Application for Co-op Community Spaces

Application Window is Open

Saturday, February 1, 2025 -

Monday, March 3, 2025

Important Information:

- **The application period will close at 5:00 PM (CST) on Monday, March 3rd 2025.**

- **Please allow yourself enough time to complete the application form and upload all documents before the 5:00pm deadline**

Submission instructions:

- Your session will timeout after 4 hours of inactivity.

- 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.

- 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.

Please contact communityspaces@fcl.crs if you have any questions about the application.

Organization Information

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

*Full legal name of organization

In the event that your request is successful, and an alternative organization will be receiving the cheque on your behalf, please indicate the full legal name of the organization to which the payment should be made out to.

Make cheque payable to:

*Registered Status

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

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

*Select which option best describes your organization's relationship with your local Co-op:

*Does your organization have a Co-op membership?

*Main Contact First Name

*Main Contact Last Name

*Contact/Organization Address

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

*Contact Email

Alternate Contact Name

Alternate Contact Phone (e.g. 555-555-5555)

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)

General Information

*Project Name

*Street Address of project (including postal code):

*City where the project is located:

*Province where the project is located:

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

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

[   ]

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

*City/Town

[   ]

*Co-op Retail Name

[   ]

*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)

[   ]

Project Details

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

○ Recreation

○ Environmental Conservation

○ Urban Agriculture

*Is your project intended to:

[   ]

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

[   ]

*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)

[   ]

*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.

[   ]

*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.

[   ]

*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)

[   ]

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

[   ]

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

[   ]

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 initiative, please explain how it relates to your project. If you selected none, please type N/A.

[   ]

*Which demographics will benefit from this program?

(Select all that apply)

- ☐ Youth
- ☐ Women
- ☐ Families
- ☐ Elderly/Mature citizens
- ☐ Immigrants/Newcomers
- ☐ Indigenous peoples
- ☐ Persons with disabilities
- ☐ Cultural minorities
- ☐ LGBTQ2S+
- ☐ Underserved
- ☐ Rural communities
- ☐ Other

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.

[   ]

*Please indicate the total budget associated with the project.

[   ]

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

[   ]

*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.

[   ]

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

[   ]

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

[   ]

Project Impact

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:

[   ]

*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?

[   ]

*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)

○ 0-25%

○ 25-50%

○ 50-75%

○ 75-100%

Category Selection

*Is there an educational component to the project?

[   ]

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). FCL is responsible for all costs and administration required for the design and installation of signage.

Here are a few examples:

*Will your organization be required to receive permission from another entity prior to signage installation?

E.g., permission from town for signage installation

[   ]

*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).

[   ]

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)

[   ]

*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

Use the upload tool below to attach your supporting 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

You may upload up to 5 documents, for a total of 10 MB. For best results, please use a computer to attach your files and not a mobile device and ensure you complete both steps:

1. Click on "Choose documents" to find and select the file on your device
2. Click on "Attach documents" to include it with your application

Please note, evaluators are not able to add additional documentation if your application exceeds 5 documents or the size limit.

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*Declaration:

- ☐ I understand that if this project is selected, signage is required and will need to be completed within one year of project completion.
- ☐ I am authorized to make an application on behalf of this organization.

Your application is almost ready. 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.