

Spirit of Coquitlam Grant Application Form



How to Apply

Complete the Application

Review the Spirit of Coquitlam Grant Information Guide available at coquitlam.ca/SpiritGrant for a detailed explanation of what's required for each question. Contact the Grant Coordinator if you have questions or require assistance completing your application.

You are only required to complete the sections of the application form that relate to the project stream you are applying for.

Complete the Grant Application Attachment Checklist

Review the Grant Application Attachment Checklist on the following page to ensure you have all necessary attachments before submitting your application.

Before submitting your application, please ensure

- Your responses are typed
- All questions are completed
- You have included all of the items on the Grant Application Attachment Checklist
- Section 12 is signed by authorized individual(s); digital signatures or a scanned copy of the signature pages are accepted

Submit your Application

- Email your completed application form, application checklist and related documents in one email before the deadline to the Grant Coordinator at CommunityGrant@coquitlam.ca
- Grant applications will be accepted from September 3 at 8 a.m. to October 1 at 11:59 p.m.
- **Incomplete or late applications will not be accepted**
- If you experience any issues with submission contact the [Grant Coordinator](#) for support

Tips for Success with the Adobe Fillable Application Form

- Ensure that your Adobe Acrobat Reader is up-to-date
- Launch Adobe Acrobat Reader and open the application PDF file from within the program
- When attaching your completed application form to your 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.**

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

Grant Application Attachment Checklist

Submit the following documentation with your application:

- Completed Spirit of Coquitlam [Grant Budget Template](#)
- Detailed quotes for all expenses requested - Include quotes or proof of pricing to support grant request. **Expenses listed without quotes may be eligible for reimbursement at the completion of the project.** Please contact the Grant Coordinator at 604-927-3571, or email CommunityGrant@coquitlam.ca to discuss options.
- Evidence of registered not-for-profit status:
 - Society Annual Report** – current, filed with BC Registries and Online Services as required by the BC Registry Services Act. More information for registered societies can be found at bcregistry.ca/societies.
 - Society Constitution** – must include the Society’s purpose.
- Project timeline** – describe the process from planning to completion of the project/event/activity.
- Financial documents** (*Most recent completed fiscal year*):
 - Society Balance Sheet** (or Statement of Financial Position)
 - Society Statement of Revenues and Expenses** (or Statement of Financial Activities) – Audited or Review Engagement, if available.
- Facility Use Licence** – if renting a City of Coquitlam facility (room, pool, etc.). To obtain a Facility Use License, email the Special Event Office at FestivalsAndEvents@coquitlam.ca or phone 604-927-6968.
- Letters of Support** – from collaborating organizations, other funders and/or in-kind contributors (if applicable).
- Community Gaming Grant Proof** – Please attach a copy of the letter you receive from the Province (Award or Decline), or other evidence of application to Community Gaming Grant for the related project.
- Electronic Funds Transfer Form (EFT)** – Please attach a completed [EFT Application form \(PDF\)](#) including a voided cheque. This will allow the Grant Coordinator to distribute funds more quickly to successful applicants.

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

Section 1 – Applicant Information (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? Yes No

1e* What is the geographic region served by the organization? _____

1f* Society Registration Number: _____

1g* Year of Registration: _____

1h* What is the structure of the organization? (include details about the structure of the board of directors, management and staff where applicable)

1i* How did the organization become aware of the Spirit of Coquitlam Grant?

- Email from City Staff Social media City website Digital ad in City facility Printed poster
 Word of mouth (e.g., friend, family, colleague) Received Grant previously News story PRC E-News
 Other _____

Section 2 – Contact Information

2a Contact Person*: _____ Position/Title*: _____

Phone*: _____ Alternate Phone: _____

Email*: _____ Alternate Email: _____

2b Organization Mailing Address:

City*: _____ Street*: _____ Postal Code*: _____

2c Organization Physical Address (if different)

City: _____ Street: _____ Postal Code: _____

2d Organization Website and Social Media Accounts: _____

2e Check this box if you consent to being emailed with information that the City sends to not-for-profit organizations.

I consent

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

Section 3 – Project at a glance

3a* **Project Title:** _____

3b* **Type of Project:**

- | | |
|---|--|
| <input type="checkbox"/> Capital Projects | <input type="checkbox"/> Playground Equipment (category only available in spring intake) |
| <input type="checkbox"/> Community Support | <input type="checkbox"/> Sport Hosting |
| <input type="checkbox"/> Festivals and Events | <input type="checkbox"/> Sports Equipment |

3c* **Project Cost:**

Total Cost *: _____ Spirit of Coquitlam Grant Request Amount *: _____

3d* **Project Timeline** (Note: Project start and end dates are not usually the same as the event date):

Start Date *: _____ End Date *: _____ Event Date (if applicable): _____

3e* **Where will your project take place?** Please be as specific as possible.

