

City of Port Coquitlam Community Grants Fund  
COMMUNITY CULTURAL DEVELOPMENT INVESTMENT PROGRAM

**GRANT QUESTION GUIDE**

**DEVELOPMENT CATEGORY - Community Initiative**  
**(for individuals or non-incorporated arts, culture and heritage groups or collectives)**

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

**Applications are accepted in the Spring & Fall – check website for dates**

**Paper and email applications are not accepted**  
**All applications must be submitted online and require a Google account to log in**

[Link to Online Application](#)

[Link to Budget Template CCD Budget Form – Community Initiative](#)

*Accepted file format: Excel and PDF*

**Required Documents:** (to be submitted with online application)

- Completed Budget (see online template)
- If your application involves producing an exhibition or performance, a letter from the hosting organization (e.g. gallery, theatre) confirming the date and location of the event.
- Two letters of community support for the proposed project
- Letters of confirmation from community partners (if applicable)

**We may also request:**

Related support materials (e.g. brochures, program plans).

**If you are an individual artist and not applying on behalf of an organization, you do not need to answer organization related questions.**

**\* Required**

1. Name of Applicant / Organization / Group \*
2. Group In Existence Since (if applicable)
3. Address \*
4. Contact First & Last Name \*
5. Email Address & Phone number \*
6. Website, Instagram, Facebook, LinkedIn, Twitter:
7. Project Title \*
8. Amount of grant funding you/your organization is requesting (\$2,500 max) \*
9. Total project budget \*
10. Number of Volunteers
11. Any other relevant statistics

## **About you and your project/initiative**

1. Tell us about yourself (individual applicants), your collective or your group's goals, and your relevant experience. Outline your past activities, or in the case of groups or collectives, your primary programming activities, and organizational structure.
2. Project/initiative location and date(s)
- 3.a Describe the initiative for which you are requesting assistance, including specifics such as: What are you planning to do? Is this an ongoing or new initiative? If your proposed project is one part of a larger multi-phased project, please describe it. Why are you undertaking this project? What are your goals and objectives? What do you hope to achieve?
  - b. What makes the project/initiative unique, new or innovative? Why is it needed?
  - c. Who will be participating? Who is on the creative team, production team or committee and what are their roles?
4. Describe the anticipated outcomes/impact for participants, audiences, the community and your group or collective.
  - a. What short/medium/long term changes do you expect from this project/initiative?
  - b. Who are the intended primary audiences and participants of the proposed project/initiative (i.e. artists, organizations, the general public, members, individuals or communities)?
  - c. How will the project/initiative impact or benefit them?
5. What skills, experience and resources do your staff and volunteers have to ensure the success of this project/initiative?
6. Provide a brief overview of the work plan/timeline, including significant milestones with estimated dates. Indicate what, if any, planning or work associated with the initiative has been accomplished to date.

7. How will you integrate accessibility, inclusion and diversity within your practice and programming? Please highlight successful policies or practices and programs.
  - a. Accessibility: Include details such as ticket pricing/free activities, hours of activities open to the public, venue choices, accessibility and support for persons with different abilities and special transportation options.
  - b. If applicable, please note if any of your activities specifically engage a diversity of publics (e.g. culturally diverse groups, Indigenous peoples, children/youth, people from varied socioeconomic backgrounds, and persons with disabilities).
8. Identify any individuals, organizations or other partners with whom you have consulted or will be working to deliver your initiative. Describe their role and whether they are confirmed or pending. Outline any in-kind contributions.

If you are planning an event on City property, including parks, contact [specialevents@portcoquitlam.ca](mailto:specialevents@portcoquitlam.ca) to review the Special Events Toolkit and complete the Special Event Permit Application. The toolkit will walk you through how to request City support for event production supplies (barricades, garbage containers, zero waste receptacles, tents, hand wash sink), access to venues, and securing permits. Contact facility bookings at <https://www.portcoquitlam.ca/recreation/facilities-amenities/facility-bookings/> to ensure your preferred facility or amenity is available on your preferred date.

9. How will you plan to promote your initiative/activity in the community? Outline any planned outreach, marketing or communication strategies (e.g. advertising, marketing/promotion materials, social media, artist/expert talks or public presentations, or other demographic outreach).
10. How will you evaluate your initiative? How will you determine whether you are making the impact in the community that you intended? What measures will you use in your evaluation? (e.g. participant/audience surveys, direct feedback, post-event/project evaluation, etc.).
11. Complete budget form (Download online). If you expect to receive funding from other sources, please include these in the form

## DECLARATION

I/we, at this moment, certify that I/we am/are the authorized signing official of the applying organization and that this application is accurate to the best of my/our knowledge.