SELF - HELP MATCHING GRANT PROGRAM

“Working Together to Make PoCo Better”
PROGRAM PURPOSE

The Program is designed to encourage projects, which will be in concurrence with the vision and objective areas in the City’s Strategic Plan. The Program allows individuals and organizations to request funding for projects which involve new construction, renovation or expansion of community facilities or spaces such as sports fields, parks, environmental habitat, community recreation, indoor sports area, arts and culture, streetscapes, etc.

DEFINITIONS

Public Benefit  
Socially worthwhile projects that primarily provide a mixed benefit(s)/access to the community.

Mixed Benefit  
These are projects whereby both the organization and the community as a whole receive direct identifiable benefits.

PROGRAM OVERVIEW

- The Program will contribute up to 50% of the total cost of a project to a maximum of $10,000 subject to the budgeted allocation amount approved by City Council on an annual basis.
- The minimum acceptable request will be $1,000 (50% of a $2,000 project).
- Approved funds will be forwarded in two phases – 75% at the start of the project and 25% when the project is completed and a final report submitted.
- Only Port Coquitlam based organizations are eligible to apply for funding.
- Organizations that are applying for design, construction of new and renovated play spaces in Port Coquitlam must adhere to the City’s Corporate Accessible Play Spaces Policy.
- All projects must occur within Port Coquitlam and the benefiting parties must be more than 50% Port Coquitlam residents.
- Organizations requesting funding must have sufficient funds in place to proceed with the project.
- Projects will not be funded retroactively.
- A Review Committee will evaluate all applications on the basis of the Program’s eligibility criteria. The Committee will consist of four staff members from the City of Port Coquitlam, depending on the nature of applications being submitted.
- Committee of Council will review funding as submitted by the Review Committee and will forward endorsed projects for allocation of funds to City Council for approval.
- The City will designate a staff person as project liaison for each project that is approved for a Grant.
- All approved projects must be completed within eighteen (18) months from the date of approval and as required, on a per project basis upon completion will be inspected by the City for any deficiencies. A final report must be submitted by all project organizers within two months following the final inspection. If a project is not completed, the project organizers will not be eligible for additional Self-Help Matching Grant funds and will not be forwarded the final 25% of funding support.

- **Project submission deadline: March 31st**
PROGRAM ELIGIBILITY

The Self-Help Matching Grant Program is available to Port Coquitlam based organizations including but not restricted to community/social groups, service clubs, parent/teacher groups, sport groups, cultural organizations, environmental groups and school councils.

Projects which involve construction, renovation and/or expansion of facilities for social, environmental, heritage, recreation, sports, beautification and art or culture purposes, etc. and which occur on public property within the City of Port Coquitlam for public benefit are eligible for funding through this Program.

Unless otherwise stated and mutually agreed to for the purpose of this Program, if the project is conducted on City land, within a City facility or facility/land leased to a non-profit organization (eg. Kinsmen Hall, Women’s Centre at the dissolvent) the assets will revert back to the City of Port Coquitlam.

SELECTION CRITERIA / APPROVAL PROCESS

Recommended projects will be submitted to Committee of Council for endorsement and onto Council for final approval.

All applications will be reviewed for eligibility by a City Staff Review Committee according to the requirements listed above. Each eligible application will then be assessed according to the following criteria:

Matching Dollar Value (up to 10 points):

Points are awarded if the total project value exceeds the minimum required (eg. double the amount of the grant request). If the total project value meets but does not exceed, the minimum zero points are awarded (eg. $1,000 grant submission for a $2,000 project value). For each 20% of the total project value that is in excess of the minimum amount, two points are awarded.

Example: A community group submits a $1,000 grant application for a project. If the proposed project total value is $2,400, this is $400 more than the minimum matching dollar value of $2,000 – 20% of $2,000 is $400; therefore, two points would be awarded.

Participation and Collaboration (up to 30 points):

The project involves broad community participation (up to 20 points):

- The maximum 20 points would be awarded to projects that demonstrate broad active community participation in selection, planning and implementation of the project. The level of participation required will be directly related to the scope of the project selected. Zero points should be awarded to projects which show little evidence of community support or involvement in the planning and proposed implementation of the project.
The application is supported by and is a collaboration of several organizations (up to 10 points):

- Applications that involve commitments from several organizations (a minimum of two or more) such as other community organizations, schools, churches and businesses would receive 10 points. Applications without involvement of additional partners receive zero points.

**Project Impact/Need** (up to 20 points):

Projects addressing a community need or problem that identifiable public benefit(s) would receive the maximum points. Applications that do not address a documented need or clearly indicate a public benefit would receive zero points. Points may be scored according to how well the need for the project is documented.

**Project Design** (up to 40 points):

- The proposed project is cost effective, well planned and ready for implementation (up to 25 points):
  - Maximum points would be awarded to projects, which are carefully planned and ready for implementation once a grant is awarded. Such projects have clearly articulated goals, a specified timeframe for accomplishment of tasks, and show evidence that the application organization has the capacity to follow through. Fewer points will be awarded to projects whose goals and timetables are vague and fail to demonstrate the capacity to complete the project.

