

COVID-19 CSRP Grant Application and Support Guide



Grant Overview, Guidelines and Eligibility

The City of Coquitlam has developed the Community Support and Recovery Plan (CSRP) grant program to support residents and local organizations responding to the fiscal challenges and community impacts of the COVID-19 pandemic. 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.
- Funding decisions will be made by a committee of City staff, based on the eligibility guidelines in this document. The committee will review completed applications approximately every two weeks, beginning April 29, 2021.
- 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.
- 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.
- 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.
- There are two streams for the CSRP grant:
 1. Pandemic Response
 2. Revenue Replacement
- 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.
- Submitting an application for a CSRP grant is not a guarantee of funding from the City of Coquitlam.
- Organizations that currently have an agreement with the City for space or funding should contact the grant administrator before applying.

Pandemic Response Stream

The Pandemic Response stream supports organizations developing projects or adapting existing programming to benefit Coquitlam residents and mitigate impacts of COVID-19. 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.

Please contact City staff at communitygrant@coquitlam.ca before submitting an application on behalf of a group that is not a registered not-for-profit organization to determine if your organization and project are eligible.

- In most cases, the maximum grant amount through the Pandemic Response stream will be \$10,000.
- Priority will be given to applicants who clearly describe a COVID-19 related community need, and demonstrate how the proposed project addresses that need.
- Priority may be given to projects that are submitted by, or will be completed in partnership with, Coquitlam-based organizations.
- Grants may be issued up front or as reimbursement for costs incurred, this decision will be made by the City on a case-by-case basis.
- Applicants must provide evidence of financial and organizational ability to complete the proposed project before funding will be released. This may include a detailed description of roles and responsibilities and/or a project timeline, in addition to the project budget, and letters of support from local organizations, businesses or agencies.

Pandemic Response Stream (continued)

- Projects or programs must begin within six months of funding approval, and CSRP funds must be spent within 12 months of the project start date. A final report outlining the accomplishments and challenges of the project will be required within 30 days of project completion or of CSRP funds being spent if the project/program will continue beyond 12 months.
- CSRP funds must be spent, and the final activity report accepted by the City, before another application from the same organization will be considered.
- Priority may be given to organizations that have not previously received Pandemic Response funds through the CSRP grant.
- The Pandemic Response grant can be used to cover salaries and wages directly related to the proposed project or program, but this will be a lower priority than other elements and may be excluded from the grant approval amount. Other pre-existing expenses such as utilities, rents, storage, etc. are not eligible in this stream.

Revenue Replacement Stream

The Revenue Replacement stream supports existing registered not-for-profit organizations that have lost anticipated revenue streams due to COVID-19. 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.

- In most cases, the maximum grant amount through the Revenue Replacement stream will be \$5,000.
- Only registered not-for-profit organizations are eligible for Revenue Replacement funding.
- Applicants must demonstrate strong ties to Coquitlam and have a history of serving Coquitlam residents.
- Applicants must provide annual financial reports and income statements for the two most recently completed fiscal years, as well as the forecast for the current fiscal year.
- Applicants must clearly demonstrate how COVID-19 has contributed to the revenue shortfall.
- Priority will be given to organizations that have not previously received Revenue Replacement funds through the CSRP grant.
- A final activity report must be accepted by the City before another application from the same organization will be considered.

Eligibility Criteria

- Eligible applicants are 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.
 - An exception may be made for unincorporated groups applying for funds through the Pandemic Response stream. Please contact City staff at communitygrant@coquitlam.ca before submitting an application on behalf of a group that is not a registered not-for-profit organization to discuss the eligibility of your group and project.
- Applicants must be in good financial standing with the City in order to be considered for CSRP funding.
- Applicants that have not fulfilled the requirements of previously awarded City grants, including the submission of a final activity report, are not eligible for CSRP funding.