3f* **How many people will benefit from or participate in your project?** (e.g., attendance/players/participants; include characteristics such as age and gender, as appropriate)

3g* **What percentage of attendants/participants are (or expected to be) residents of:**

Coquitlam? * _____ % Port Coquitlam? * _____ % Port Moody? * _____ % Other? _____ %

3h* **Project Summary:** Provide a brief description of the project (150 to 300 words max).

Note: The City may use the summary in part or in full to report on successful grant recipients.

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

Section 4 – Project Details

4a* **What is your organization’s mission/mandate? How does the project help to achieve your mission/mandate?**

4b* **Who does your organization currently serve?** (e.g., demographics, number of members)

4c* **What is the target participation draw/impact area for your project?**

- | | | |
|--|--|--|
| <input type="checkbox"/> Coquitlam | <input type="checkbox"/> Tri-cities | <input type="checkbox"/> Metro Vancouver/Fraser Valley |
| <input type="checkbox"/> Provincial | <input type="checkbox"/> Interprovincial | <input type="checkbox"/> National |
| <input type="checkbox"/> International | | |

4d* **What is the anticipated community benefit from the project? Why do you feel this project is a fit for a Spirit of Coquitlam Grant?**

4e* **Which of the City’s five strategic goals does the project align with?**

- | | |
|--|---|
| <input type="checkbox"/> Safe and complete neighbourhoods | <input type="checkbox"/> Local economy and local jobs |
| <input type="checkbox"/> Healthy community and active citizens | <input type="checkbox"/> Sustainable services, environment and infrastructure |
| <input type="checkbox"/> Excellence in city governance | |

4f* **How did you determine the need for the project? Why is now the right time for your project?**

4g* **What will a successful project look like and how will you measure/evaluate the success of your project?** Please list the different survey and feedback methods you plan to use and the type of information you will collect (e.g., number of participants, age group of participants, number of new members, participant satisfaction feedback, before and after surveys). If you receive a Spirit of Coquitlam Grant, you will be asked to reflect on the success of your project in the final report.

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

4h* **What steps will you take to achieve success in your project?** If necessary, please attach a project chart or timeline.

4i* **Is your project open and accessible to all members of the community or does it serve a specific group (e.g., members only)?**
Please explain.

4j* **Does your project include actions to minimize its environmental impact or support environmental sustainability?** Please explain.

4k* **Will there be a charge to participate in the project?** Yes No (if no, proceed to question 4n)

4l **If yes, please identify the price/tiers of admission/registration.**

4m **If yes, how will the revenue from this project be used by your organization?**

4n* **Will volunteers be involved to this project? If so, what roles will they perform, how many volunteers and how many hours will they contribute?**

4o* **What are the other sources of funding for the project?** Please indicate which ones are anticipated and which ones are confirmed. Priority may go to applicants that have applied for a BC Community Gaming Grant to support their project. Please ensure this information is included in your budget template.

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

4p* Required documents for all applicants. All applicants must include the following documents. If you have additional documents, please contact the Grant Coordinator at CommunityGrant@coquitlam.ca to discuss your options.

- 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. Completed EFT application forms must include a void cheque or direct deposit form from your bank. [EFT Application 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.

Please proceed to the relevant section:

- [Capital Projects – Section 5](#)
- [Community Support – Section 6](#)
- [Festivals and Events – Section 7](#)
- [Playground Equipment \(spring intake only\) – Section 8](#)
- [Sport Hosting – Section 9](#)
- [Sports Equipment – Section 10](#)

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

Section 5 – Capital Projects

Applications for capital project funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- A clear explanation of what the project includes
- Logistical details confirmed (e.g., location on private property confirmed, authorization to use the property for the project)
- A clear explanation of how the proposed project benefits Coquitlam residents and not only current members of the applicant organization
- Evidence that equipment or infrastructure is intended to be used primarily in Coquitlam and/or by Coquitlam residents
- A clear maintenance and storage plan for proposed purchases, including authorization from City staff if equipment is intended to be stored on City property
- A clear plan to replace goods, equipment and infrastructure as needed without additional funding through the Spirit of Coquitlam Grant