- The project's budget is a reasonable projection of the expenses and revenues (up to 15 points):
  - Maximum points would be awarded to projects with budgets that provide a detailed, line-by-line breakdown of projected expenses and revenues and have obtained the information from a reliable source (contractor's estimate, price quotes, etc.). Fewer points would be awarded to projects with non-specific, incomplete or undocumented budgets.

**Other Program Criteria Considerations**

Projects that duplicate existing facilities or services presently available to members of the community must indicate how it will compliment or be of added benefit to the community.

Applications may be submitted for projects which are phased in over a number of years; however, an organization may only have one approved Self-Help Matching Grant at a time.

If a project from a previously approved Self-Help Matching Grant has not been completed, the organization is not eligible to apply for a second grant until the outstanding project is completed and a final report has been submitted.

Organizations, which have the ability to complete the project without the grant, will be assigned a lower priority. For example, if an organization has an unallocated surplus of approximately $10,000 or more, the financial need of the organization is considered to be low.

Program funds may not be used to purchase consumable program supplies or equipment (eg. balls, uniforms, costumes, volleyball nets or food). **Projects are for assets and capital projects, including new**
specialized equipment, new construction or upgrades of community facilities, sports fields, parks, playgrounds, environmental habitat, and indoor sports areas.

Projects that do not conform to zoning or City regulations will not be approved.

**FINANCIAL REQUIREMENTS**

The applicant’s financial contribution must be in place prior to applying for the Grant. A certified bank statement must be attached to the application to verify that the applicant has sufficient funds in place to fulfill their portion of the total project value.

The applicant’s contributions cannot include funds from any other City source.

Donations or gift in-kind may be included as part of the applicant’s contribution to the project. Written confirmation and verification of the value of these donations must be included with the application.

A value assigned to the volunteer labour utilized during the construction or installation of the project may be used as part of the applicant’s financial contribution. For grant submissions, volunteer labour costs should be calculated at $20.91 per hour (based on the City’s living wage rate).

**EVALUATION PROCESS**

All applications must be post marked on or before March 31st

Late applications will not be accepted.

Applications will be assessed in detail on the basis of the Program’s eligibility criteria previously outlined in this document.

Technical aspects of the applications will be reviewed by appropriate City Departments to ensure that the development plan is in accordance with City policies and regulations.

The Review Committee will assess all eligible applications and make recommendations to Committee of Council regarding which projects should be endorsed.

Applicants may attend a Committee of Council meeting to speak in support of their application. Eligible projects endorsed by the Committee of Council will be forwarded to City Council for approval.

The decision of Council is final. Applicants will be notified in writing of Council’s decision by the end of July each year.
SUBMISSION OF APPLICATION

Submit one (1) colour PDF to: recreation@portcoquitlam.ca or three (3) colour hard copies to:

Self-Help Matching Grant Program, c/o City of Port Coquitlam
#1100 – 2253 Leigh Square, Port Coquitlam, BC V3C 3B8

Applications must be received in the Recreation Department by March 31st

REQUIRED DOCUMENTATION

Each application must include all of the following information:

- A detailed written description of the project. Please answer all of the questions on pages 8-10.

- Applications must include letters of support from the groups and area residents who will be affected by the project. This may include the School District, Parent Teacher Associations, neighbourhood residents, etc.

- Depending on the project, each applicant may be required to organize an information campaign or host a public meeting to provide information to area residents, collect public input and document community reaction to the project.

- Applicants must provide all of the required financial information.

- Applications must include a letter of approval from the property owner (also required for projects on City of Port Coquitlam or school property).

- The costs associated with ongoing maintenance of a proposed project must be identified within each organization. The organization or agency responsible for the ongoing maintenance of the project must also be identified.

- As applicable, applicants are responsible for providing a site plan/design services as part of the original submission, as required. The City of Port Coquitlam recommends that professional design services be secured for complex projects.

- The costs associated with the design work may be included as part of the organization’s contribution to the project. The City of Port Coquitlam does not provide design services.

- All play equipment and site materials must meet CSA approved standards and the manufacturer’s warranty must be attached to the application.

- Please include a copy of the “design detail drawing (or shop drawings) and specifications” for all site furnishings including benches, garbage cans, light standards, etc.
PROJECT IMPLEMENTATION

The Recreation Department will designate a Liaison Coordinator. The role of the Liaison staff person will be to assist the project organizers by facilitating, as required, the program/project process.

Major Project Detail Requirements

For major projects only and to ensure that construction/installation work is undertaken in a timely fashion, a project schedule listing dates and type of work to be completed must be forwarded to the Liaison Coordinator at least two weeks in advance of construction. If required, an on-site visit will be arranged which will include the applicant’s representative and appropriate technical staff from the City. The project funds will not be released until this initial site inspection has occurred and the construction schedule has been approved by the City. All projects will be required to obtain all necessary permits and to comply with City/Provincial/Federal regulations.