Application Guidelines

- Organizations should only apply when they have the required information and can fully answer the questions on the application.
- Due to demand, staff may not be able to follow-up with each applicant for clarification or additional information; therefore, applicants are advised to submit complete applications.
- Applying for a grant does not guarantee funding. Applicants are encouraged to wait until funding is confirmed before beginning their proposed projects.
- Applications for the Pandemic Response stream must clearly demonstrate how projects will support Coquitlam residents who have been impacted by the COVID-19 pandemic.

Application Guidelines (continued)

- Applications for the Revenue Replacement stream must clearly demonstrate how financial support will enable the organization to continue operations.
- Projects and programs that are eligible for other local, regional, provincial or federal funding should access those resources. Applicants are expected to have applied to similar funding programs before applying for CSRP funds. Staff may direct applicants to other funders if applicable.
- Applicants whose need is directly tied to a specific Ministerial Order or Provincial Health Order should indicate this on their application.
- Applicants must provide a proposed project budget that identifies all sources of funding. Other sources may include in-kind contributions or monetary support from other grants, levels of government, or the applicant organization.
- Applications should demonstrate financial need. If your budget balances without including funds from a CSRP grant, you do not have financial need.
- Applications may be made by phone or video call, if challenges submitting a written application exist. Please call **604-306-1736** to discuss this option.

Grant Terms and Conditions

- 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 repayable to the City within 15-days of notification. Recipients are advised to seek approval in writing from a City representative before proceeding with any changes.
- The organization will keep proper books of accounts of all receipts and expenditures relating to the proposed request.
- Upon request, grant recipients will supply copies of all receipts for expenditures relating to the proposed project.
- If the approved project 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 Financial Services.
- All materials submitted become the property of the City of Coquitlam.
- The City of Coquitlam reserves the right to use materials relating to its promotional and advertising campaigns.
- The organization will provide the following acknowledgement regarding City of Coquitlam's grant support of the 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
- In certain circumstances, the City will place conditions on grants that must be met before funds are disbursed.
- 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**.

Detailed Application Guide

This section includes more detailed information that may assist applicants to fully complete the grant application. Each section below provides details for the same section in the application.

SECTION 1: Contact Information (ALL APPLICANTS)

- a. Provide the full legal name of the organization.
- b. Provide the organization's mailing address for all correspondence regarding the grant application.
- c. Provide the name and information for contact person who is authorized to speak on behalf of the organization with respect to the application.

SECTION 2: Organization Information (ALL APPLICANTS)

- a. Select "Yes" if the applicant organization is a registered not-for-profit.
- b. Include registration number if you answered "Yes" to a.
- c. What best describes the main focus of the organization? Check the most appropriate category.
- d. Select "Yes" if the organization **does not** owe money to the City of Coquitlam. If the organization owes money to the City or if you are unsure, contact the Grant Administrator at **604-306-1736** or **communitygrant@coquitlam.ca** before completing the application.
- e. Select "Yes" if the organization has a base of operation within the City limits of Coquitlam.
- f. Use whatever language best describes the service area. For example: Tri-Cities, Lower Mainland, Canada, Burke Mountain, etc.

SECTION 3: Pandemic Response Stream

(Do not complete this section if you are only applying for Revenue Replacement)

