



The Co-op Community Spaces application period will be open from February 1st to March 2nd, 2020.

Important information:

- The application period will close at 5:00 PM (CST) on March 2nd 2020.
- Customer support will be closed on February 29th and March 1st, 2020.
- Applicants are able to upload a maximum of 5 supporting documents at the end of the application.
- Only applications with proper documentation included at the time of submission will be considered.
- Applicants will be sent a copy of their submitted application via email once completed.
- Your session will timeout after 4 hours of inactivity.
- All applications will be provided a response regarding the status of their submission by June 1st, 2020.
- After projects are complete all funded groups will be required to complete a feedback and evaluation survey.



APPLICATION

Organization Information

Note: Fields marked with an asterisk (*) are required fields

1. Full legal name of organization:* _____
2. Name of organization (if different from legal name) _____
3. Registered status:* _____
4. Please describe your organization's overall mission and main objectives (50 words or less):* _____
5. Has your organization ever received funding from your local Co-op or Federated Co-operatives Limited?*

☐ Yes

☐ No

☐ Don't know

Please indicate the year and type of funding: _____

6. Main Contact First Name:* _____
7. Main Contact Last Name:* _____
8. Contact/Organization Address:* _____
9. Contact Phone (e.g. 555-555-5555):* _____
10. Contact Email:* _____
11. Alternate Contact Name: _____
12. Alternate Contact Phone or Email: _____
13. Organization Website (if applicable): _____



14. How did you hear about Community Spaces?*

- ☐ Webpage
- ☐ Information/materials at my local Co-op
- ☐ Co-op employee
- ☐ FCL employee
- ☐ Digital advertising
- ☐ Newspaper advertising
- ☐ Direct mail
- ☐ Social media
- ☐ Let's Talk Co-op newsletter or member
- ☐ Conference/event
- ☐ Other (please specify): _____



Proposed Project Information

1. Project Name:* _____
2. Province where the project is located:* _____
3. City where the project is located:* _____
4. Street address of project (including postal code):* _____
5. Ability to complete the project within 1-2 years: *
 - ☐ 1-2 years is sufficient time to complete the project
 - ☐ 1-2 years is not enough time to complete the project
6. Anticipated project completion date (dd/mm/yyyy):* _____
7. Please select the closest retail Co-op to your project:
Town/city: _____
Retail name: _____



Proposed Project Details

1. Which category best describes your project:*(Please select all that apply)
 - ☐ Recreation
 - ☐ Environmental conservation
 - ☐ Urban agriculture
2. Is your project intended to:
 - ☐ Create a new community space
 - ☐ Improve an existing community space
 - ☐ Both create new space and improve an existing space
3. Please provide a short executive summary outlining the main objectives of the project (200 Words max):*
4. Please explain why your project is needed in your community. Feel free to use statistics, research, needs assessments or evaluations, or community consultations. (150 Words max):*
5. Please describe who will benefit from this project?*
6. Please identify any potential risks or liabilities with the project. This includes risks that may affect your group's ability to complete your project as described:*
7. Please identify who currently owns the land and/or building associated with your project. If the organization applying is the not owner, please outline the terms of the agreement with the owner.*
8. Please describe the long-term sustainability of your project, including people and other resources required to ensure the ongoing operations of your project. (e.g. annual maintenance costs, staffing requirements, insurance)*



9. Will there be a cost for your community members to use this space?

☐ Yes

☐ No

☐ Don't know

Please explain or provide usage fee amount: _____

10. What is the estimated distance to the nearest retail Co-op store from the project? (e.g. Co-op Gas Bar; Co-op Grocery Store; Co-op Home Centre; Co-op Agro Centre)

11. When/how often will community members have the opportunity to access the space?*



Proposed Project Impact Details

Co-op Community Spaces seeks to help protect, beautify and improve spaces across Western Canada for communities to come together to meet, play, learn and share.

