



Port Coquitlam Community Foundation Grant Application - 2019

THE FOUNDATION RESERVES THE RIGHT TO DISQUALIFY ANY APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE AND/OR DO NOT OTHERWISE FOLLOW THE SUBMISSION GUIDELINES.

Grants are available to registered charities whose projects will directly benefit the residents of Port Coquitlam.

Name of Applicant organization: _____ (as it appears on the Canada Revenue Agency list of Registered Charities)

Operating name of Applicant organization: _____

CRA Registered Charity Number: _____ RR _____

Name and position of contact person: _____

Address of organization: _____

Phone number: _____ Email address: _____

Website address: _____

1. Please provide a short title for your proposed project: _____

2. Describe your project and its goal (Max. 300 words):

3. Statement of Innovation: *Please provide a brief description of how your proposal is innovative (e.g. taking a new approach to solving a community challenge).*

4. All projects and programs must be completed and final report received by the PCCF by June 30th, 2020. Please state the expected completion date for the project: _____

5. Please note that for this granting cycle, up to \$5000 is available per grant. State the amount of grant funding your organization is requesting: \$_____

6. Number of employees (related to this project): Full-time _____ Part-time _____

7. Number of volunteers (related to this project): _____

8. What are the goals and objectives of your organization? Please include a purpose statement for your organization, if available. (Max. 50 words)

9. How would you describe the focus of your project (Check all that apply)?

- Health & Wellness
- Education
- Arts & Culture
- Environment
- Social Services
- Sports & Recreation
- Other: (Please specify) _____

10. What other funding for this project has been requested or committed to date? Please list source and amount.

11. When are the funds required for the project?

A. Proposed start-up date for the project.

B. Please provide a timeline for the project.

C. Please state the completion date for the project.

15. How does the requested grant funding benefit residents of Port Coquitlam, specifically? (Max 100 words)

16. Will the grant be used for a capital project? Yes No

- If the grant is for a capital project, who will own the asset?

- For capital projects, how will the facility be maintained/ operated once constructed? (If operating funding has been obtained from other sources, please attach letters of confirmation)?

17. List other organizations or individuals cooperating in this project, if applicable.

18. What preparations have already been made to undertake this project?

19. What knowledge, skills and experience does your organization have which qualify it to carry out this project?

20. If the program or project you are proposing is similar to a project or program already operating in Port Coquitlam, please provide an explanation on how your approach is different, more innovative, etc., or, please explain how you would partner with the existing program provider.

21. Will the project proceed if the funding awarded by the PCCF is less than requested by your organization? If yes, please provide a brief explanation.

22. How does your project:

A. Strive to have a lasting impact in our community?

B. Build on existing community strengths and assets?

C. Use resources efficiently and effectively?

D. How does this funding enable you to better serve your client base?

E. How will you measure the success/results of your project?

I HEREBY DECLARE THE ABOVE INFORMATION TO BE CORRECT TO THE BEST OF MY KNOWLEDGE AND IF THE FOUNDATION GRANTS AN AWARD FOR THIS PROPOSAL, THE FUNDS WILL BE USED FOR THIS PURPOSE ONLY. I ALSO AUTHORIZE THE FOUNDATION TO VERIFY THE INFORMATION PRESENTED.

On behalf of the Applicant organization:

Print Name _____ Signature _____
Administrator/Staff Rep (if applicable)

Print Name _____ Signature _____
Chairperson/Board Representative

NOTE 1: Any organization whose submission is selected in this process will be required to sign a contract and agree to specific final reporting.

NOTE 2: The PCCF reserves the right to request additional information in any of the previous categories listed in this document.

Please provide the following documentation:

- A. Project budget (using the PCCF Budget Document)
- B. List of applicant organization's Board of Directors, positions and contact information

- C. List of applicant organization's staff (and their applicable titles) who will be directly involved/ responsible/ accountable for this project
- D. Applicant organization's financial statements for the last fiscal year (audited, if available)

PLEASE SUBMIT ALL DOCUMENTS INCLUDING THIS APPLICATION IN A SINGLE PDF.

Please note that all submitted materials become the property of the PCCF.

Please return the required documentation to the Port Coquitlam Community Foundation by email to **submissions@pcofoundation.com** by midnight on March 15, 2019.

Late submissions will not be accepted.