

What is the Community Support and Recovery Program Grant?

The Community Support and Recovery (CSRP) grant program supports residents and local not-for-profit organizations responding to the fiscal challenges and community impacts of the COVID-19 pandemic. The CSRP Grant is intended for programming and projects that provide direct support to Coquitlam residents, or not-for-profit organizations. Priority for this grant will go to projects and programs that support vulnerable populations including seniors, youth, and marginalized peoples.

- There are two streams for the CSRP grant:
 1. **Pandemic Response** – in most cases the maximum grant amount will be \$10,000.
In this stream, the CSRP grant will cover additional costs incurred by the applicant that are directly related to their efforts to respond to the pandemic. Innovative projects that provide relief to Coquitlam residents impacted by COVID-19, as well as costs related to COVID-19 mitigation efforts are eligible for this stream. Community and other informal groups based in Coquitlam may be eligible for the Pandemic Response stream.
 2. **Revenue Replacement** – in most cases the maximum grant amount will be \$5,000.
In this stream, the CSRP grant will offset some of the unanticipated financial challenges faced by Coquitlam-serving organizations due to cancelled events, a decrease in funding from other sources, or a decrease in expected numbers of program registrants. Other reasons for lost revenue may be considered, but must clearly be a direct result of COVID-19.
- Applicants may apply to, and receive funding through, both streams. The City of Coquitlam reserves the right to determine which stream is the “best-fit” for an application.
- **The CSRP Grant program accepts applications on an ongoing basis.**
- **The intake will be open until the available funds have been requested, or until July 15, 2021** – whichever is sooner.
- Applications will be assessed in the order they are received, but grants may not be awarded on a first-come first-served basis.
- City staff are available to discuss any questions you may have over the phone or by email; contact **604-306-1736** or email communitygrant@coquitlam.ca.
- The CSRP grant is a short-term funding mechanism that supports groups and organizations responding to the fiscal challenges and community impacts of COVID-19. The CSRP grant is not a source of reliable funding for ongoing operational expenses.
- Fundraising activities or activities that charge a participant fee in excess of pre-COVID fees are not eligible for the CSRP grant.
- In cases where projects serve people outside of Coquitlam, the maximum amount of funding will be limited to reflect the anticipated number of participants that are Coquitlam residents.
- The CSRP grant is not a substitute or replacement for the Spirit of Coquitlam Grant Program. The Spirit of Coquitlam Grant is suspended until further notice due to the continued closure of the Hard Rock Casino.
- Submitting an application for a CSRP grant is not a guarantee of funding from the City of Coquitlam.

How to Apply:

A. Complete the Application

Review the CSRP information guide located at coquitlam.ca/csrp to ensure you are clear on the information required for each question. If you have concerns regarding eligibility, contact the Grant Coordinators at **604-306-1736** or email communitygrant@coquitlam.ca.

Tips for successful filing of the Adobe Fillable Application Form:

- Ensure that your Adobe Acrobat Reader is updated
- Download a blank application from the grant website to your computer before starting to fill it out
- Launch Adobe Acrobat Reader and open the application PDF file from within the program

*When attaching your completed form to your application email, please send the completed fillable copy with the fields still showing in blue/purple so that we can extract your responses. **SCANNED COPIES AND HARD COPIES ARE NOT ACCEPTED.***

Before submitting your application, please ensure:

- Your responses are typed
- All questions are answered
- You have included all of the items on the Grant Application Package Attachment Checklist (below)
- Section 8 is signed by two authorized board members (digital signatures or a scanned copy of the signature page are accepted)

B. Grant Application Package Attachment Checklist

Submit the following documentation with your application:

- **Completed and signed application form**
- **Completed Budget Template** (Pandemic Response AND/OR Revenue Replacement)
- **Letters of Support (if applicable)** – from collaboration organizations, other funders and/or in-kind contributors

If applying for a registered society:

- **Society Annual Report (Form 11)** – current, filed with the Registrar of Companies, as required by the BC Registry Services Act
- **Constitution and Bylaws**
- **AGM Minutes** – organization’s draft minutes of the most recent Annual General Meeting

