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Community Capital Projects Matching Grant Program

PROGRAM PURPOSE

The Community Capital Projects Matching Grant Program (formerly the Self Help Matching Grant) encourages projects in alignment with the vision and objective areas in the City's Strategic Plan. The goal of the Program is **to enhance community facilities and capital assets that benefit our community**. The grant allows individuals and organizations to request funding for projects which involve specialized equipment or new construction, renovation or expansion of community facilities or spaces such as sports fields, parks, environmental habitat, community recreation, arts and culture, streetscapes, etc.

DEFINITIONS

Public Benefit Socially worthwhile projects that primarily provide a mixed benefit(s)/access to the community.

Mixed Benefits These are projects whereby both the organization and the community receive direct identifiable benefits.

PROGRAM OVERVIEW

- The Program will contribute up to 50% of the total cost of a project to a maximum of \$10,000, subject to the budgeted City of Port Coquitlam Community Fund allocated annually by the City Council to Port Coquitlam Community Foundation.
- The minimum acceptable request is \$1,000 (50% of a \$2,000 project).
- Only Port Coquitlam-based organizations are eligible to apply for funding.
- Region serving groups are eligible where applied project occurs within Port Coquitlam and will benefit > 50% Port Coquitlam residents
- Funding must be for assets and capital projects, including new specialized equipment, new construction or upgrades of community facilities, sports fields, parks, playgrounds, environmental habitat, and indoor sports areas.
- Organizations applying for the design or construction of new and renovated play spaces in Port Coquitlam must adhere to the City's Corporate Accessible Play Spaces Policy.
- Organizations requesting funding must have proof of sufficient funds to proceed with the project.
- Retroactively funded Projects do not qualify for the grant.
- A Review Committee will evaluate all applications based on the Program's eligibility criteria.
- All approved projects must be completed within eighteen (18) months from the date of approval and, as required, on a per-project basis, upon completion, will be inspected by the City for any deficiencies.
- All project organizers must submit a final report within two months of completion. If a project is not complete, the project organizers are not eligible for additional Community Capital Projects Matching Grant funds.
- **See website for application deadline.**

Additional Resources Available Online:

- Budget Template
- Application Question Guide
- Previously recorded Application info session
- FAQs

PROGRAM ELIGIBILITY

The Community Capital Projects Matching Grant (formerly the Self-Help Matching Grant Program) is available to Port Coquitlam-based organizations, including but not restricted to community/social groups, service clubs, parent/teacher groups, sport groups, cultural organizations, environmental groups and school councils. (Regional serving groups are also eligible if the applied project occurs within Port Coquitlam and will benefit > 50% Port Coquitlam residents).

Projects that involve construction, renovation, or expansion of facilities for social, environmental, heritage, recreation, sports, beautification and art or culture purposes, etc. and occur on public property within the City of Port Coquitlam for public benefit are eligible for funding through this Program.

Unless otherwise stated and mutually agreed to for the purpose of this Program, if the project is conducted on City land, within a City facility or facility/land leased to a non-profit organization (e.g. Kinsmen Hall, Women's Centre at the dissolvent), the assets will revert back to the City of Port Coquitlam.

SELECTION CRITERIA / APPROVAL PROCESS

According to the requirements listed above, all applications will be reviewed for eligibility by a City of Port Coquitlam Community Fund Grant Committee. Each eligible application is assessed according to the following criteria:

Matching Dollar Value (up to 10 points):

Points are awarded if the total project value exceeds the minimum required (e.g. double the grant request amount). If the total project value meets but does not exceed, the minimum zero points are awarded (e.g. \$1,000 grant submission for a \$2,000 project value). Two points are awarded for each 20% of the total project value that is more than the minimum amount.

Example: A community group submits a \$1,000 grant application for a project. If the proposed project's total value is \$2,400, this is \$400 more than the minimum matching dollar value of \$2,000 – 20% of \$2,000 is \$400; therefore, two points are awarded.

Participation and Collaboration (up to 30 points):

The project involves broad community participation (up to 20 points):

- A maximum of 20 points is awarded to projects that demonstrate broad active community participation in the project's selection, planning, and implementation. The level of participation required is directly related to the scope of the project selected. Zero points are awarded to projects which show little evidence of community support or involvement in the planning and proposed implementation of the project.

The application is supported by and is a collaboration of several organizations (up to 10 points):

- Applications that involve commitments from several organizations (a minimum of two or more), such as other community organizations, schools, churches and businesses, would receive 10 points. Applications without the involvement of additional partners receive zero points.

Project Impact/Need (up to 20 points):

Projects addressing a community need or problem with an identifiable public benefit(s) would receive the maximum points. Applications that do not address a documented need or clearly indicate a public benefit would receive zero points. Points may be scored according to how well the need for the project is documented.

Project Design (up to 40 points):

The proposed project is cost-effective, well planned and ready for implementation (up to 25 points):

- Maximum points are awarded to carefully planned projects and are ready for implementation once a grant is awarded. Such projects have clearly articulated goals and a specified timeframe for accomplishing tasks and show evidence that the applicant organization has the capacity to follow through. Fewer points are awarded to projects whose goals and timetables are vague and fail to demonstrate the capacity to complete the project. Projects that do not conform to zoning or City regulations will not be approved.

The project's budget is a reasonable projection of the expenses and revenues (up to 15 points):

- Maximum points are awarded to projects with budgets that provide a detailed, line-by-line breakdown of projected expenses and revenues and have obtained the information from a reliable source (contractor's estimate, price quotes, etc.). Fewer points are awarded to projects with non-specific, incomplete or undocumented budgets.

