



Community Grant Application Guide

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 or programs* must be completed within 1 year, and a final report submitted to PCCF within 2 months of project completion (Spring Cycle: July 31 and Fall Cycle: Nov. 30th).

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

If your organization is eligible, follow the one of the processes below to apply.

PLEASE Note: Paper and email applications are not accepted.

1. Oral Application

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

2. [Online Application](#)

Required Information

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

Operating Name of Organization

CRA Registered Charity Number

Address of Organization

Contact First & Last Name

Phone Number

Email Address

Website Address

Social Media: 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 a 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?

Provide the following additional documentation:

- A. [Project budget](#) (using the PoCo Foundation Budget Document)
- B. 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.

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.

Please apply and include the required documentation to the Port Coquitlam Community Foundation by 11:59pm on May 31 or Sept. 30th.