



September 24, 2018

Castle Park Parent Advisory Council  
c/o Paige Olsen  
1144 Confederation Drive  
Port Coquitlam, BC V3C 6P1

Dear Ms. Olsen:

We are pleased to inform you that City Council has approved \$10,000 toward your application for a grant under the 2018 Self-Help Matching Grant Program. Five applications to the Program were received and evaluated as per the assessment criteria (Attachment #1). Based on the cumulative scores of a Review Committee, projects were ranked for allocation of funds.

In accordance with the guidelines, 75% of the total amount is awarded at the beginning of the project. The remaining 25% will be given to you upon completion of the project and submission of a Final Report. As you are aware, the project must be completed within eighteen months from the date of approval. A cheque, in the amount of \$7,500 will be mailed out to you.

Congratulations on your successful application. The City is excited about your project, and is pleased to be able to contribute to it.

Yours truly,

A handwritten signature in blue ink, appearing to read "Carrie Nimmo".

Carrie Nimmo  
Manager of Cultural Development and Community Services

cc. City Council  
Lori Bowie, Director of Recreation

**SELF-HELP MATCHING GRANT PROGRAM  
ASSESSMENT CRITERIA**

<b><u>Assessment Area</u></b>	<b><u>Value</u></b>
1. Matching Dollar Value (the total project value exceeds the minimum required)	10
2. Broad Community Participation (broad and active neighbourhood/community participation in selection, planning and implementation of the project)	20
3. Collaboration of Several Organizations (commitments from several organizations, such as other community organizations, schools, churches and businesses)	10
4. Addresses a Documented Need/Problem (addresses a need or problem that has been identified in a City report, strategy, master plan or other publicly defined way)	20
5. Cost Effective (carefully planned and ready for implementation once a grant is awarded)	25
6. Reasonable Budget (budgets that provide a detailed, line-by-line breakdown of projected expenses and revenues and have obtained the information from a reliable source)	10
7. Innovative Response to a Problem (a new or creative approach to a problem or issue)	5
<b>Total</b>	<b>100</b>