



Port Coquitlam Community Foundation Theatre Society Legacy Fund – TSLF Arts Grant Application Guide

Do not use this document to apply for a grant

This grant is intended to encourage and support the development, enhancement, innovation, or mentorship of a diverse variety of inclusive arts. Grants are available to registered charities that serve the residents of Anmore, Belcarra, Coquitlam, Port Coquitlam and/or Port Moody.

All projects or programs* must be completed within 1 year, and a final report submitted to PCCF within 2 months of project completion (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. Will your program proceed if your organization receives less than the amount requested?
 Yes No
5. Does your project/program take place in the Tri-Cities region (Anmore, Belcarra, Coquitlam, Port Coquitlam or Port Moody)
 Yes No

6. Project timeline
 - A. Proposed start date:
 - B. Completion date:
- C. Program Objectives:
 - A. How does your program strive to have an impact in our community and benefit the residents of the Tri-Cities?
 - B. How does your project build on existing community strengths and assets? List other organizations or individuals cooperating or partnering in this project, if applicable.
 - 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?
7. Will the grant be used for a capital project? YES/NO
8. Is your project a new community initiative? YES/NO
Or will it fund the expansion of an existing project/program? YES/NO

Provide the following additional documentation:

- A. [Project budget](#) (using the PoCo Foundation TSLF Grant 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 Sept. 30th.