In those cases where the project is located on school property, a representative from School District #43 should also be in attendance. The Liaison Coordinator should be contacted directly if any problems arise during the project.

Upon completion of the project, each organization will be required to contact the Liaison Coordinator to request a final inspection. The Liaison Coordinator person will arrange a site review with the applicant, the appropriate City technical staff and if required, a representative from any other stakeholder in the project. A list of deficiencies to be corrected will be documented at this meeting, and distributed to all parties.

FOLLOW-UP REPORT

The final report is due two (2) months after the project has been completed. The final report must include financial documentation (cancelled cheques, invoices, pictures of the final project/product, etc.) to verify the expenditures supported by the Program. An organization/individual cannot apply for any other City grant program, with an outstanding final report due for any City grant program. For your convenience, a sample budget sheet has been included in this application package.
Self-Help Matching Grant Application Form

Please submit one (1) colour PDF or three (3) colour hard copies of the completed application package. Pages 8 to 10 plus applicable supporting documentation as outlined on page 10.

Please print or type the following information:

1. Name of organization: __________________________________________________________

2. Contact person: ____________________________________________________________
   Position: ____________________
   Mailing Address: ___________________________ Postal Code: ______________
   Telephone Number: (day) ____________________ (fax) _________________________
   E-mail Address: ____________________________
   Alternate Contact: __________________________________________________________
   Mailing Address: ___________________________ Postal Code: ______________
   Telephone Number: (day) ____________________ (fax) _________________________
   E-mail Address: ____________________________

3. Is your organization a registered non-profit or charitable community organization? ____________________

4. What is the name of the project? ________________________________________________________

5. Total (estimated) cost of the proposed project? $______________________________

6. Funding request: (50% of the total cost of the project to $10,000 max.) $______________________________

7. Location of project: _________________________________________________________________

8. Total of all bank accounts, term deposits, etc. $______________________________

Please provide an explanation if your organization has over $10,000 in unallocated funds:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
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SAMPLE BUDGET SHEET

Name of Organization: ____________________________

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<thead>
<tr>
<th><strong>REVENUE</strong></th>
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<tbody>
<tr>
<td>Organization’s Financial Contribution</td>
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<tr>
<td>Volunteer Labour (____ hours x $20.91/hour) =</td>
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<td><strong>Living Wage Rate</strong></td>
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<td>Financial Contribution of Other Partners (please specify)</td>
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<td>Donations of Material or Supplies (please specify)</td>
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<td>School Board Contribution (if applicable)</td>
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<tr>
<td>Total Contribution of Applicant</td>
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<td><strong>Sub-total</strong></td>
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<td>Self-Help Matching Grant Program Request</td>
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<td>Other Revenue Sources</td>
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<td><strong>TOTAL REVENUE</strong></td>
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<table>
<thead>
<tr>
<th><strong>EXPENSES</strong></th>
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<tr>
<td>Purchased Materials and Supplies</td>
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<tr>
<td>Equipment Rentals</td>
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<td>Professional Fees and Costs</td>
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<td>Cost of pea stone and pressure treated timber for border, as per City’s specification where a resilient surface is required (eg. under a play structure).</td>
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<td>Transportation Costs and Shipping</td>
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<tr>
<td>Other Purchases (provide details)</td>
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<td><strong>TOTAL ESTIMATED EXPENSES</strong></td>
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DOCUMENTATION CHECKLIST

- Have you provided a detailed description of the project budget? _____
- Have you enclosed a copy of the bank statement/financial statement to verify funds are in place to match the amount requested through the Program and/or total unallocated surplus funds of $10,000 or more? _____
- Have you attached a detailed description of the project including specific technical information on the construction? _____
  - Are there other partners involved in the project collaboration?
  - What are the objectives of this project?
  - Who will use this project?
  - How does this project benefit/impact the community?
  - How many people will be affected by this project? Why is it necessary? What community need is being met?
  - When completed, will the project require funding for ongoing operating for maintenance costs? If so, who will provide these funds?
- If required, have you included the detailed design or shop specifications for the item or piece of equipment included in your project proposal? _____
- If required, have you included playground equipment warranties and indicated that it meets with C.S.A. standards? _____
- If required, do you have a detailed site plan, which provides of all the information requested? _____
- Did you attach a written confirmation of gifts in-kind? _____
- Do you have a letter from the property owner approving the project? _____
- Do you have letters of support from the citizens or area residents affected by the project? _____
- Did you attach any other applicable or required documents/permits? _____

If your application package does not include all of the applicable information required to your specific project request, it may be denied.

We hereby certify that we are the authorized signing official(s) of the applying organization and that this application is accurate to the best of our knowledge.

____________________  ____________________  __________________
Signature                        Title/Position           Date

____________________  ____________________  __________________
Signature                        Title/Position           Date

*Please submit one (1) colour PDF or three (3) colour hard copies of your completed application package.*