Other Program Criteria Considerations

Projects are for assets and capital projects, including new specialized equipment, new construction or upgrades of community facilities, sports fields, parks, playgrounds, environmental habitat, and indoor sports areas.

Program funds may not be used to purchase/fund the following:

- Consumable program supplies or equipment (e.g. balls, uniforms, costumes, volleyball nets or food);
- For-profit and fundraising ventures;
- Professional development, events, capacity building, programming;
- Operating expenses (staff salaries, rent, etc.).

Projects that duplicate existing facilities or services presently available to community members must indicate how they will complement or be of added benefit to the community.

Applications may be submitted for projects that are phased over several years; however, an organization may only have one approved Community Capital Projects Matching at a time. The City of Port Coquitlam Community Fund does not fund projects retroactively.

Suppose a project from a previously approved Community Capital Projects Matching Grant (or former Self-Help Matching Grant) has not been completed. In that case, the organization is not eligible to apply for a second grant until the outstanding project is completed and a final report has been submitted.

Organizations that can complete the project without the grant will be assigned a lower priority. For example, if an organization has an unallocated surplus of approximately \$10,000 or more, the organization's financial need may be considered low.

The City's Grant Policy outlines the following that may make an applicant ineligible for a grant:

- An applicant is currently in financial arrears with the City;
- An applicant has one or more instances of non-compliance with the City's regulations or policies;
- Groups and organizations that discriminate by race, religion, colour, creed, sex, age or national origin;
- Religious or sectarian groups and organizations, unless engaged in a project benefiting the entire community, and not just members of the religious or sectarian group.

FINANCIAL REQUIREMENTS

The applicant's financial contribution must be in place before applying for the Grant. **A certified bank statement** must be attached to the application to verify that the applicant has sufficient funds to fulfill their portion of the total project value.

The applicant's contributions cannot include funds from any other City source.

Donations or gifts in kind may be included in the applicant's contribution to the project. Include written confirmation and verification of the value of these donations with the application.

A value assigned to the volunteer labour utilized during the construction or installation of the project may be used as part of the applicant's financial contribution. Please see budget template for current wage (based on the City's living wage rate).

EVALUATION PROCESS

Applications are assessed in detail based on the Program's eligibility criteria outlined in this document.

Appropriate City Departments will review technical aspects of the applications to ensure that the development plan follows City policies and regulations.

The Grant Committee will assess all eligible applications and submit recommendations to the PoCo Foundation Board of Directors for final approval. The Foundation is required to report to Council on a semi-annual base.

PoCo Foundation notifies applicants in writing within 2 months of application deadline.

Submission of Application

Please see the PoCo Foundation website for application deadline.

Late applications will not be accepted.

All applications are submitted online and require a Google account to log in.

REQUIRED DOCUMENTATION

Each application must include all of the following information:

- Applications to include letters of support from the groups and area residents affected by the project, such as the School District, Parent Advisory Committee, neighbourhood residents, etc.
- Depending on the project, applicants may be required to organize an information campaign or host a public meeting to provide information to area residents, collect public input and document community reaction to the project.
- Applicants must provide all of the required financial information.
- Applications must include a letter of approval from the property owner (also required for projects on City of Port Coquitlam or school property).
- The costs associated with ongoing maintenance of a proposed project must be identified, and the organization or agency responsible for the ongoing maintenance.
- Applicants are responsible for providing a site plan or design services as part of the original submission. The City of Port Coquitlam recommends that professional design services be secured for complex projects. The costs associated with the design work may be included as part of the organization's contribution to the project. The City of Port Coquitlam does not provide design services.
- All play equipment and site materials must meet CSA-approved standards, and the manufacturer's warranty must be attached to the application.
- Please include a copy of the design detail drawing (or shop drawings) and specifications for all site furnishings, including benches, garbage cans, light standards, etc.

PROJECT IMPLEMENTATION

Where required, PoCo Foundation will coordinate with the City of Port Coquitlam to designate a staff Liaison to assist project organizers, notably for projects on City property. The role of the Liaison staff person is to help the project organizers by facilitating, as required, the program/project process.

Major Project Detail Requirements

For major projects only and to ensure that construction/installation work is undertaken in a timely fashion, a project schedule listing dates and type of work to be completed must be forwarded to the PoCo Foundation at least two weeks in advance of construction. If required, an on-site visit will be arranged with the applicant's representative and appropriate technical staff from the City. The project funds will not be released until this initial site inspection has occurred and the City has approved the construction schedule. All projects will be required to obtain all necessary permits and comply with City/Provincial/Federal regulations.

In those cases where the project is located on school property, a representative from School District #43 should also be in attendance. The applicant should contact Poco Foundation directly if any problems arise during the project.

Upon completion of the project, each organization is required to contact the PoCo Foundation to request a final inspection. The PoCo Foundation will arrange a site review with the applicant, the appropriate City technical staff, and, if required, a representative from any other stakeholder in the project. A list of deficiencies to be corrected will be documented at this meeting and distributed to all parties.

FOLLOW-UP REPORT

The final report is due two (2) months after project completion. The final report **must** include a final budget and financial documentation (cancelled cheques, invoices, pictures of the final project/product, etc.) to verify the expenditures supported by the Program. The final report should also include how this project/capital asset benefits the organization and community.

An organization/individual cannot apply for any other City grant program with an outstanding final report due for any City grant program.

Questions? Email info@pocofoundation.com