



The image shows the exterior of Coquitlam City Hall, a modern building with a curved glass facade and a stone base. In the foreground, a large, light-colored cylindrical monument stands on a pedestal. The text "Coquitlam city Hall" is visible on the building. The sky is clear and blue. On the left side of the image, there is a green vertical bar containing text and logos.

Spirit of Coquitlam Grant

City of Coquitlam Community Services

Spirit of Coquitlam Grant

coquitlam.ca/spiritgrant





Introductions

Rachel Cormack (she/they)
Grant Coordinator

Meg Super (she/they)
Grant Assistant

Questions? Email us at
CommunityGrant@Coquitlam.ca

Agenda

1. About the Spirit of Coquitlam Grant
2. Grant Eligibility
3. How to Prepare an Application
4. Online Form Walk-Through
5. Questions



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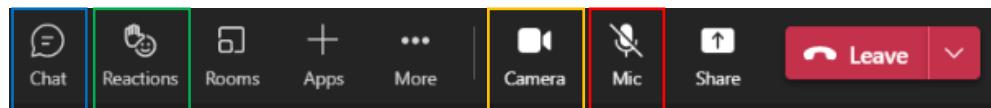
Welcome to Teams!

Questions can be put here for immediate response, or during Q&A if you don't wish to speak

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

Feel free to keep your camera on *or* off. This shows the camera is on

Please keep your mic muted until you're given permission to speak. This shows the mic is off



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About the Spirit of Coquitlam Grant

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About the Spirit Grant

- Established in 2002 to distribute revenue received through the Province of BC's Host Financial Assistance Agreement
- Designed to support not-for-profit, community-based organizations that are based-in, and serve, Coquitlam residents
- Intended to build community spirit by support organizations that provide services directly to residents

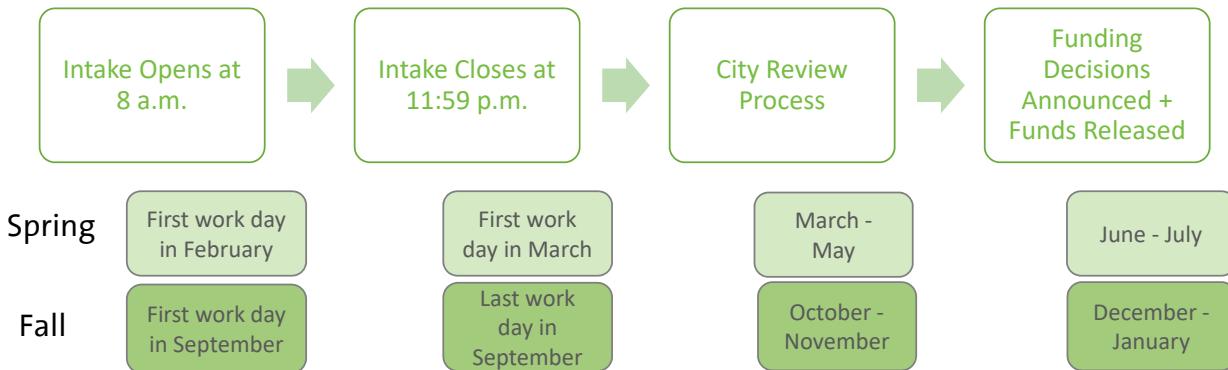
Total Grant Amount Distributed	Unique Community Organizations Supported
\$10 million	275

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Timelines

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Grant Structure

The Spirit Grant acts as an umbrella term for what is really six smaller grant buckets.