We are interested in understanding the anticipated impact of your project and how it will advance the Co-op Community spaces goal. Projects are *not* required to create *all* possible outcomes. We understand that not all projects will create all outcomes.

1. Please describe how this project will bring your community together:*

2. **Social outcomes:** please indicate whether your project will:*

(Please select all that apply)

- ☐ Enable local recreation opportunities
- ☐ Enable local arts activities
- ☐ Enable local cultural activities
- ☐ Create or enable access to local food sources
- ☐ The project is not intended to create these types of outcomes

3. **Economic outcomes:** please indicate whether your project will:*

(Please select all that apply)

- ☐ Purchase materials locally during construction
- ☐ Hire local labour for construction
- ☐ Result in new or maintained ongoing employment (e.g. a facility manager, janitorial services, etc.)
- ☐ The project is not intended to create these types of outcomes

4. **Environmental outcomes:** please indicate whether your project will:*

(Please select all that apply)

- ☐ Include energy efficiency features or enhancements
- ☐ Promote environmental awareness in the community
- ☐ Preserve or enhance a natural space in the community
- ☐ Divert waste from landfill (e.g. during construction)
- ☐ The project is not intended to create these types of outcomes



5. How many people would you estimate will benefit from the space each year?* _____

6. Approximately what proportion of your community does this number people represent?

(We would just like an *estimation* of what percent of the community will be impacted)

(Please select all that apply)

☐ 0-25%

☐ 25-50%

☐ More than 50%

☐ Our project will also impact people from outside the community (e.g. tourists)



Category Selection

1. How does the project promote physical activity in the community? (50 words max.):*
2. How will you ensure your recreation project is open, accessible and safe for participants? (50 words max.)*
3. Is there an educational component to the project?*
 - a. Yes
 - b. No
4. If yes, please describe. *



Proposed Budget Details

Co-op Community Spaces funding is available to cover the capital costs of projects.

For this program, capital costs are defined as fixed, one-time expenses incurred on the purchase of land, building, construction, and equipment used to bring a project to completion. Capital costs shall exclude salaries, property tax, insurance, or project management expenses.

1. Please provide a high-level itemized budget for the scope of your entire project.
2. Please list any funding partners or in-kind donations confirmed or received for the project to date. Please include the amount or value of the donation.*
3. What percent of your total project budget has been fundraised to date?*
4. Please indicate the total funding requested from Co-op Community spaces.* **Reminder:** This is restricted to **capital costs \$25,000 to \$150,000**— see above for definition.
5. How will the Co-op Community Spaces funds be used? Please provide a clear spending breakdown.*



Recognition

1. Is there an opportunity for naming rights on all or part of the proposed project?* Naming rights are defined as the right for Co-op to name a space e.g. Co-op Community Park.

- ☐ Yes
☐ No
☐ Don't know

If yes, please describe the naming opportunity: _____

2. Is there an opportunity to include permanent signage with the Co-op logo?*

- ☐ Yes
☐ No
☐ Don't know

Please note: If you select yes for either of the above recognition options, it will be discussed and required as part of the final funding contract negotiation.

3. Is there an opportunity to support your local Co-op purchases related to the project?
(Please select all possible project purchases that may happen at your local Co-op)

- ☐ Fuel
☐ Grocery
☐ Home and building supplies
☐ None of the above

4. Is there an opportunity for local Co-op employees to engage with the project? (e.g. through volunteering or other means)

- ☐ Yes
☐ No
☐ Don't know

5. Overall, please describe how will you highlight the contribution from Co-op Community Spaces:* (e.g. social media, grand opening, news release)

Please note: Once the application period closes and project reviews have been completed, Federated Co-operatives Limited will be publicizing all successful applicants and their projects.



Supporting Information

There is a maximum of five attachment documents. Please consider including:

- ☐ Non-profit certificate of incorporation or a letter of support from your local municipality (required)
- ☐ A drawing, schematic or illustration of the proposed project (required)
- ☐ Detailed project budgets
- ☐ Proof of land acquisition agreements
- ☐ Contractor quotes