Required information and/or attachments to include for Capital Projects, as applicable:

- Evidence of appropriate storage for purchased equipment
- Letter of support from property owner

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

Section 6 – Community Support Projects

Applications for Community Support Projects funding that meet the eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- A clear explanation of the project, including start and end dates, population served, the issue that is addressed by the project and community benefit
- Evidence of partnership with other organizations
- Other sources of funding and a clear description of how the project will be able to continue without additional Spirit of Coquitlam Grant funding
- A clear understanding of how the proposed project connects to the applicant's mission/mandate
- Details about how the project promotes diversity, equity and inclusion in the community

Required information and/or attachments to include for Community Support Projects, as applicable:

- City of Coquitlam Facility Use Licence or other venue confirmation
- Sample of post-project survey for participants
- Evidence to support the estimated number of participants and their geographic location

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

Section 7 – Festivals and Events

Festivals and Event applicants are encouraged to apply at least six months before their anticipated event date to improve the application's chance of success.

Applications for Festival and Event funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- A clear explanation of what the project includes.
- Logistical details confirmed (e.g., dates, venue confirmed or on hold, acts/entertainers/vendors)
- Quantitative evidence of the benefits to the City and its residents (e.g., number of attendees, dollar value of economic activity such as vendors, artists, hotel nights, local purchases)
- Description of cultural and community significance (e.g., demonstrated consideration of diversity, equity and inclusion, opportunities for cross-cultural sharing and learning, connecting residents to each other, encouraging active participation, training and learning for volunteers, youth-focused)
- Incorporation of environmental sustainability initiatives (e.g., highlighting sustainable transportation options to the event, reducing/separating waste, minimizing/eliminating single-use plastic items from food services)

Required information and/or attachments to include for Festivals and Events, as applicable:

- City of Coquitlam Facility Use Licence or other venue confirmation
- Estimated economic benefits for Coquitlam businesses and residents
- Sample of post-event survey for attendees
- Other (e.g., draft event program, list of activities, evidence to support the estimated number of attendees)

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

Section 8 – Playground Equipment

***IMPORTANT NOTE: The Playground Equipment category can only be applied for in the Spring grant intake. This category cannot be applied for in the fall grant intake.**

Applications for Playground Equipment funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- A clear explanation of what the project includes
- Clear demonstration of priority designation from SD43 and approval for installation
- Percentage of student population that is Coquitlam residents
- Inclusion of environmental sustainability elements (e.g., materials used, climate adaptations) and accessibility elements

Required information and/or attachments to include for Playground Equipment, as applicable:

- Letter of support from School District 43
- Evidence of public access to playground outside of school hours
- Evidence of environmental impact mitigation
- Evidence of accessible equipment for all users

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

Section 9 – Sport Hosting

Sport Hosting applicants are encouraged to apply at least six months before their anticipated event date to improve the application's chance of success.

Applications for Sport Hosting funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- A clear explanation of what the project includes
- Logistical details confirmed (e.g., dates, venue confirmed or on hold, teams/competitors/participants)
- A clear explanation of what the competition will be
- Quantitative evidence of the economic benefits to the City and its residents of hosting the competition (e.g., measured in estimated hotel room nights, number of visitors from out-of-town)
- Sponsorships or partnerships with local businesses, as evidenced through letters of agreement/support
- Ability to leave a legacy in Coquitlam (e.g., purchase of event equipment being left to Coquitlam club/facility, coaching/officiating clinic, volunteer experience, school/team visitations by event participants, use of event to expand local sport membership)
- Evidence of invitations to or confirmation of athletes, sporting teams, etc. and where they are coming from (i.e., geographic location)
- Frequency of hosting; priority may be given to teams or sports that have not received Sport Hosting funds in prior years

Required information and/or attachments to include for Sport Hosting, as applicable:

- City of Coquitlam Facility Use Licence or other venue confirmation
- Estimated economic benefits for Coquitlam businesses and residents
- Confirmation of successful hosting bid
- Letter of support from sanctioning body
- Evidence of invitations to or confirmation of athletes, sporting teams, etc. and where they are coming from (i.e., geographic location)
- Sample of post-event survey for attendees
- Other (e.g., draft event program, list of activities, evidence to support the estimated number of attendees)

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

Section 10 – Sports Equipment

Applications for Sports Equipment funding that meet all eligibility requirements will be evaluated on the following criteria. Applicants are encouraged to include information that is relevant to their project:

- A clear explanation of what the project includes
- A clear description of how the equipment will improve access or increase participation in the respective sport. Please include details about who will benefit from the improved access or increased participation (e.g., age, gender, abilities). Please note, applications to replace equipment are ineligible.
- A clear plan to replace equipment as needed without additional funding through the Spirit of Coquitlam Grant
- Evidence that the applicant has a reasonable plan for secure storage of the equipment, including support from City staff if equipment is intended to be stored on City property
- A clear description of benefits to the broader community (beyond those who will use the equipment)

Required information and or attachments to include for Sports Equipment, as applicable:

- Evidence of appropriate storage for purchased equipment

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

Section 11 – Grant Conditions

IMPORTANT: The applicant agrees to the conditions set out below and to any other conditions approved by the City of Coquitlam (the “City”):

1. Materials submitted as part of the grant application may be retained by the City. The City reserves the right to use these materials and the information contained therein for all purposes relating to the Spirit of Coquitlam Grant Program, including in connection with any promotional and advertising campaigns, and to disclose such materials and information within the City or to outside entities for the purpose of reaching a decision on the grant application, administering and monitoring implementation of the project, and evaluating the results of the project after completion.
2. The City reserves the right to refuse to consider an application, to reject an application or to cancel or require repayment of an approved grant if the applicant displays or engages in behaviour that, in the opinion of the City, is unacceptable or inconsistent with the intent of the Spirit of Coquitlam Grant Program. Examples of such behaviour include illegal acts, discriminatory behaviour, impersonation, verbal abuse, threats, and privacy and security breaches.
3. If there are any changes in the financial aspects of the project from those described in the application, the applicant must provide written notification of these changes to the Grant Coordinator.
4. The applicant will make, or continue to make, attempts to secure funding from other sources as indicated in its application.
5. The applicant will keep proper books of accounts of all receipts and expenditures relating to the proposed project.
6. The applicant 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 project in the application is not started, or not completed as described, and grant funds remain on hand, or the project is completed without requiring the full amount of the grant funds, or Council cancels or the grant or otherwise directs the funds be returned, the applicant must return these funds will be returned to the City through Financial Services.
8. In the event that the funds are not used for the activity as described in the application, there are misrepresentations in the application, or breaches of these grant conditions by the applicant, the full amount of the grant may be repayable to the City upon demand.
9. The applicant may not at any time directly or indirectly communicate with the media regarding the grant application process, discussions or negotiations related to the application process, or otherwise with respect to the administration of the grant program without first obtaining the written permission of the City.
10. The applicant will provide the following acknowledgment regarding any grant made by the City in support of the proposed project:
 - Spirit of Coquitlam Grant logo placement on the applicant’s website, and any applicable marketing materials including advertisements, posters, and brochures (logo to be provided by the City);
 - Recognition 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; and
 - Other recognition items if/when applicable and agreed upon by both parties.

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

Section 11 – Grant Conditions (continued)

11. The applicant may not use the City of Coquitlam’s logo for the proposed project unless they receive explicit permission from the City. Please note, the City of Coquitlam logo and Spirit of Coquitlam Grant logo are two separate logos and cannot be interchanged.
 12. In certain circumstances, the City will place conditions on grants that must be met before payment is authorized.
 13. Any material changes to a project after a grant is awarded require the prior written consent of the City.
 14. Grants are not transferable to any other party.
 15. Grants are awarded based on quotes/invoices submitted at the time of application. The City 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, the applicant may be required to return funds to the City. Please contact the Grant Coordinator at 604-927-3571.
 16. All grant monies must be expended for the purposes outlined in the acceptance letter within 15 days of the project end date indicated in Section 2 of this application.
 17. A Final Report using the template will be provided to successful applicants and MUST be completed and returned to the City within 30 days of the completion of the project).
 18. If requested, grant recipients will supply copies of all receipts for expenditures relating to the proposed project with the Final Report.
-

Section 12 – Authorization and Certification

The undersigned hereby certify that the information provided in this application, including in any supporting documentation, is true, accurate and complete. The undersigned further certify that the budget and other financial documents provided are an accurate statement of the applicant’s receipts and disbursements, both actual and estimated, for all the activities conducted by the applicant and that the amount requested is necessary for delivery of the project. The undersigned agree to the conditions of the Spirit of Coquitlam Grant, as outlined in section 11 of this application, and confirm that the individual noted in section 2 is authorized to be the City’s liaison with respect to this grant application.

