



City of Coquitlam
Parks, Recreation,
Culture and Facilities

Spirit of Coquitlam Grant


coquitlam.ca/spiritgrant





Agenda

1. Introduction to the Community Grants Team
2. What is the Spirit of Coquitlam Grant?
3. Who can apply for the Grant?
4. What kind of projects are funded?
5. Preparing a successful application
6. Important dates
7. Open question period
8. Closing and thank you





Contact us at CommunityGrant@Coquitlam.ca

Welcome to Zoom!

Feel free to leave your video on!

Please remain muted until invited to speak.



Write your questions in the Q&A

Raise your hand to ask a question during the Q&A period

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Contact us at CommunityGrant@Coquitlam.ca



Introductions

Rachel Cormack
Grant Coordinator

Sam Stinson
Grant Coordinator

Meg Super
Grant Assistant

Questions? Email us at CommunityGrant@Coquitlam.ca

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Contact us at CommunityGrant@Coquitlam.ca

What is the Spirit of Coquitlam Grant?

Since 2002, the City of Coquitlam has awarded Spirit of Coquitlam Grants to over 250 **non-profit, community-based organizations** that are based in and/or serving Coquitlam residents.

The specific intent of this program is to build **community spirit** by providing funds for projects, events, and initiatives that align with the **City's strategic goals**:

1. Safe and complete neighbourhoods
2. Healthy community and active citizens
3. Excellence in city governance
4. Local economy and local jobs
5. Sustainable services, environment and infrastructure.

More information about the City's strategic goals at coquitlam.ca/StrategicPlan

Where to find information

Information on the Spirit of Coquitlam Grant can be found at coquitlam.ca/SpiritGrant and our **Information Guide**.

- Application Process
- Eligibility
- Funding stream descriptions & evaluation criteria
- Question-by-question guide to completing a successful application

Online application form is live and available at coquitlam.ca/SpiritGrant until the **deadline of Tuesday, October 1 at 11:59 PM.**

Contact the Grant Coordinators for support by September 24.



Who can apply?

The Spirit of Coquitlam Grant application process is open to all registered/incorporated **not-for-profit organizations** primarily operating in **Coquitlam** or the **Tri-Cities** and:

- primarily benefit the residents of Coquitlam
- have been in active operation for at least 12 months
- are in good financial standing with the City of Coquitlam
- do not have an ongoing funding/financial support agreement with the City of Coquitlam (does not include grants)

Previous funding recipients must have submitted their Final Report to be eligible.

What kind of projects can be funded?

The Spirit of Coquitlam Grant funds projects which primarily **benefit Coquitlam residents** and fit into one of six **funding streams**:

1. **Festivals and Events**
2. **Capital Projects**
3. **Sports Equipment**
4. **Sport Hosting**
5. **Playground Equipment (spring only)**
6. **Community Support Projects**

Applications whose main purpose is **fundraising** or covering **operational expenses are not eligible** for a Spirit Grant.

Festivals and Events

- Funding available for a **maximum of 5 years**
- Funding up to **90% of the total project costs** to a **maximum of \$15,000**
- **Additional funding of up to \$5,000 available** for environmental stewardship initiatives
- **Must be open to public**
- Entry fees are permitted only to recover costs of the festival/event
- Recommended to **apply a least 6 months in advance** of the event date



Festivals and Events – Past Recipients

- **Austin Heights Business Improvement Association** – Hollydaze in the Heights 2024
- **Diwali Celebration Society** – 2024 Colour Fest
- **Stage 43 Theatrical Society** – 2024-2025 Subscription Play Series: Productions 1, 2 and 3
- **Terminal City Roller Derby** – Terminal City Roller Derby Exhibition Games at Poirier Forum
- **Vancouver International Youth Film Festival** – 7th Annual Vancouver International Youth Film Festival (Coquitlam)

Capital Projects



- Funding to **purchase goods, equipment, or infrastructure** in support of programming
- Sports equipment is not eligible
- Projects must have a **minimum budget of \$5,000**
- Funding **up to 50% of total project costs** to a **maximum of \$25,000** once every three years
- Must indicate how the organization intends to pay for replacement equipment in the future
- Any building or other infrastructure on City property is ineligible

Capital Projects – Past Recipients

- **Coastal Partners in Conservation** – Sound monitoring equipment for species at risk
- **Coquitlam Amateur Radio Emergency Services Society** – Radio equipment for in-field emergency services enhancement
- **Hoy Scott Watershed Society** – Equipment for salmon monitoring and public outreach
- **Scouts Groups (multiple)** – Camping equipment for youth participants

