

City of Port Coquitlam Community Grants Fund  
COMMUNITY CULTURAL DEVELOPMENT INVESTMENT PROGRAM

**GRANT QUESTION GUIDE**

**DEVELOPMENT CATEGORY - Professional Development**

(for individuals artists or staff/board members of arts, culture and heritage organizations)

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

Applications are accepted in the Spring & Fall – check [website](#) for dates

**THIS IS NOT AN APPLICATION FORM**

**Paper and email applications are not accepted**

**All applications must be submitted online and require a Google account to log in**

[Link to Online Application](#)

[Link to Budget Document: CCD Budget Form – \(PD Individual\)](#)

*Accepted file formats: Excel and PDF*

**Required Documents:** (to be submitted with online application)

- **Completed Budget** (see [online template](#))
- **Current resume or CV** of the applicant(s) that includes professional training and related artistic activities (3 pages max.)
- **Documentation of artistic work** (e.g. document with links to digital files, video links or written work)  
OR website address for further information on your practice before adjudication
- **1 letter of recommendation:**
  - If you are an artist: a letter from a recognized professional in your discipline, commenting on your ability and value of this professional development
  - If you are staff or board member: a letter from your current employer/organization stating the benefit to the organization
- **Written confirmation:**
  - If you are applying to take a course or attend a conference, please include a detailed course description/conference agenda (this information must be downloaded directly from the provider's website)
  - If you are applying to engage in a mentorship/internship opportunity, please provide written confirmation from the advisor or mentor of the agreed-upon arrangements

**If you are an individual artist and not applying on behalf of an organization, please skip organization-related questions.**

## \* Required

1. Name of Applicant / Organization / Group \*
2. Charitable CRA# if Applicable
3. Society Incorporation Date (if applicable)
4. Group In Existence Since (if applicable)
5. Address \*
6. Contact First & Last Name \*
7. Email Address & Phone number \*
8. Website, Instagram, Facebook, LinkedIn, Twitter:
9. Amount of grant funding you/your organization is requesting (\$1,000 max) \*
10. Total Professional Development budget \*

## About you and your Professional Development request

1. Briefly outline your professional career to date, indicating the intended goals for the future.
2. Describe the proposed professional development activity.  
*If applicable, provide details of the conference/event (description, website), course/program (description, instructors, website), or period of professional development (schedule, profile of host/mentor, organization or company, website).*
3. Indicate how the proposed initiative will impact your professional development and career.
4. Do you plan to apply your knowledge and skills to work that will benefit the City of Port Coquitlam and its residents? If so, explain.
5. Provide a detailed schedule for your professional development.
6. Complete budget form ([Download online](#)). If you expect to receive funding from other sources, please include these in the form

## DECLARATION

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.