

**COMMUNITY INITIATIVES – Grant Question Guide**  
**Community Cultural Development (CCD) Investment Program**

This grant supports **individuals and non-incorporated arts, culture, and heritage groups** offering arts and heritage activities for Port Coquitlam residents. *Project Grants up to \$2,500*

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

**THIS IS NOT AN APPLICATION FORM: Paper and email applications are not accepted**  
**All applications must be submitted online**

[Link to Online Application](#)

[Link to CCD Budget Template](#)

---

**SECTION 1: Applicant Information**

**Applicant / Group Name**

**Contact Name**

**Email**

**Phone**

**Address**

Street | City | Postal Code

- Year group established
- Website and/or Social media (if available)

---

**SECTION 2: Project Snapshot**

**Project Title**

**Grant Amount Requested** (up to \$2,500)

**Total Project Budget**

**Project Dates**

*(Note: Project start date should be a minimum 4 weeks after the grant application deadline)*

Start Date

End Date

**Is this project:**

- New
- Recurring
- One-time event

**Project Location(s)** (venue(s) or neighbourhoods)

**Is this event on City property?**

- No - go to Section 3

Yes – see requirements below

If you are planning an event on City property, including parks, contact **events@portcoquitlam.ca** to complete the Special Event Permit Application. Be sure to review the [Community Special Events Resource Guideline](#) for additional event planning resources. It will walk you through how to request City support for event production supplies (barricades, garbage and zero waste receptacles, tents, hand-wash sink), access to venues, and securing permits. Contact facility bookings at <https://www.portcoquitlam.ca/services/city-facilities/facility-bookings> to ensure your preferred facility or amenity is available on your preferred date.

---

**SECTION 3: About You or Your Group** (*max 150 words*)

**Tell us briefly about yourself or your group and your relevant experience.**

Focus on: what you do; your connection to arts, culture, or heritage; any past projects or activities

---

**SECTION 4: Project Description** (*max 400 words total*)

**4.1 Briefly** describe the activity, event, or initiative.

**4.2 Describe why this project is important:** what gap does it address or what benefit does it offer.

**4.3 Who** are the participants, artists, collaborators, or volunteers?

---

**SECTION 5: Community Impact**

**5.1 Who will benefit from this project?** (check all that apply)

- General public
- Artists/creatives
- Children/youth
- Seniors
- Culturally diverse communities
- Indigenous communities
- People with disabilities
- Other: \_\_\_\_\_

**5.2 In a few sentences (max 150 words), describe the main impact you expect.**

Examples: increased access, skill-building, connection, visibility, participation.

---

**SECTION 6: Accessibility & Inclusion** (*max 150 words*)

**How will you make this project accessible and welcoming?**

Examples: free or low-cost participation, accessible venues or formats, inclusive outreach, adaptations for different abilities

---

**SECTION 7: Project Planning**

**7.1 What is the current status of planning?**

- Idea stage
- Some planning done
- Mostly ready to proceed

**7.2 Brief Project Timeline:**

Key planning milestones (including promotion & outreach) and approximate dates (e.g., planning, delivery, wrap-up).

---

**SECTION 8: Partnerships (if applicable)**

**Are you working with any partners?**

- No
- Yes (please list)

If yes, briefly note: partner name, role (confirmed or planned), any in-kind support

---

**SECTION 9: Budget & Support Materials**

**Required Uploads** (*Max 5 files total*)

- Simple budget form** (template provided)
- One** letter of community support

**If applicable:**

- Partner confirmation
- Venue confirmation
- Support materials (flyer, outline, etc.)

*PDF or Excel only*

---

**Declaration**

**\*Please note the following final report requirements (Final report template will be provided):**

- Submit photos or video that demonstrate(s) the grant in action and its impact
- Describe what was accomplished as a result of this funding
- Outline the long-term impact of the initiative

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.

- Yes



**City of Port Coquitlam  
Community Grants Fund**



**Name**  
**Date**