Sports Equipment

- Funding to **increase participation** and **provide unique sporting opportunities** for residents
- Funding up to **90% of total project costs** to a **maximum of \$5,000** every three years
- Eligible purchases are for **additional equipment** that **improve access to sport** or will increase participation
- Ineligible applications include replacement of existing/aging equipment or for regular operating expenses
- Equipment must be for **general use** of players and **usable in subsequent seasons** (i.e., remains the property of the sports organization)
- Must indicate how the organization intends to pay for replacement equipment in the future



Sports Equipment – Past Recipients

- **Adanacs Field Lacrosse Association**
 - **Coquitlam Minor Lacrosse Association**
 - **Tri-Cities Female Ice Hockey Association**
- } Goalie equipment
- **BC Aquasonics Synchronized Swim Club** – Underwater earphones
 - **Eire Pacific Dance Society** – Traditional Irish Dancing Dresses

Sports Hosting



- Funding to assist local sporting groups with hosting competitive tournaments or events at a **City of Coquitlam venue or facility** that bring in **participants from outside of our Tri-Cities region**
- **Ineligible events & expenses:** local tournaments, fundraising tournaments, operational costs, bidding costs
- Funding is available for three levels:
 - Regional (\$10,000):** 3+ teams from South Coast outside of Tri Cities, Burnaby, New Westminister
 - Provincial (\$15,000):** 3+ teams from outside of South Coast (Metro Vancouver, Fraser Valley, Vancouver Island)
 - Interprovincial/National/International (\$25,000):** 3+ teams from outside of British Columbia

Sport Hosting – Past Recipients

- **Adanacs Field Lacrosse Association** – Big Al's 7v7 Female Tournament
- **Coquitlam Junior Adanacs Society** – 2024 Minto Cup National Championship

Community Support Projects

- Funding for projects that don't fit into one of the other streams but provide a tangible benefit to Coquitlam residents
- Priority given to **one-time programs and projects** or those that demonstrate a **reduced reliance on City funding** in following years
- Funding up to **90% of total project costs** to a **maximum of \$10,000** in three of any five year period
- Emphasis on supporting neighbourhood engagement, community building, and promoting community inclusiveness



Community Support Projects – Past Recipients

- **Fraser North Community Volunteer Connections** – Empowering Volunteer Administrations and Volunteers: A Learning Series
- **Fraser Pacific Rose Society** – Gardening tools for public workshops
- **Tri-Cities Iranian-Canadian Mini-Soccer Society** – Final Futsal Frenzy 2024
- **YMCA BC** – YMCA Summer Youth Transitions Program

How to prepare a successful application

- Complete the Spirit of Coquitlam Grant **budget template with quotes**
 - Include all revenue sources including other grants, sponsorship, tickets, etc.
- Clear description of the event, project, or initiative
- Logistical details including start and end **dates, number of participants, percentage Coquitlam participation, venue confirmation**
- Focus on the **benefits for Coquitlam residents** and the **community need** being addressed
- Evidence of **additional sources of funding**
- List evaluation tools, surveys, feedback methods, and other techniques to **measure the success of your project**

Metrics to Consider

Festivals and Events	Capital Projects	Sports Equipment	Sport Hosting	Community Support
<ul style="list-style-type: none"> • Entertainment or vendor info if applicable • The cultural and community significance of the event • Incorporation of environmental sustainability initiatives • Economic benefit to the City 	<ul style="list-style-type: none"> • Benefits to Coquitlam residents outside of the current organization members • Evidence that the equipment is intended to be used primarily in Coquitlam • Storage plans 	<ul style="list-style-type: none"> • How equipment will improve access or participation • Equipment replacement plans • Proof of equipment storage • Benefits to the broader community 	<ul style="list-style-type: none"> • Economic benefits • Sponsorship or partnerships with local businesses • Legacy building in Coquitlam • Frequency of hosting 	<ul style="list-style-type: none"> • Issues being addressed by the project • Community benefit • Funding for the project after the Spirit Grant • Connection to the organizations mission/mandate • Benefits to EDI in the community

Application Form

Available at coquitlam.ca/SpiritGrant until Friday, March 1 at 11:59 p.m.

Each funding stream has a separate application form.

Home > Your Government > City Departments > Parks, Recreation, Culture and Facilities > Community Grants > Spirit of Coquitlam Grant

Print

Contact Us

Community Grant Coordinator
Email [Community Grant Coordinator](mailto:CommunityGrant@Coquitlam.ca)

Phone 604-927-3571

FAQs

- Do I qualify for a Spirit of Coquitlam Grant?
- What are the priorities of the Spirit of Coquitlam Grant?
- When will I know if my application has been approved?

