



# Community Investment



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## Co-op Community Spaces Application Form



**The Co-op Community Spaces application period will be open from Monday February 1st to Monday March 1st, 2021.**

### Important information:

- **The application period will close at 5:00 PM (CST) on March 1st 2021.**
- Please allow yourself enough time to complete the application form and upload all documents before the 5:00pm deadline.
- Customer support will be closed on Saturday Feb 27th and Sunday February 28th.
- 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 mid-June.
- After projects are complete all funded groups will be required to complete a feedback and evaluation survey.

## Organization Information

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

* Full legal name of organization	<input type="text" value="'x' organization"/>
Name of organization (if different from legal name)	<input type="text" value="'x'"/>
* Registered Status	<input type="text" value="Registered Charity"/>
* Charitable Registration Number	<input type="text" value="11111 2222 RR0001"/>

\* Please describe your organization's overall mission and main objectives (50 words or less):

Description of what your organization stands for and what they do

\* Has your organization ever received funding from your local Co-op or Federated Co-operatives Limited?

Yes

\* Please indicate the year and type of funding:

Provide date, name of event if applicable and description of what the funding was used for.

\* Main Contact First Name

John

\* Main Contact Last Name

Smith

\* Contact/Organization Address

123 A street

\* Contact Phone (e.g. 555-555-5555)

555-555-5555

\* Contact Email

abc@gmail.com

Alternate Contact Name

Alternate Contact Phone

Alternate Contact Email

Organization Website (if applicable):

\* 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

\* Project Name

"X Amazing Space"

\* Province where the project is located:

Saskatchewan

\* City where the project is located:

Saskatoon

\* Street Address of project (including postal code):

123 A street S71 A2A

\* Ability to complete the project within 1-2 years:

1-2 years is sufficient time to complete the project

\* Anticipated project completion date (dd/mm/yyyy):

23/12/2021

Please select the closest retail Co-op to your project:

Town/City

Saskatoon

Retail Name

The Saskatoon Co-operative Association Limited

\*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)

More than one Co-op location within 10 km.

## Proposed Project Details

\*Which category best describes your project: (Please select one)

- Recreation
- Environmental Conservation
- Urban Agriculture

\*Is your project intended to:

Create a new community space

\*Please provide a short executive summary outlining the main objectives of the project. (200 words max)

Describe the project.  
- What's unique about it. How is it better than other gardens, or playgrounds?  
- Why does it matter to the community  
- How will it impact your community and make it better

\*Please explain why your project is needed in your community. Feel free to use statistics, research, needs assessments or evaluations, or community testimonials. (150 words max)

Be specific and show impact

\*Please describe who will benefit from this project?

children, elderly, at-risk populations, etc

\*Please identify any potential risks or liabilities with the project. This includes risks that may affect your groups ability to complete your project as described.

Examples include:  
- not reaching fundraising goal  
- damage or vandalism to project  
- loss of property space (lease running out, etc)

\*Please identify who currently owns the land and/or building associated with your project. If the organization applying is not the owner, please outline the terms of the agreement with the owner.

- Do you own/rent/lease  
- is it in partnership with a municipality  
- Is there a possibility that you could lose this space or property that would affect the future of the project?

\*Please describe the long-term sustainability of your project including people and other resources required to ensure the on-going operations of your project. (e.g. annual maintenance costs, staffing requirements, insurance)

Show that this project will last for years. Does it include sustainability attributes that make it eco- friendly?  
Also what are the maintenance and annual costs associated to keep the project running?

\*Will there be a cost for your community members to use this space?

No

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

9-12 months/year

**\* Number of community members who have the opportunity to benefit from the space**

5,000-14,999

Co-op wants to understand the reach and impact of your project. Please answer the following questions with the responses that best describe your project.

**\* Sustainability attributes associated with your project. Please select all that apply.**

- ENERGY - energy efficiency, renewable energy
- WATER - conservation and re-use, storm water management
- WASTE - reuse of materials, diversion from landfill, use of recycled content
- LAND - natural landscaping, brownfield site
- NONE

**\* If you selected a sustainability attribute, please explain how it relates to your project. If you selected none, please type N/A.**

Solar panels, compost to reduce waste. The new dirt will be used to grow more plants

## 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, buildings, construction, and equipment used to bring a project to completion. Capital costs shall exclude salaries, property tax, insurance, or project management expenses.

**\* 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.

CAD50,000.00

**\* Please provide a high-level itemized budget for the scope of the entire project.**

This is a breakdown of the entire budget for the project, above and beyond what Co-op will contribute.

Ex) total project cost is \$1 million and you request \$150,000 from Co-op.  
Breakdown what makes up the \$1 million

**\* 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.**

Other contributors, grants received, businesses, etc.

**\* What percent of your total budget has been fundraised to date?**

25% - 50%

**\* How will the Co-op Community Spaces funds be used? Please provide a clear spending breakdown.**

Give a breakdown of how the funds you just requested will be used.  
- ensure it is only capital costs (building expenses, materials, etc)

## 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.

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

Why does the community need it?  
- how does it bring people together and why will they use it

**\* 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

**\* 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

**\* 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

**\* How many people would you estimate will benefit from the space each year?**

2,500

**\* Approximately what proportion of your community does this number of 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

**\* How does the project promote physical activity in the community? (50 words max.)**

Outdoors, parks.  
- will it contribute to the health and wellbeing of individuals?

**\* How will you ensure your recreation project is open, accessible and safe for participants? (50 words max.)**

Limited barriers to access, etc

\* Is there an educational component to the project?

Yes

\* Please describe the education component.

(150 words max)

What does it teach? How do you accomplish this?

## Recognition

**Permanent signage** is a **requirement** of the Co-op Community Spaces program. It refers to an individual sign recognizing Co-op for their contribution (size of sign is negotiable).

Here are a few examples:



\* Is there an opportunity to include permanent signage with the Co-op logo in your project?

Yes

\* 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 Playground).

No

**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.

\* 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

\* **Is there an opportunity for local Co-op employees to engage with the project?**

(e.g. through volunteering or other means)

Yes

\* **Overall, please describe how will you highlight the contribution from Co-op Community Spaces:**

(e.g. social media, grand opening, news release)

What other ways will Co-op be recognized?  
- social media, newspaper, grand opening, etc

**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

## Review & Submit

### Thank You!

You may select the previous button to review your application before hitting submit. Please note that you will not be able to make any changes once you submit your proposal.

Once you click on the submit button below, a copy of your application will be sent to you via email.

All projects will be provided a response regarding the status of their application by mid-June.

**Thank you for your submission to Co-op Community Spaces.**