



## 2021 Community Grant Application Outline

**Do not use this document to apply for a grant. Paper or email applications are not accepted.**

**Grants are available to registered charities whose projects directly benefit the residents of Port Coquitlam.** \*We use the term project or program or services interchangeably.

All projects and programs\* from Spring 2022 granting must submit a final report to PoCo Foundation by April 30<sup>th</sup>, 2023.

All projects and programs\* from Fall 2022 granting must submit a final report to PoCo Foundation by September 30<sup>th</sup>, 2023.

If your organization is eligible, follow the one of the following processes to apply. Oral Application Live or recorded oral applications are encouraged. Please contact [darcel@pocofoundation.com](mailto:darcel@pocofoundation.com) if you wish to submit an oral application.

1. [Online Application](#)  
[Link to Budget Document](#)

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. Will the 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)

**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 April 30<sup>th</sup>, 2022 for the spring granting cycle and September 30, 2022 for the fall granting cycle.

Questions? Email [info@pocofoundation.com](mailto:info@pocofoundation.com)