Pandemic Response Stream

- **Detailed quotes for all expenses to be covered by CSRP funding** – include quotes or proof of pricing to support grant request
Expenses listed without quotes will be reimbursed upon submission of receipts with the Final Report.
- **COVID-19 Health and Safety Plan for project or program** – outline measures taken to reduce risk for employees, volunteers and participants

Revenue Replacement Stream

- **Balance Sheet and Income Statement** for two most recently completed fiscal years (Financial Review or Audited)
- **Financial Forecast** for current fiscal year

How to Submit Your Application:

Grant Intake Opens: April 8, 2021 – continuous intake. Applications will be assessed as they are received, funding decisions will be based on the strength of the application and funds may not be distributed on a first-come first-served basis.

Submission Deadline Date: Thursday July 15, 2021 at 4 p.m., OR when the total amount requested equals the total amount available. If you experience any issues with your submission, contact the Grant Coordinator at **604-306-1736** or by email communitygrant@coquitlam.ca.

Applications should be submitted by email to communitygrant@coquitlam.ca.

Available Grant Support

The City of Coquitlam is happy to assist your organization to complete an application.

Email communitygrant@coquitlam.ca or phone **604-306-1736** to discuss the grant and your proposed project.

SECTION 1 – Contact Information

- a. Organization Name: _____
- b. Mailing Address: _____
- City: _____ Postal Code: _____
- c. Contact Person: _____ Position/Title: _____
- Phone: _____ Email: _____
- Website Address: _____

SECTION 2 – Organization Information

- a. Registered Not-For-Profit: Yes No
- b. Registered Society Number: _____
- c. Focus of group / type of organization:
- | | |
|---------------------------|--|
| Arts and Culture | School/Parent Advisory Committee (PAC) |
| Community Services | Service Club |
| Environmental/Parks | Sports |
| Neighbourhood Association | Other _____ |
- d. Is your group/organization in good financial standing with the City? Yes No
- e. Is your group/organization based in Coquitlam? Yes No
- f. What is the geographic region served by your group/organization? _____

SECTION 3 – Pandemic Response Stream Project/Program Details (not required for Revenue Replacement)

- a. Project/Program Name: _____
- b. Project/Program Start Date: _____ Project/Program Duration: _____
- c. Amount requested through the CSRP Grant Pandemic Response Stream: \$ _____
- d. Who will benefit from this project/program? _____
- e. How many people will benefit from this program/project? _____
- How many are residents of Coquitlam? _____
- f. Where will the project/program take place (i.e. city and facility/location)? _____

Application Continues on Next Page

SECTION 3 – Pandemic Response Stream Project/Program Details (not required for Revenue Replacement) *(continued)*

g. How has COVID-19 created the need for this project/program?

h. List any COVID-19 specific health directives or orders that this project/program addresses:

i. Describe the project in 100 words or less:

j. Describe the project timeline (attach a separate document if more space is required):

Application Continues on Next Page

SECTION 3 – Pandemic Response Stream Project/Program Details (not required for Revenue Replacement) (continued)

k. Partial funding may be available. Will your project occur without full funding of your grant request?

Yes No

If yes, how would the project change?

l. The CSRP grant Pandemic Response stream is intended to be one-time funding. Please explain in 100 words or less why your project/program WILL or WILL NOT continue or be repeated without additional funding from the City of Coquitlam?

m. How will the health and safety of project/program facilitators and participants be assured with respect to COVID-19? Please refer to fraserhealth.ca/health-topics-a-to-z/coronavirus for more information.

n. How will you determine that your project/program has been a success? (You will be required to discuss the successes and challenges for the final report).

Application Continues on Next Page

SECTION 4 – Revenue Replacement Stream (not required for Pandemic Response)

PLEASE NOTE THAT ONLY REGISTERED NOT-FOR-PROFIT ORGANIZATIONS OPERATING PRIMARILY IN COQUITLAM WILL BE CONSIDERED FOR REVENUE REPLACEMENT

a. Amount requested through the CSRP Grant Revenue Replacement Stream: \$ _____

b. Describe how COVID-19 has impacted your anticipated revenue. Be as specific as possible.

c. The CSRP grant Revenue Replacement stream is intended to be one-time funding. Please explain how the organization intends to continue operations without additional funding from the City of Coquitlam?

d. What operational or ongoing costs will be covered by the CSRP Grant Revenue Replacement stream?