- a. Provide the name of the project/program for which you are requesting **Pandemic Response** funds.
- b. Provide the date your **Pandemic Response** project/program will start, and the end date if known. If the end date is not provided, any CSRP grant fund allocated by the City of Coquitlam must be spent within 12 months of funding approval.
- c. Include the amount of money being requested through the **Pandemic Response** funding stream. This amount should be the same as the amount on the **Pandemic Response** budget template.
- d. Describe the target audience of the **Pandemic Response** project or program. Be as specific as possible. For example: Seniors in my neighbourhood, members of Sports Organization X who can't do X, residents of the Tri-Cities, etc.
- e. Include the number of people estimated to be part of the group(s) listed in d. and the number of people that live in Coquitlam. It is OK if it is the same number for both.
- f. Provide the specific location where the **Pandemic Response** project/program will take place.
- g. Briefly describe how the COVID-19 pandemic has created a need for this project/program.
- h. Include any specific health directives or orders that have contributed to the need for this project/program. It is OK to leave this question blank if you do not know.
- i. Tell us about the **Pandemic Response** program/project you are applying for. Why is it important? What steps will be taken to address the need identified in g.? Who will be doing the work?
- j. Provide key dates and timeframes for the project/program. What are the steps the organization will take to run a successful project/program?
- k. Select "Yes" if the **Pandemic Response** project can be adapted in the case that the amount requested is not approved. If you select "Yes", explain what will be different from what was described in i.
- l. Describe the plan for the **Pandemic Response** project/program after the CSRP funding has been spent. It is OK to say that it is a one-time project.
- m. Describe how the applicant will address COVID-19 concerns. Will a safety plan be created? Will participants be required to maintain 2 metres of distance between them? Will masks and sanitizer be available?
- n. Describe what you are looking to accomplish with this **Pandemic Response** project/program. For example, we will distribute 50 meals to isolated people, 20 children will participate, participants will learn new skills, etc.

Detailed Application Guide (continued)

SECTION 4: Revenue Recovery Stream

(Do not complete this section if you are only applying for Pandemic Response)

- a. Include the amount of money being requested through the **Revenue Recovery** funding stream. This amount should be the same as the amount on the **Revenue Recovery** budget template.
- b. Tell us how COVID-19 has been responsible for the lost revenue. Was enrollment decreased? Was an event cancelled? Are donations lower than expected?
- c. The **Revenue Recovery** stream is not a source of ongoing operational funding. Describe how your organization will continue its work in the future. Will there be organizational adjustments? Are there other funding sources that could be accessed?
- d. Describe the operational costs that will be paid for with **Revenue Recovery** funds. These costs can only be for regular operating activities. If there are costs for new programming or to adapt to COVID-19, they should be included in the **Pandemic Response** stream. The City of Coquitlam reserves the right to determine the funding stream that is the best match for the use of funds.

SECTION 5: Financial Information (ALL APPLICANTS)

- a. Include confirmed, unconfirmed and unsuccessful attempts to acquire funding. There are many other sources of funding for pandemic related issues. The City of Coquitlam encourages CSRP grant applicants to seek out other sources of funding, and expects that groups apply for other funding programs if they are eligible. The City may direct applicants to other funding sources if none is included here.
- b. Budget templates are posted on the grant website: coquitlam.ca/csrpgrant. Please contact the grant administrator at **604-306-1736** or communitygrant@coquitlam.ca if you have questions about the budget templates.
- c. Quotes for the **Pandemic Response** stream help the City of Coquitlam to allocate the appropriate funds to each applicant. If you are unable to obtain quotes for the project or specific items, the City may be able to reimburse the applicant for project costs when the project has been completed. Please contact the grant administrator at **604-306-1736** or communitygrant@coquitlam.ca if you have questions about submitting quotes.

SECTION 6: Grant Conditions (ALL APPLICANTS)

IMPORTANT: Carefully read the grant conditions before signing the application. If you have any questions or concerns about the conditions, please contact the Grant Coordinator at **604-927-3547** or **604-306-1736**, or communitygrant@coquitlam.ca.

SECTION 7: Reporting (ALL APPLICANTS)

IMPORTANT: Carefully read the reporting requirements before signing the application. If you have any questions or concerns about the conditions, please contact the Grant Coordinator at **604-306-1736** or communitygrant@coquitlam.ca.

SECTION 8: Authorization and Certification (ALL APPLICANTS)

- The signatures of two individuals (Members of the Board of Directors or others) who are authorized to submit this application on behalf of the applicant are needed.
- **Digital signatures or scanned copies of the completed signature page are acceptable.**
 - The application will not be considered complete, and will not be reviewed by the committee, until signatures are 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 CSRP Grant, the signatory certifies that the organization agrees to the conditions set out above and to any other conditions approved by Council.