Each have their own criteria and requirements

Festivals & Events	Projects where people come to watch, or participate in, the event
Capital Projects	Purchase of infrastructure or equipment
Sports Equipment	Purchase of sporting goods
Sport Hosting	Support for tournament hosting
Playground Equipment	Purchase of playground equipment at School District 43 sites
Community Support	Pilot / Introductory Projects

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Funding Streams

Funding Stream	Open for Applications	Funding %	Funding Max	Application Cap
Festivals & Events	Spring & Fall	90% - 50%	\$15,000 - \$20,000	5 years per event
Capital Projects	Spring & Fall	50%	\$25,000	Once every three years
Sports Equipment	Spring & Fall	90%	\$5,000	Once every three years
Sport Hosting	Spring & Fall	N/A	\$10,000 - \$25,000	N/A
Playground Equipment	Spring only	90%	\$25,000	Once
Community Support	Spring & Fall	90%	\$10,000	3 applications per 5 year period

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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
- Overview of Application Form sections

Online application forms are live and available at coquitlam.ca/SpiritGrant until the **deadline of Friday, February 27 at 11:59 PM**.

Contact the Grant Coordinators for support by February 23.



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Eligibility Requirements

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Eligible Organizations

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

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

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Eligible Projects

The purpose of the Spirit Grant is to provide benefits to Coquitlam residents. While each funding stream has its own eligibility requirements, there are some basic criteria that is applied to every application:

- **Must be held** in Coquitlam
- Must **create benefits primarily for** Coquitlam residents
- Must **not have the primary purpose of fundraising**
- Must have a **secondary source of revenue***
- Must be a **new or expanded project** (no ongoing or operational costs)

*The Spirit Grant **does not** provide 100% of project costs for applications, and organizations need to demonstrate how they will cover the remaining costs

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Strategic Priorities

All projects should support the City's Strategic Goals, as defined by the City's 2024 – 2027 Strategic Plan.

More information can be found at Coquitlam.ca/strategicplan

The vision, mission and organizational values are being realized through Council's nine strategic priorities for 2024-2027:



Community Safety

Coquitlam is working to keep the city and its residents safe.



Housing

Coquitlam is taking action to address housing needs in the community.



Environmental Sustainability

Coquitlam is taking action to address environmental and climate sustainability.



Critical Infrastructure

Coquitlam is delivering and maintaining important infrastructure for a growing population.



Workplace and People

Coquitlam is inspiring excellence in our workplace and among our employees.



Community Amenities

Coquitlam is building important civic amenities and investing in community programming.



Financial Excellence and Operational Efficiency

Coquitlam is focusing on fiscal accountability and continuous improvement.



EDI, Reconciliation, and Social Cohesion

Coquitlam is committing to the progression of equity, diversity and inclusion and advancing Reconciliation.



Economic Vitality

Coquitlam is building and supporting the local economy.

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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



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Festivals and Events – Past Recipients

- **Diwali Celebration Society** – 2025 Colour Fest
- **Oakdale Neighbourhood Association** – 2025 Oakdale Neighbourhood Day
- **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** – 8th Annual Vancouver International Youth Film Festival (Coquitlam)

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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

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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
- **Washington Kids Foundation** – Accessibility upgrades

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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



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Sports Equipment – Past Recipients

- **Adanacs Field Lacrosse Association**
- **Coquitlam Minor Lacrosse Association**
- **Tri-Cities Female Ice Hockey Association**
- **Coquitlam Minor Football Association** – Shoulder pads safety gear
- **Eire Pacific Dance Society** – Traditional Irish Dancing Dresses



Goalie equipment

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Sport 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 Westminster
 - 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

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Sport Hosting – Past Recipients

- **Adanacs Field Lacrosse Association** – Big Al's 7v7 Female Tournament
- **Coquitlam Junior Adanacs Society** – 2024 Minto Cup National Championship
- **Pacific Storm Water Polo Club** – 2025 Tournament of Courage

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Playground Equipment *Spring only

- Funding to replace or upgrade playground equipment at School District 43 (SD43) schools in Coquitlam which have been **identified as a priority by SD43**
- Letter of support from the School District is required
- **Parent Advisory Councils** may apply on behalf of the schools
- Funding up to **90% of total project costs** to a **maximum of \$25,000**
- Playgrounds **must be on SD43 property** and be **open to the public** during non-school hours
- Priority may be given to projects that include playground equipment that is climate adaptive, made of sustainable materials or reduce physical accessibility barriers.

