

CITY OF PORT COQUITLAM COMMUNITY FUND COMMUNITY CULTURAL DEVELOPMENT PROGRAM

PROJECT CATEGORY ELIGIBILITY & GUIDELINES

The City of Port Coquitlam awards project grants, up to \$5,000 through the Community Cultural Development Investment Program (CCD) to qualifying Port Coquitlam organizations that offer quality arts, heritage, and cultural activities to the community.

Intake Dates: Spring & Fall – see website for dates

Contact: Info@pocofoundation.com

General Guidelines for all CCD Grants

- Organizations located in Port Coquitlam and mandated to serve the municipality have priority; however, region-serving groups that are so mandated can demonstrate relevance, need, and non-duplication of services provided by Port Coquitlam-based organizations are considered. Exceptions are possible if the project provides services or benefits to the residents of Port Coquitlam.
- Services and activities receiving assistance under the CCD Program should benefit Port Coquitlam and be inclusive and non-discriminatory.
- Recipients must adhere to a standard of excellence concerning ethical behaviour when involving the public (e.g. safety training/insurance for public events; policies and processes for the safety of participating young people; necessary protocols when working with Indigenous Groups).
- In-kind contributions will be taken into consideration when assessing funding allocations.
- Organizations providing services that duplicate existing City programs and services may not be funded unless there is a demonstrated need.
- All categories require a final performance report to ensure accountability and will be required to submit financial statements.
- In promotional materials, recipients must acknowledge the Port Coquitlam Community Foundation and City of Port Coquitlam Community Fund - CCD Grants Program. Please contact Corporate Communications at communications@portcoquitlam.ca for City logo and graphic standards, and info@pocofoundation.com for all Foundation related requirements.

Purpose of Project Category Grants

To support arts, cultural and heritage projects, programs, events and festivals of established groups and encourage the creation and growth of arts, cultural, heritage and community festivals and special events within the City of Port Coquitlam. The Development Category is not intended for projects/programs which are eligible under the Project or Operating Categories.

Eligibility

- Applicants must be incorporated non-profit societies (federal charitable registration is not required) for at least one year.
- Organizations that receive funding under other City programs (such as the Community Capital Projects Matching Grant Program) are not eligible to apply under the Project Category for the same project.
- Assistance is provided for projects, programs, events, and festivals in, or primarily focused on, Port Coquitlam and its residents. Eligibility is not limited to arts, heritage and cultural groups, but is open to any community organization whose proposed project/program is of art, heritage or cultural nature; is in keeping with the organization's mandate; and where the applicant adequately demonstrates expertise to carry out the project/program.
- An exception is given for art, music and theatre schools operating as private businesses, if a proposed project demonstrates the benefit to the community and the need for subsidy (i.e. links students or facilities to the community in meaningful ways, such as outreach programs for at-risk youth). Schools are encouraged to partner with a non-profit group as a joint initiative.
- For-profit ventures (such as presenting popular entertainment or projects with a primarily fundraising objective) will not be considered.

Project Category Guidelines

- Applicants may submit more than one application per year, provided the funding request is not for the same project. Any outstanding projects have been completed, with the final performance report submitted.
- Significant capital projects requiring relatively large sums to acquire, develop, improve, or maintain a capital asset (such as land, buildings, theatres, major equipment) are not eligible for consideration; however, supplies, materials, and small relevant equipment purchases (e.g. costumes, display materials) are eligible.
- Proposed projects require articulated objectives, a described plan for meeting these objectives and an evaluation process to determine the success of completing the project objectives.
- Applicants may receive a maximum of \$5,000 per year for a Project Category grant. Projects with diverse funding sources are encouraged.
- Projects are not funded retroactively; therefore, applicants are advised to apply with sufficient lead-time. All project costs occurring after the date of application will be considered eligible.

- Investments will be awarded as a single payment; however, a final performance report must be submitted before consideration for future funding.
- Projects should be completed within one year of receiving the funds.
- Organizations that are unsuccessful in their proposals may request feedback from the PoCo Foundation to determine which aspects of their operations would benefit from further development to meet threshold eligibility or enhance their ranked status.

Questions? Email info@pocofoundation.com