy and security breaches.
3. If there are any changes in the financial aspects of the project from those described in the application, the applicant must provide written notification of these changes to the Grant Coordinator.
4. The applicant will make, or continue to make, attempts to secure funding from other sources as indicated in its application.
5. The applicant will keep proper books of accounts of all receipts and expenditures relating to the proposed project.
6. The applicant 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.
7. If the proposed project in the application is not started, or not completed as described, and grant funds remain on hand, or the project is completed without requiring the full amount of the grant funds, or Council cancels or the grant or otherwise directs the funds be returned, the applicant must return these funds will be returned to the City through Financial Services.
8. In the event that the funds are not used for the activity as described in the application, there are misrepresentations in the application, or breaches of these grant conditions by the applicant, the full amount of the grant may be repayable to the City upon demand.
9. The applicant may not at any time directly or indirectly communicate with the media regarding the grant application process, discussions or negotiations related to the application process, or otherwise with respect to the administration of the grant program without first obtaining the written permission of the City.
10. The applicant will provide the following acknowledgment regarding any grant made by the City in support of the proposed project:
 - Spirit of Coquitlam Grant logo placement on the applicant's website, and any applicable marketing materials including advertisements, posters, and brochures (logo to be provided by the City);
 - Recognition 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.
11. The applicant may not use the City of Coquitlam's logo for the proposed project unless they receive explicit permission from the City. Please note, the City of Coquitlam logo and Spirit of Coquitlam Grant logo are two separate logos and cannot be interchanged.
12. In certain circumstances, the City will place conditions on grants that must be met before payment is authorized.
13. Any material changes to a project after a grant is awarded require the prior written consent of the City.
14. Grants are not transferable to any other party.
15. Grants are awarded based on quotes/invoices submitted at the time of application. The City 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, the applicant may be required to return funds to the City. Please contact the Grant Coordinator at 604-927-3571.
16. All grant monies must be expended for the purposes outlined in the acceptance letter within 15 days of the project end date indicated in Section 2 of this application.
17. A Final Report using the template will be provided to successful applicants and MUST be completed and returned to the City within 30 days of the completion of the project).
18. If requested, grant recipients will supply copies of all receipts for expenditures relating to the proposed project with the Final Report.

Section 9: Authorization and Certification

- › The application should only be signed by someone who is authorized by the organization to submit a grant application on its behalf.
- › **A digital signature or scanned copy of the completed signature page will be accepted.**
- › The application will not be considered complete and will not be reviewed by the committee until the signature is received.
- › The signature certifies that the signatory is authorized to submit the application and that to the best of the signatory's knowledge the information provided in the application is accurate and complete, and is endorsed by the organization that they represent.
- › If the organization receives funding through the Spirit of Coquitlam Grant, the signatory certifies that the organization agrees to the conditions set out above and to any other conditions approved by Council.

Attachment Checklist

Alongside the application form itself, organizations are required to submit additional documentation to support your application.

All Applications:

› Evidence of registered not-for-profit status:

These documents should be copies of what is sent from you by BC Society, or your registration body

We want to see what the organization has on file with your provincial or federal regulator

- **Society Annual Report** – Most recent from BC Society
- **Society Constitution** – as reported to BC Society
- **Society Board of Directors** – as report to BC Society

› Financial Documents

These documents should be from the most recent fiscal year as presented at your organization's latest Annual General Meeting. Please make sure that any audited documents submitted are UNLOCKED PDFs

- **Society Balance Sheet; AND**
- **Society Statement of Revenues and Expenses**

Statement of Financial Activities – Revenues and Expenses (or income statement / statement of financial activities)

› Completed Spirit of Coquitlam Grant Budget Template

› **Detailed quotes for all expenses requested** - Include quotes or proof of pricing to support grant request. **Expenses listed without quotes may be eligible for reimbursement at the completion of the project.** Please contact the Grant Coordinator at 604-927-3571, or email CommunityGrant@coquitlam.ca to discuss options.

› **Proof of Additional Revenue** – this could be the Community Gaming Grant, or any other grant, fundraising, or sponsorship opportunities you will use to fund your project. Please remember that the Spirit Grant does not cover 100% of project costs

› **Completed Electronic Funds Transfer Application Form – PDF Form**

› **Void Cheque** – This is to ensure we can release the funds if your project is chosen for the grant. Please make sure the address on the void cheque matches the address on your EFT form

› **Facility Use Licence** – if your project is being held in person, you need to provide proof of venue booking or reservation for your project dates

› Letters of Support:

- **Property Owner** – if your project involves the installation of equipment on private property, you must provide a letter of support from the property owner
- **Partner Organization** – if your organization is partnering with another non-profit to deliver your project, you must provide a letter of support from your partner organization
- **Storage Owner** – if your project requires storage of equipment on private property, you must provide a letter of support from the owner of the storage space
- **Governing Body** – For **Sport Hosting** – you must provide a letter from your sport's governing body confirming that your organization has secured the bid to host the event
- **Sanctioning Body** – For **Sport Hosting** – you must provide a letter from your sport's sanctioning body that they support your organization in hosting the event
- **School District 43** – for **Playground Equipment** – you must provide a letter of support from the School District to confirm that your project is a priority for replacement

› Other Documents:

There will be a prompt for any additional documents you would like to upload. Please ensure that anything else you provide us *directly supports* your application and responds to one of the questions we have asked. This could include an organizational chart, sample of your post-event survey, or an event timeline.



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Questions?

For more information about the Spirit of Coquitlam Grant and for support in submitting your application, contact the Grant Coordinator:

604-927-3571
CommunityGrant@coquitlam.ca