



PROJECT GRANT – Question Guide
Community Cultural Development (CCD) Investment Program

The City of Port Coquitlam Community Fund supports arts, cultural, and heritage projects that take place in, or primarily benefit, Port Coquitlam residents.

ELIGIBILITY: Not-for-Profit organizations - up to \$5000

Questions? Email: info@pocofoundation.com

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

[Online Application](#)

[Link to CCD Budget Document](#)

SECTION 1: APPLICANT INFORMATION

Organization Name *

Year Established *

Society/Charity Incorporation Date *

CRA Charity Number (if applicable)

Primary Contact *

- Name
- Job Title
- Email
- Phone

Mailing Address *

Street | City | Postal Code

Website & Social Media

Website | Instagram | Facebook | Other

SECTION 2: ABOUT YOUR ORGANIZATION

Organization Mission / Mandate * (*Max 150 words*)

SECTION 3: PROJECT/EVENT SNAPSHOT

Project Title *

Grant Amount Requested * (max \$5,000)

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 a recurring project/event?

Yes No

If yes, approximate attendance last time:

Anticipated Attendance/Participation (estimate)

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

Is this event on City property?

No - go to Section 3

Yes – see requirements below

Note: Events on City of Port Coquitlam property require a Special Event Permit.

Contact events@portcoquitlam.ca and 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.

Completed

SECTION 4: PROJECT DESCRIPTION

4.1 Project Description *

What are you planning to do? Is this new or ongoing?

Max 250 words

4.2 What is the current status of planning?

Idea stage

Some planning done

Mostly ready to proceed

4.3 Brief Project Timeline:

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

Max 150 words

SECTION 5: COMMUNITY IMPACT & ACCESS

5.1 Who will benefit? (Max 150 words)*

Describe your primary audience(s) or participants.

5.2 Community Impact (Max 200 words) *

How will this project benefit Port Coquitlam residents/participants/community?

5.3 Accessibility & Engagement (Max 200 words)*

Describe how the project will help increase community engagement and accessibility to arts, cultural activities and festivals or events for residents of Port Coquitlam. (e.g. cost, location, physical access, outreach, inclusion)

5.4. This project specifically engages one or more of the following – select all that apply (optional):

- Culturally diverse communities
- Indigenous peoples
- Children / youth
- Seniors
- People with disabilities
- Low-income communities

SECTION 6: PARTNERSHIPS

Partners & Collaborators (if applicable) *

Who are they, what is their role, and are they confirmed or pending? Include any in-kind contributions.

Max 150 words

SECTION 7: REQUIRED ATTACHMENTS (*Maximum 10 files total*)

Mandatory

- Completed Project Budget (template provided)
- Most recent Financial Statement

First-time applicants only

- Certificate of Incorporation
- List of Board of Directors
- List of Staff
- Most recent Annual Report

If applicable

- Confirmation letter from community partner(s)

We may also request:

- Two Community Support Letters
- Any Other Related Support Materials (e.g. brochures, program plans, etc.)

SECTION 8: 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

Name

Date