The undersigned confirm that they are duly authorized to execute this application on behalf of the applicant and to bind the applicant to the terms and conditions set out herein:

Printed Name * _____ Signature * _____
Position/Title * _____ Date * _____

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 Spirit of Coquitlam Grant. If you have any questions or concerns about the collections of your personal information, please call the Grant Coordinator at 604-927-3571.

Questions? Contact the Grant Coordinator for support with your application.

CommunityGrant@coquitlam.ca | 604-927-3571

Expenditures		Projected costs	Details
Service & Program Expenses	Purchase: Project supplies and equipment	\$500	Advertisiting / printing (quote 1)
	Rental: Project supplies and equipment	\$5,000	Stage, lighting, A/V equipment, bouncy castles (quotes 2 - 3)
	Professional fees		
	Venue rental (except City-owned venues)		
	Other (specify):		
	Subtotal	\$5,500	
Capital Expenses	Installation and labour		
	Capital equipment		
	Other (specify):		
	Subtotal	\$0	
People Related Expenses	Staff training		
	Volunteer training		
	Performer/artist fees	\$1,500	Honorariums for performers (quotes 4 - 7)
	Indigenous acknowledgement	\$500	Honorarium for opening ceremony from k*ik*əłəm elder
	Security		
	Other (specify):		
	Subtotal	\$2,000	
Environmental Service Expenses	Bin rental/hauling fees		
	Waste diversion program costs	\$1,000	Quote 8
	Other (specify):		
	subtotal	\$1,000	
City Related Expenses	Facility Use	\$1,000	Town Centre Park facility use license (quote 9)
	Event Staffing		
	Park Logistics	\$500	Quote 10
	Road Closures		
	Other (specify):		
	Subtotal	\$1,500	
In-kind expenses (must equal in-kind revenues)			
Total		\$10,000	

Revenue		Confirmed	Requested	Details
Government	Spirit of Coquitlam Grant		\$0	\$9,000
	BC Community Gaming Grant			
	Federal government			
	Provincial government			
	Metro Vancouver			
	Municipal government			
	Other (specify):			
	Subtotal	\$0	\$9,000	
Private Sector	Foundation			
	Sponsorship (do not include in-kind)			
	Other (specify):			
	subtotal	\$0	\$0	
Applicant	Project Related Fundraising			
	Revenue generated through the project			
	Other (specify):			
	Funding from organization's operating budget	\$1,000		
	subtotal	\$1,000	\$0	
Other Funding	Specify:			
	subtotal	\$0	\$0	
In-kind revenue (must equal in-kind expenses)				
Total		\$1,000	\$9,000	



2024 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: [REDACTED]
 Incorporation Number: [REDACTED]
 Business Number: [REDACTED]
 Filed Date and Time: July 1, 2024 07:49 PM Pacific Time
 Annual General Meeting (AGM) Date: May 26, 2024

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address: [REDACTED] Mailing Address: [REDACTED]

DIRECTOR INFORMATION AS OF May 26, 2024

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]



Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

CERTIFICATION

I, [REDACTED], certify that I have relevant knowledge of the society, and that I am authorized to make this filing.





CONSTITUTION

BC Society • Societies Act

CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

T.K. Sparks
T.K. SPARKS

NAME OF SOCIETY: [REDACTED]

Incorporation Number: [REDACTED]

Business Number: [REDACTED]

Filed Date and Time: February 21, 2024 09:57 PM Pacific Time

The name of the Society is [REDACTED]

The purposes of the Society are:

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]



Financial Documents - Society Balance Sheet or Statement of Financial Position

Balance Sheet

An accounting balance sheet is a portrait of the financial standing of a business at a point in time. It shows what your business owns and what it owes. This financial report is similar to a personal financial statement that someone may fill out when applying for a loan to show their assets and liabilities.

Please find more information on Balance Sheets here: <https://basicaccountinghelp.com/balance-sheet-example/>

Statement of Financial Position

Financial statements and accounting records are not the same thing. Financial statements are a broad overview of a non-profit's financial position, presented for member approval at each AGM. Financial statements generally include four documents: Income Statement, Balance Sheet (Statement of Financial Position), Statement of Cash Flows, and Equity Statement (Statement of Retained Earnings). Financial statements are generated from the General Ledger.

Please find more information on Statement of Financial Positions here:

<https://lawfornonprofits.ca/societies-act/fact-sheets/finances-0>

Financial Documents – Society Statement of Revenues and Expenses or Statement of Financial Activities

Both of these documents are required by BC Society's to maintain the status of a registered charity.

