

## 2020 COMMUNITY GRANT APPLICATION - Instructions

Thank you for considering the Coquitlam Foundation as a funding partner for your project. The Coquitlam Foundation is proud of its 25+ year history of encouraging and supporting creative, targeted philanthropy that builds a vibrant, sustainable, and healthy community. Our vision for the City of Coquitlam is a community where quality of life is enhanced by residents and organizations creating lasting legacies by contributing to endowment funds that benefit a broad range of eligible organizations.

The attached application form is for the **Coquitlam Foundation's Community Grants program**. We are pleased to make available grant funds to organizations whose applied project specifically benefits the residents of the City of Coquitlam. The Coquitlam Foundation and/or private donors have established funds in the following areas; interest earned annually on these funds may be allocated for distribution to the community. Submissions in these categories are invited, but awards will not be necessarily be made in every category every year.

1. Arts and Culture
2. Education and Literacy
3. Health and Community Wellness
4. Heritage, Historical or Conservation
5. Environment
6. Seniors in need

Typically the maximum available to one organization has been \$3,500.

**Note: Applicants must be registered charities or partnered with a registered charity able to accept the funds on behalf of the project. To share funds as widely as possible within our community, an organization may be granted an award for two years in a row, but then are asked to wait a year before applying again.**

### DEADLINE

**The deadline for submissions is February 14, 2020 at 4:00pm PST.**

### HOW TO SUBMIT AN APPLICATION

Your application must be emailed to [info@coquitlamfoundation.com](mailto:info@coquitlamfoundation.com) using this form. Submit your entire application and information as no more than **3 pdf files** attached to your email. Use the words "2020 APPLICATION" in the subject line of your email. Applications that are submitted in any other file formats will not be accepted. You can expect to receive an email response within 3 business days acknowledging our receipt of your application.

**IMPORTANT NOTE:** The Coquitlam Foundation reserves the right to disqualify any applications that are incomplete, late in being submitted, illegible and/or do not otherwise follow the submission guidelines.

### REVIEW PROCESS

Applications are reviewed by a volunteer citizen-based committee appointed by the Coquitlam Foundation. Final decisions are ratified by the volunteer Board of Directors of the Coquitlam Foundation. Successful applicants will be notified in May, 2020 and will be invited to attend the Coquitlam Foundation Awards Celebration Evening at the Evergreen Cultural Centre on June 10, 2020 to accept the award.

# COMMUNITY GRANT APPLICATION FORM

<b>Legal Organization's Name:</b>	
<b>Organization's Operating Name:</b>	
<b>Registered Charity Number:</b>	

<b>Address:</b> Street Address City Province Postal Code	<b>Primary Contact:</b>	
	<b>Title:</b>	
	<b>Telephone:</b>	
	<b>Email:</b>	

**Organization's Description**

Insert mandate and activities of organization (100 words maximum)

<b>Project Title:</b>	
<b>Short Project Description (for public release if project is approved):</b> Insert Project Description (100 words maximum)	

<b>Amount Requested from Coquitlam Foundation:</b>	
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**Please select one of the following categories the project most fits:**  
 (The Coquitlam Foundation may re-categorize your submission as appropriate)

The Arts	Culture
Education & Literacy	Heritage & Historical
Community Wellness	Environment

**Project Goal & Objectives (Quantifiable and Subjective):**

Describe the overall project goal(s) and list the project objectives for each goal (200 words maximum)

**Community Benefit & Engagement:**

Describe how the residents of Coquitlam will benefit from and how the community will be engaged by this project. Also describe how the applicant will collaborate with other organizations to deliver this project (if applicable). (150 words maximum)

**Project Workplan:**

**Start Date:**

mm/dd/yyyy

**End Date:**

mm/dd/yyyy

Describe how the project will be executed. Describe what human resources and skills will be required and whether they are found from within and/or outside of the organization (300 words maximum).

**Incremental Value of Coquitlam Foundation Funds:**

Describe specifically the elements of the project that could not be carried out if funding is not approved by the Coquitlam Foundation. (100 words maximum.)

<b>Project Budget:</b>			
	Total Project Budget (A)	Amount from Applicant (B)	Amount from Coquitlam Foundation (C)
*Salaries & Benefits			n/a
Professional Fees & Honoraria			
Rent, Utilities & Communications			
Materials & Supplies			
Printing & Photocopying			
*Travel			n/a
Publicity & Promotion			
Production Costs			
Distribution			
*Capital (please specify)			n/a
Other (please specify)			
Other (please specify)			
Other (please specify)			
Other (please specify)			
Other (please specify)			
Other (please specify)			
Totals			

Amount from Other Funding Sources = \_\_\_\_\_ (Column A) – (Column B) – (Column C)

\* Please note that community foundations tend not to provide funds for salary and benefits, travel or capital costs unless by special arrangement. If your project depends on support specifically in one or more of these areas, please provide a rationale within the Project Workplan section.

<b>Funding Sources:</b>	Confirmed	Pending	
Coquitlam Foundation			
Applicant Organization			
Cash			
In-kind gifts			
Volunteer Time			
Ticket or merchandise sales (if applicable)			
<b>Totals</b>			

\* This amount should be equal to the total Project Budget

**ADDITIONAL REQUIRED INFORMATION:**

Scan and include the following documents in pdf format as an addendum to this application:

- Letters of support are optional (maximum of three letters of support for the project)
- Organization’s statement of assets vs liabilities and revenues vs expenses for the recent year to demonstrate financial viability of the organization
- List of the board of directors and their occupations
- List of the organization’s staff and position titles (please highlight those who will be involved in the project and their role in the proposed project). Large organizations need not submit the entire staff list, but focus on the leadership and department staff involved.

Helpful tip: There are several free open-source programs that convert word documents to pdf files. Enter “word to pdf” in your search engine if you need to find one.

I hereby declare the above information to be correct to the best of my knowledge and if the Coquitlam Foundation grants an award for this proposal, the funds will be used for this purpose only. I also authorize the Coquitlam Foundation to verify the information presented.

<b>Authorized Signature:</b>	<hr/> Please print name and title of signatory here.
<b>Date:</b> mm/dd/yy	

Your application must be emailed to the Coquitlam Foundation. The Coquitlam Foundation email address is [info@coquitlamfoundation.com](mailto:info@coquitlamfoundation.com). Submit your entire application and information in no more than three pdf files attached to your email. Applications that are submitted in any other file formats will not be accepted.

## **2020 Coquitlam Foundation Community Grant Application Form Checklist**

Once you have completed your application come back to this checklist to ensure you have everything.

- My organization is listed on the CRA's "List of Charities" or I am partnering with one that is. <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities-listings.html>
- I have saved the file in the same fillable PDF format.
- I have named the saved file with the following format "OrganizationName\_2020\_Application.pdf" for example, "CommunitySociety\_2020\_Application.pdf"
- I have properly filled out my contact information.
- I have selected the category that best fits my project.
- I have completed the project budget.
- I have demonstrated a financial need for support.
- I have included the organization's statement of assets vs liabilities and revenues vs expenses.
- I have included a list of the board of directors.
- I have included a list of the organization's staff and positions.