

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

**GRANT QUESTION GUIDE**

**PROJECT CATEGORY APPLICATION FORM**

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**

[Online Application](#)

[Link to Budget Document: CCD Budget Form – PROJECT](#)

*Accepted file formats: Excel and PDF*

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

Completed Budget (see [online template](#))

Financial Statement

Confirmation Letter from Community Partner (if applicable)

**We may also request:**

Two Community Support Letters

Any Other Related Support Materials (e.g. brochures, program plans, etc.)

**If applying for the first time, please include:**

Annual Report

Copy of Certificate of Society Incorporation

List of Board of Directors

List of Staff

## \* Required

1. Name of Applicant / Organization / Group \*
2. Charitable CRA# if Applicable
3. Society Incorporation Date
4. Group In Existence Since \*
5. Address \*
6. Contact First & Last Name \*
7. Position of Contact Person \*
8. Email Address & Phone number \*
9. Website, Instagram, Facebook, LinkedIn, Twitter:
10. Project Title \*
11. Amount of grant funding you/your organization is requesting (\$5,000 max) \*
12. Total project budget \*
13. Organization Total Annual Operating Budget Previous Year
14. Organization Total Annual Operating Budget Current Year
15. Number of Members
16. Number of Volunteers
17. If this is a reoccurring event, please include the number of participants at the previous event (attendance, audience, students, clients, etc.)
18. What is your anticipated attendance for this event?
19. Any other relevant statistics?

## About you and your project

1. Briefly describe your organization's mandate/mission.
2. Project location and date(s);
3. **Describe the project/program/event for which you are requesting assistance, including:**
  - What are you planning to do? Is this an ongoing or new project/program/event? If your proposed project is one part of a larger multi-phased project, please describe it.
  - Why are you undertaking this project? How do these fit with your mission/mandate?
  - Who is the creative team, production team or committee and their roles?
4. **Describe the project's anticipated outcomes for audiences, participants and the community.**
  - 4.a Who are the intended primary audiences and participants of the proposed project (i.e. artists, organizations, the general public, members, individuals or communities) and how will the project impact or benefit your primary audiences and participants?
  - 4.b What are the expected short/medium/long-term outcomes of this project?
5. **Describe how the project will help increase community engagement and accessibility to arts, cultural activities and festivals or events.**
  - Accessibility: Include details such as ticket pricing/free activities, hours of activities open to the public, venue choices, accessibility and support for persons with different abilities and special transportation options.

- Engagement: May include public presentation, performance, consultation, artistic development, participation, discourse, dissemination, and outreach or education activities.
- If applicable, please note if the proposed project will specifically engage a diversity of publics (e.g. culturally diverse groups, children/youth, Indigenous peoples, people from varied socioeconomic backgrounds, and persons with disabilities).

6. Provide a brief overview of your project's work plan/timeline, including significant milestones with estimated dates.
7. Identify any individuals, organizations, or other partners you will be working with to deliver your proposed project. Describe their role and whether they are confirmed or pending. Outline any in-kind contributions.

If you plan an event on City property, including parks, contact [specialevents@portcoquitlam.ca](mailto:specialevents@portcoquitlam.ca) to review the Special Events Toolkit and complete the Special Event Permit Application. The toolkit will walk you through how to request City support for event production supplies (barricades, garbage containers, zero waste receptacles, tents, hand wash sink), access to venues, and securing permits. Contact facility bookings at [www.portcoquitlam.ca/recreation/facilities-amenities/facility-bookings/](http://www.portcoquitlam.ca/recreation/facilities-amenities/facility-bookings/) to ensure your preferred facility or amenity is available on your preferred date.

8. What skills, experience and resources do your staff and volunteers have to ensure the success of this project?
9. How will you evaluate this project? How will you determine whether it has been successful? What measures will you use in your evaluation? (Participant/audience surveys, direct feedback, post-event/project evaluation, etc.)
10. **How do you plan to raise awareness of your project/activity in the community?** Please outline any planned outreach, marketing or communication strategies (e.g. advertising, marketing/promotion materials, social media, artist/expert talks, educational aspects, or other demographic outreach).
11. **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.