Community Capital Projects Matching Grant
Question Application Guide

Questions? Email info@pocofoundation.com

* Required

1. Name of Organization: *

2. Is your organization a registered non-profit or charity? *

   Check all that apply.

   ☐ Yes
   ☐ No

3. Contact First & Last Name *

4. Contact Position

5. Email Address & Phone number *

6. Street Address (incl. City and Postal Code) *

7. Alternate Contact First & Last Name

8. Alternate Contact Email & Phone Number

9. Website, Instagram, Facebook, LinkedIn, Twitter:

10. Project Name *

11. Total (estimated) cost of the proposed project? $ *

12. Funding request (50% of the total cost of the project up to $10,000 max.) $ *

13. Location of project *

14. Total of all bank accounts, term deposits, etc. $ *

15. Provide an explanation if your organization has over $10,000 in unallocated funds

16. Upload Project Budget file (Spreadsheet or PDF file): Maximum 1 file *

Tell us about your project

17. What are the objectives of this project? *

18. What community need is met once your project is complete? *

19. Is your project primarily public benefit or mixed benefit? Choose one. *

    Check all that apply

    ☐ Public Benefit: Socially worthwhile projects that primarily provide benefit(s) or access to the community.

    ☐ Mixed Benefits: These are projects whereby both the organizations and the community receive direct identifiable benefits.

    ☐ Organizational Benefit: Organization Benefit only (please note to be eligible for funding, you need to demonstrate benefit to the public or community)

20. If there is public or mixed benefit, please provide more details on who will benefit from this project (include stats and numbers if available). For Regional serving groups, include number of Port Coquitlam residents who will benefit from the project and confirm > 50% of those benefiting will be Port Coquitlam residents. *

21. Will your project specifically engage a diverse audience and participants (e.g. culturally, diverse groups, children or youth, people from varied socioeconomic backgrounds, Indigenous Peoples, or persons with disabilities)? Choose one. *

    Check all that apply

    ☐ Yes
    ☐ No
    ☐ Unsure

22. Are there other partners involved in the project collaboration? *

    Check all that apply.
    ☐ Yes
    ☐ No

23. If yes, who are your project partners?

24. When completed, will the project require funding for ongoing maintenance costs? *

    Check all that apply.
    ☐ Yes
    ☐ No
    ☐ Maybe

25. If yes or maybe, who will provide the funds for ongoing maintenance costs?

26. PDF, Spreadsheet or Image files - Contact info@pocofoundation.com if you have any issues uploading files. Maximum 10 files 1 GB total size

27. 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.

    Check all that apply.

    ☐ Yes
    ☐ No

28. First and Last Name(s) *

Provide a single or multiple files to include the following:

- A copy of the bank statement/financial statement to verify funds are in place to match the amount requested through the Program; include the total unallocated surplus funds of $10,000 or more (if applicable)
- If required, include specific technical information on the construction, and a detailed site plan
- If required, include the detailed design or shop specifications for the item or a quote for the piece of equipment included in your project proposal
- If required, include playground equipment warranties and indicate that it meets CSA standards
- Written confirmation of gifts in-kind
- Letter from the property owner approving the project*
- Letters of support from the citizens/area residents affected by the project
- Letters of support from collaborating organizations
- Attach any other applicable or required documents/permits

*Note any projects on school or city property must have a letter of approval from the school district or appropriate city department supporting the project application

Your application must include all required application information for your specific project. Missing information may cause your project to be denied.