[View All](#)

Past Spirit Grant Recipients

- View Most Recent Recipients (PDF)
- View All Past Recipients

Spirit of Coquitlam Grant

The Spirit of Coquitlam grant supports not-for-profit, community-based organizations that are based-in and serving Coquitlam residents. The intent of the grant is 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.

The program is funded from revenue received through the Province of BC's Host Financial Assistance Agreement, benefiting local governments that host casinos or community gaming centres.

Since 2002, the City of Coquitlam has awarded more than \$9.5 million grants to 242 different community organizations through the Spirit of Coquitlam Grant program.

Spring 2024 Application Period

Grant applications will be accepted from February 1 at 8 a.m. to March 1 at 11:59 p.m.

How to Apply

To apply, complete one of the online application forms below.

For details on the Spirit of Coquitlam Grant, eligibility and application requirements see the [Spirit of Coquitlam Grant Information Guide \(PDF\)](#).

Applicants are encouraged to create an account with their online application (refer to the box at the top of the application form). 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.

- Spirit of Coquitlam Grant – Capital Projects
- Spirit of Coquitlam Grant – Community Support
- Spirit of Coquitlam Grant – Festivals and Events
- Spirit of Coquitlam Grant – Playground Equipment
- Spirit of Coquitlam Grant – Sport Hosting
- Spirit of Coquitlam Grant – Sports Equipment

If you require a PDF application form, please contact the Grant Coordinator by email.

Application Form

Create an account to save your progress.



Form Center

Search Forms:

Word or Phrase

Select a Category

By signing in or creating an account, some fields will auto-populate with your information.

Spirit of Coquitlam Grant – Capital Projects

[Sign in to Save Progress](#)

Steps

- Section 1 – Applicant Information
- Section 2 – Contact Information
- Section 3 – Project at a Glance
- Section 4 – Project Details
- Section 5 – Capital Projects Criteria
- Section 6: Grant Conditions
- Section 7: Authorization and Certification

Section 1 – Applicant Information

For more assistance on how to fill out this application form, review the [Spirit of Coquitlam Grant Information Guide](#).

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. Please note that attachments will not be saved with your application – please ensure that you attach the required documents at the time of submission.

(Questions marked with an * are required)

1a* Incorporated Name

1b Usual Name (if different)

1c* Is the organization based in Coquitlam?

- Yes
 No

1d* Is the organization in good financial standing with the City of Coquitlam?

- Yes
 No

Application Form

Attachments will not be saved with your application. Upload your attachments when you are ready to submit.

coquitlam.ca says
Any files uploaded to the form will not be saved. Please upload files before you submit the form.

OK

4p' All applicants must include the following documents:

- Spirit of Coquitlam Grant Budget Template
- Evidence of Registered Not-for-Profit Status - Society Annual Report
- Evidence of Registered Not-for-Profit Status - Society Constitution
- Financial Documents - Society Balance Sheet or Statement of Financial Position
- Financial Documents - Society Statement of Revenues and Expenses of Statement of Financial Activities (audited or review engagement, if available)
- Project timeline
- Detailed project quotes/proof of costs
- Letter(s) of support
- BC Community Gaming Grant Proof of Application
- Evidence of other funding (anticipated and confirmed)
- Electronic Funds Transfer (EFT) Form
- Other (e.g., list of activities, photos, etc.) Note: Any photos submitted must be accompanied by a City of Coquitlam Photo Release Form for any individuals who are identifiable.

If you have additional documents, please contact the [Grant Coordinator by email](#) to discuss your options.

Upload Completed Spirit of Coquitlam Grant Budget Template

No file chosen
(Required)

[Spirit of Coquitlam Grant Budget Template \(XLSX\)](#)

Evidence of Registered Not-for-Profit Status - Society Annual Report

No file chosen
(Required)

Evidence of Registered Not-for-Profit Status - Society Constitution

No file chosen
(Required)