Application Continues on Next Page

SECTION 5 – Financial Information

a. List other sources of COVID-19 related support that the organization has applied for. If none, please explain why.

b. Complete the applicable budget template for each CSRP grant requested. Please complete both templates if you are applying for both the Pandemic Support and Revenue Recovery streams. Use this space to add additional budget information if needed.

c. Attach quotes for Pandemic Response stream expenses.

REQUESTED ITEMS WITHOUT OFFICIAL QUOTES OR SUPPORTING DOCUMENTATION WILL ONLY BE ELIGIBLE FOR REIMBURSEMENT AFTER RECEIPTS ARE SUBMITTED WITH THE FINAL REPORT.

Please ensure the value of the items listed match the quotes attached.

Application Continues on Next Page

SECTION 6 – Grant Conditions

IMPORTANT: We agree to the conditions set out below and to any other conditions approved by the City of Coquitlam.

1. In the event that the funds are not used for the activity as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance may be payable to the City within 15 days of notification.
2. Recipients are required to seek approval in writing from an authorized City representative before proceeding with any changes.
3. The organization will make, or continue to make, attempts to secure funding from other sources as indicated in its application.
4. The organization will keep proper books of accounts of all receipts and expenditures relating to the proposed request.
5. Upon request, grant recipients will supply copies of all receipts for expenditures relating to the proposed project.
6. The organization 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 request in the organization's application is not started, or not completed, and municipal funds remain on hand, or the purchase is completed without requiring the full amount of municipal funds, or Council directs the funds be returned, these funds will be returned to the City through the Financial Services department.
8. All materials submitted become the property of the City of Coquitlam.
9. The City of Coquitlam reserves the right to use materials relating to its promotional and advertising campaigns.
10. The organization will provide the following acknowledgement regarding City of Coquitlam's grant support of project:
 - City of Coquitlam logo placement on the organization's website, and/or applicable marketing materials including advertisements, posters, and brochures (logo to be provided by the City of Coquitlam)
 - In addition to logo use, City of Coquitlam is to be recognized 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
 - Other recognition items if/when applicable and agreed upon by both parties
11. In certain circumstances, the City will place conditions on grants that must be met before payment is authorized.
12. The City of Coquitlam 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, please contact the Grant Coordinator at **604-306-1736**.

SECTION 7 – Reporting

1. All CSRP Grant monies must be expended for the purposes outlined in the acceptance letter within 15 days after completion of the project described in Section 3 and/or Section 4, or within 12 months of the project approval if the project will be ongoing.
2. A Final Report using a provided template **MUST** be completed and returned to the City within 30 days of the completion of the project described in Section 3 and/or Section 4, or within 30 days of the City funds being spent if the project will be ongoing. Copies of receipts for all project related expenses paid for with City funds must be made available to the City if requested.

Application Continues on Next Page

SECTION 8 – Authorization and Certification

This is to certify that we are authorized to submit this application on behalf of the organization, that the attached budget and the accompanying documentation is an accurate statement of its receipts and disbursements, both actual and estimated, for all the activities conducted by the organization, that the amount requested is necessary for proper continuance of our program, and that the attached application has been filled out truthfully and the answers reflect the activity of the organization. We agree to the conditions of the CSRP Grant, as outlined in section 6 of this application, and we authorize the individual noted in section 1 to be the City's liaison with respect to this grant application.

Printed Name _____

Signature _____

Position/Title _____

Date _____

Printed Name _____

Signature _____

Position/Title _____

Date _____

** Scanned or digital signatures allowed.*

Please contact the Grant Coordinator at **604-306-1736** or by email at communitygrant@coquitlam.ca if you have any questions or require further assistance.

The personal information collected on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act. The City has authority to collect your information for the purposes of administering the CSRP Grant. If you have any questions or concerns about the collections of your personal information please call the Grant Coordinator at 604-306-1736.