



2021 Community Grant Application Outline

Do not use this document to apply for a grant.

Grants are available to registered charities whose projects directly benefit the residents of Port Coquitlam. All projects and programs* must submit final report to PCCF by October 30th, 2022.

**We use the term project or program or services interchangeably.*

If your organization is eligible, follow the one of the following processes to apply. **Paper or email applications are not accepted.**

1. Oral Application

Live or recorded oral applications are accepted. Please contact darcel@pocofoundation.com if you wish to submit an oral application.

2. [Online Application](#)

Name of Applicant Organization:

(as it appears on the Canada Revenue Agency list of Registered Charities)

Operating Name of Organization:

CRA Registered Charity Number: _____ RR _____

Address of Organization:

Contact First Name:

Contact Last Name:

Phone Number:

Email Address:

Website Address:

Instagram:

Facebook:

LinkedIn

Twitter:

1. Program Title: _____

2. Tell us about your program. What is your story? Max. 300 words

3. Please note that for this granting cycle, up to \$5000 is available per grant.

State the amount of grant funding your organization is requesting: _____ \$ _____

4. Would your program proceed if your organization receives less than the amount requested?

- Yes No

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

- Health & Wellness Education
- Arts & Culture ([Have you considered TSLF Grant?](#))
- Environment Social Services Sports & Recreation
- Other: (Please specify) _____

6. Project timeline:

A. Proposed start date: _____

B. Completion date: _____

7. Program Objectives:

A. How does your program strive to have an impact in our community and benefit the residents of Port Coquitlam?

B. How does your project build on existing community strengths and assets? Highlight how it differs or explain how you would partner with the existing program provider.

C. Statement of Innovation: Provide a brief description of how your proposal is innovative.

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

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

NOTE 2: The PoCo Foundation reserves the right to request additional information in any of the previous questions listed in this application.

Provide the following additional documentation:

Project budget (using the PoCo Foundation Budget Document)

- A. List of applicant organization’s staff or volunteer(s) who will be directly involved/ responsible/ accountable for this project, along with their contact information (if not the individual who has submitted the application).

Please note that all submitted materials become the property of the PoCo Community Foundation.

Please apply and include the required documentation to the Port Coquitlam Community Foundation by midnight on October 25, 2021