Budget Template Example

Expenditures		Projected costs	Details
Service & Program Expenses	Purchase: Project supplies and equipment	\$800	Volunteer t-shirts, poster printing (quotes 1-2)
	Rental: Project supplies and equipment	\$10,000	Stage, lighting, A/V equipment, bouncy castles (quotes 3-4)
	Professional fees		
	Venue rental (except City-owned venues)		
	Other (specify):		
	Subtotal	\$10,800	
Capital Expenses	Installation and labour		
	Capital equipment		
	Other (specify):		
	Subtotal	\$0	
People Related Expenses	Staff training		
	Volunteer training	\$300	Food for volunteer orientation session (quote 5)
	Performer/artist fees	\$5,000	Dance groups, musicians (quotes 6-9)
	Indigenous acknowledgement	\$500	Honorarium for opening ceremony from kʷikʷəłəm elder.
	Security		
	Subtotal	\$5,800	
Environmental Service Expenses	Bin rental/hauling fees		
	Waste diversion program costs	\$1,000	quote 10
	Other (specify):		
	Water bottle refill station	\$2,000	quote 11
	Subtotal	\$3,000	
City Related Expenses	Facility Use	\$3,000	Town Centre Park FUL (quote 12)
	Event Staffing	\$500	quote 13
	Park Logistics	\$500	quote 14
	Road Closures		
	Other (specify):		
	Subtotal	\$4,000	
In-kind expenses (must equal in-kind revenues)			
Total		\$23,600	

Budget Template Example

Tip: Save as an excel file

	Revenue	Confirmed	Requested	Details
Government	Spirit of Coquitlam Grant	\$0	\$20,000	Includes \$5000 environmental expense top up
	BC Community Gaming Grant			
	Federal government			
	Provincial government			
	Metro Vancouver			
	Municipal government			
	Other (specify):			
	Subtotal	\$0	\$20,000	
Private Sector	Foundation			
	Sponsorship (do not include in-kind)		\$1,000	
	Other (specify):			
	Subtotal	\$0	\$1,000	
Applicant	Project Related Fundraising			
	Revenue generated through the project		\$2,500	Ticket sales at \$5 x 500 participants
	Other (specify):			
	Funding from organization's operating budget	\$100		
	Subtotal	\$100	\$2,500	
Other Funding	Specify:			
	Subtotal	\$0	\$0	
In-kind revenue (must equal in-kind expenses)				
	Total	\$100	\$23,500	

Required Attachments

1. Grant Budget Template
2. Detailed Quotes and Proof of Costs
3. Evidence of Other Funding
4. Society Annual Report
5. Proof of Site Booking
6. Equipment Storage Plans
7. Proof of Stable Finances
8. EFT & Void Cheque

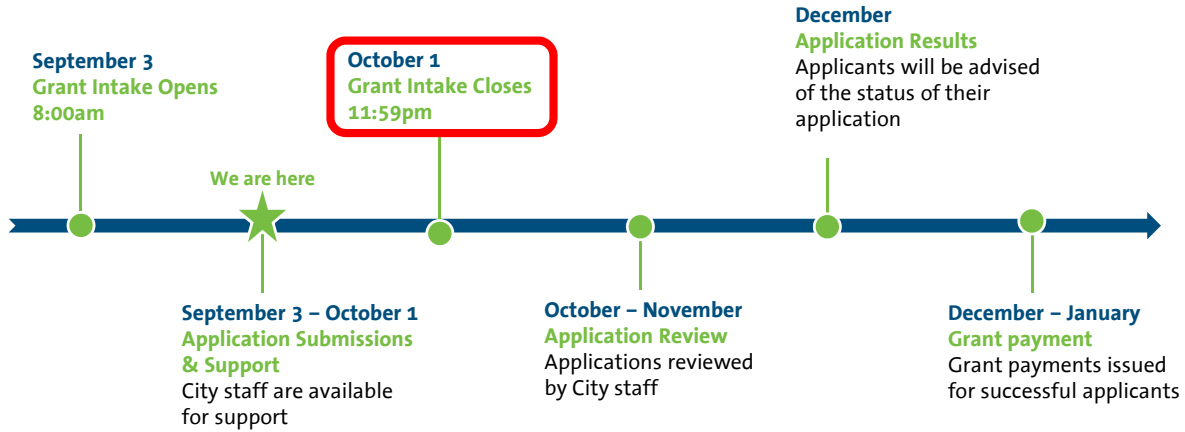


2023 BC SOCIETY ANNUAL REPORT
BC Society • Societies Act



STATEMENT OF DIRECTORS AND REGISTERED OFFICE
BC Society • Societies Act

Spirit Grant Timeline



Contact the Grant Coordinators before September 24

Questions?

Community Grant Program

604-927-3571

CommunityGrant@coquitlam.ca

More information at
coquitlam.ca/SpiritGrant



Spirit of Coquitlam Grant

Thank you

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Coquitlam

Community Grant Program

604-927-3571

communitygrant@coquitlam.ca

Reminders:

- Deadline: Tuesday, October 3 at 11:59pm
- Information is available at coquitlam.ca/SpiritGrant
- Schedule a meeting with our Grant Coordinators before September 24 to discuss your application before submitting

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