

**PROFESSIONAL DEVELOPMENT – Grant Application Guide**  
**Community Cultural Development (CCD) Investment Program**

This grant supports **individual artists** and **staff or board members of arts, culture, and heritage organizations**. *Project Grants up to \$1,000*

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 PD budget template](#)

---

*Required questions are marked with an asterisk.*

**SECTION 1: Applicant Information**

**Applicant Name\***

**Applicant Type\***

Individual artist

Staff or board member of an organization

**Contact Person\***

First Name\*

Last Name\*

**Contact Information\***

Email Address\*

Phone Number\*

Street Address, City, Province, Postal Code\*

**Website or Online Presence (if applicable)**

Website / Instagram / Facebook / LinkedIn / Other

---

**SECTION 2: Organization Details (if applicable)**

*Complete this section only if you are applying for professional development in the context of your work as a staff or board member of a non-profit arts, culture or heritage organization*

**Organization Name** (if applicable)

**Year Organization Established** (if applicable)

**Society/Charity Incorporation Date:** (if applicable)

**CRA Registered Charity Number** (if applicable)

---

### SECTION 3: Funding Request

**Grant Amount Requested** (maximum \$1,000)\*

**Total Cost** of Professional Development Activity\*

---

### SECTION 4: Professional Background, Development & Impact

#### 4.1 Professional Background (max 250 words)\*

Briefly outline your professional career to date and your future goals.

#### 4.2 Description of Proposed Professional Development (max 300 words)\*

Describe the course, conference, mentorship, or other professional development activity. Please include relevant details such as dates, format, host organization, instructors or mentors, and links (if available).

#### 4.3 Impact on Your Professional Growth (max 200 words)\*

Explain how this opportunity will strengthen your skills, practice, or career.

#### 4.4 Community Benefit (max 150 words)\*

How will the knowledge or skills gained benefit the City of Port Coquitlam and its residents?

---

### SECTION 5: Schedule & Budget

#### Professional Development Timeline\*

Provide a brief schedule or key dates for your professional development.

#### Budget Upload\*

Upload the completed budget template (Excel or PDF).

Please include all anticipated expenses and any confirmed or pending funding from other sources.

---

### SECTION 6: Supporting Documents (Uploads)

Please upload the following in **PDF or Excel format only**:

**Resume / CV Upload\*** (Maximum 3 pages)

**Work Samples or Practice Overview** (if applying as an individual artist)

- Upload document with links to work (video, images, writing, etc.) OR
- Website link provided in Section 1

**Letter of Recommendation Upload\***

- Individual artists:** From a recognized professional in your discipline
- Staff/Board members:** From your employer or organization, confirming organizational benefit

**Written Confirmation\***

Upload one of the following:

- Course description or conference agenda (from provider's website)
- Written confirmation from mentor/advisor for mentorships or internships

---

**SECTION 7: Declaration**

**Declaration\***

I confirm that the information provided is accurate and complete, and that I will use the funds for the purpose described in this application.

Yes

**Applicant** First and Last Name

**Date\***