Statement of Revenues and Expenses

Please find the guide line for this document here: <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/statement-revenue-expenditures.html>

Statement of Financial Activities

Please find the guide line for this document here: <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/financial-statements.html>

Project Timeline

State Date: December 1, 2024

End Date: August 31, 2025

Event Date: August 23, 2025

December 2024 – March 2025

- Securing location and financing
- Organizing staffing

March – May, 2025

- Securing non-profit partnerships
- Securing rental and purchased equipment


May – July, 2025

- Promotional materials and advertising
- Staffing for event
- Purchasing misc. goods

August, 2025

- Last minute prep
- Hold event
- Post-event work (take down, gathering surveys)

Quote 3:







GAMES & ENTERTAINMENT

PRODUCTS ▾ SERVICES ▾ THEMES ▾ ABOUT ▾

CATEGORIES

- Bouncers & Inflatables
 - + Inflatable Challenges
 - Bouncy Castles
 - Bouncy Castle**
 - Dragon Castle Combo
 - Kids 7-in-1 Bounce Combo
 - Magic Castle
 - Mermaid Castle
 - Mini Castle
 - Pirate Bouncer Combo
 - Princess Castle Combo
 - T-Rex Bounce Combo
 - + Obstacle Courses
 - + Inflatable Games



*Bouncy Castle

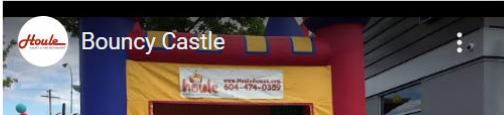
4 hours
\$249.00

[Check availability](#)

2 **Add to cart**


Power Requirements – One 120 volt 15 amp circuit within 100' of the unit
Size – 15'L x 15'W x 16'H

Please note: This item may be used in public settings with the inclusion of a Houle Games Bouncer Attendant with order. Rate of \$150.00 for four hours will be shown on final submitted quote.



MY ORDER

Select a rental period

 *Bouncy Castle ×
- 2 +
This product is not discountable **\$498.00**

Powered by Booqable

Delivery Required - Delivery costs will be shown in final quote, pricing is based on distance from warehouse. (\$0.00)

Customer Pickup and Return (FREE)
Pickup Between 9:00am - 4:30pm
Return Next Morning 9:00am - 11:00am

Subtotal \$498.00

VIEW CART

QUOTE REQUEST

Evidence of Other Funding

This can either be proof that you've submitted another grant application, available sponsorship opportunities, donation agreements, or even just a letter from the Board or Director that your organization will be providing the remaining funding.



Vendor Profile & Electronic Funds Transfer (EFT) Application

Accounts Payable Division
3000 Guildford Way, Coquitlam BC V3B 7N2
Phone: 604-927-3040 Fax: 604-927-3035

Please email completed form to apinvoices@coquitlam.ca; and purchasing@coquitlam.ca

Legal Name: Payable to: (If different from legal name)

Invoicing as:

Mailing Address:

Remittance Address: (If different from mailing address above.)

Employment Status (check one): Self Employed Individual Corporation Other (please specify):

If self-employed, please provide your Social Insurance Number: (This information is requested for the issuance of T4A - Statement of Pension, Retirement, Annuity, and Other Income as per Income Tax Act 153(1) (g) and Regulation 200(1) and T5 - Statement of Investment Income as per Income Tax Regulation 201(1).)

Contact Name & Position:

Phone: Email:

GST Registration #: WorkSafeBC Account #:

Please attach a VOID cheque with this form or your Direct Deposit information from your bank.

EFT Remittance Advice Email Address:

Disclaimer: I understand that I am responsible for ensuring the information provided is correct and current. I will not hold the City of Coquitlam responsible for lost or delayed payments where changes to the banking information have been made and not communicated to the City of Coquitlam in a timely manner. I hereby authorize the City of Coquitlam to process direct deposits to the account provided above. The information is collected in accordance with Section 26(c) of the Freedom of Information and Protection of Privacy Act and Income Tax Act and Regulations for the purposes of payment to the Vendor and (where deemed necessary) issuance of T4A and T5. Should you have any questions, please contact Financial Services Manager at 604-927-3036 or apinvoices@coquitlam.ca.

Authorized Name: Signature:

Your Contact at the City of Coquitlam (Name):

Date:

Invoice Requirements: Please send one PDF invoice per email to apinvoices@coquitlam.ca.

***** If applicable*****

Invoices are to include: Purchase Order Number, Purchase Contract, or Work Order Number, and City Contact name.