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Playground Equipment – Past Recipients

- Alderson Elementary School
- Eagle Ridge Elementary School
- Meadowbrook Elementary School
- Mundy Road Elementary School
- Rochester Elementary School

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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

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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
- **Scouts Francophones de Maillardville** – Public celebration for the 70th Anniversary of French Scouting
- **YMCA BC** – YMCA Summer Youth Transitions Program

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How to Prepare an Application

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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**

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Metrics to Consider

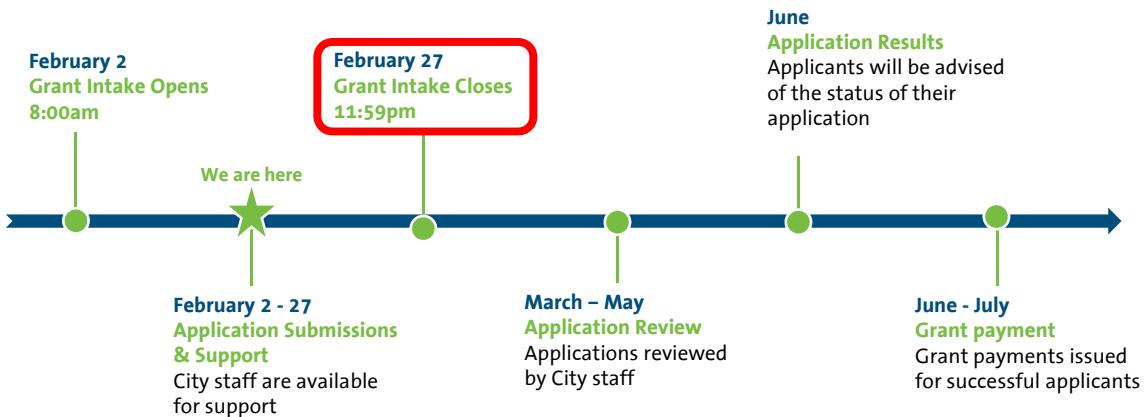
Festivals and Events	Capital Projects	Playground Equipment	Sports Equipment	Sport Hosting	Community Support
<ul style="list-style-type: none"> Entertainment or vendor info if applicable The cultural and community significance of the event Incorporation of environmental sustainability initiatives Economic 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"> Proof that the school has been identified by SD43 as a priority candidate for PEP A letter of support from SD43 Inclusion of environmental sustainability and accessibility elements 	<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

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Spirit Grant Timeline



Contact the Grant Coordinators before February 23

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Application Form

Capital Projects

Available at coquitlam.ca/SpiritGrant until Friday, February 27 at 11:59 p.m.

Each funding stream has a separate application form.

[Capital Projects](#)

[Community Support](#)

[Festivals and Events](#)

[Playground Equipment](#)

[Sports Hosting](#)

[Sports Equipment](#)

[Apply Here for Capital Projects](#)

About this Grant:
This stream provides funding to purchase goods, equipment or infrastructure in support of programming (excluding sports equipment).

If you require a PDF application form, please [contact the Grant Coordinator by email](#).

[Community Support](#)

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Application Form

Form Center

Create an account to save your progress.

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
1. Section 1 – Applicant Information	For more assistance on how to fill out this application form, review the Spirit of Coquitlam Grant Information Guide .
2. Section 2 – Contact Information	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.
3. Section 3 – Project at a Glance	(Questions marked with an * are required)
4. Section 4 – Project Details	1a* Incorporated Name
5. Section 5 – Capital Projects Criteria	1b Usual Name (if different)
6. Section 6: Grant Conditions	1c* Is the organization based in Coquitlam?
7. Section 7: Authorization and Certification	1d* Is the organization in good financial standing with the City of Coquitlam?

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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 or 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

Choose File No file chosen

(Required)

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

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

Choose File No file chosen

(Required)

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

Choose File No file chosen

(Required)

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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 k'mik'əłəm elder.
	Security		
	Other (specify): 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	

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Budget Template Example

Tip: Save as an excel file

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

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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

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Questions?

Community Grant Program

604-927-3571

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More information at
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Thank you

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