

**CITY OF PORT COQUITLAM COMMUNITY FUND  
COMMUNITY CULTURAL DEVELOPMENT PROGRAM**

## **DEVELOPMENT CATEGORY ELIGIBILITY & GUIDELINES**

Grants in the Development Category support community cultural development by providing funding for strategic development, professional development and community arts, culture and heritage initiatives that are not eligible for Community Cultural Development (CCD) Project.

### **Development Grants**

1. Capacity Building Program for non-profit organizations (up to \$5,000)
2. Professional Development Program for individuals (up to \$1,000)
3. Community Initiative Program for new arts, culture and heritage groups, collectives or individuals who do not have not-for-profit status, but who serve the community (up to \$2,500)

**Deadline Dates:** Spring and Fall Intake – Check website for dates

**Contact:** [info@pocofoundation.com](mailto: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](mailto:communications@portcoquitlam.ca) for City logo and graphic standards, and [info@pocofoundation.com](mailto:info@pocofoundation.com) for all Foundation related requirements.

## Eligibility for Development Grants

Three types of initiatives are considered for funding under the Development Category:

- i. Capacity building initiatives (for organizations with non-profit status);
  - ii. Professional Development (for individuals);
  - iii. Community Initiatives (for arts, culture or heritage groups, collectives and individuals who are not incorporated and provide a clear community benefit).
- The Development Category is not intended for projects/programs eligible under either the Project Category.
  - For Community Initiatives, assistance is provided for initiatives primarily focused on the City of Port Coquitlam and its residents. Eligibility is not limited to arts, heritage and cultural groups or individuals, but to any community organization, collective or individual whose proposed initiative is of art, heritage or cultural nature and where adequate expertise is demonstrated to carry out the initiative.
  - Arts, culture or heritage organizations applying for Capacity Building Initiatives, must be incorporated non-profit societies (federal charitable registration is not required) and incorporated for a minimum of one year.
  - Professional Development grants are for the professional development of artists (visual, performing and literary), administrators and board members from Port Coquitlam. Artists and administrators must have completed their basic training in the arts or arts administration (university or college graduates or the equivalent in specialized training such as two or three years of self-directed study or apprenticeships). Artists must have created a modest body of work and have received some recognition at the local level. Board members must be volunteering for a Port Coquitlam not-for-profit organization that serves Port Coquitlam.
  - Applicants may submit more than one application per year, provided the funding request is not for the same project or initiative. All previous projects or initiatives must be completed, and the final report submitted to be eligible for funding.

## Development Category Guidelines

- For any given application, the applicant must choose which grant stream they are applying under:
  - Capacity Building (for organizations with non-profit status): Intended to enhance the ability of a group to meet its mandate or the ability of members to meet organizational objectives (either administratively or artistically). Examples: hire a consultant to assist with business, succession, fundraising or marketing planning or enroll in a workshop for Board Development.
  - Professional Development (for individuals): Professional development for administrators, artists, board members or other specialists working in arts, culture and heritage.
  - Community Initiatives (for arts, culture or heritage groups, collectives or individuals that are non-incorporated and whose initiative provides a clear community benefit): Examples: Art collective planning a public exhibition of their work with an interactive workshop for the public or a community group proposing to produce a free performing arts festival.
- Initiatives 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.
- Funded activities/projects should typically be completed within one year of receiving the grant.
- We award grants as a single payment. Organizations must submit a final a performance report, before they can be considered for future funding.
- Applicants who are unsuccessful in their proposals may request feedback from the PoCo Foundation to determine which aspects of their application or initiative would benefit from further development to meet threshold eligibility or enhance their ranked status.