

**COMMUNITY CULTURAL DEVELOPMENT INVESTMENT
PROGRAM****DEVELOPMENT CATEGORY APPLICATION FORM****Application deadline: May 29, 2020****Submit application to:**

CCD Investment Program
Cultural Development & Community Services
#200 - 2253 Leigh Square
Port Coquitlam, BC V3C 3B8

**Drop off completed
application to
City Hall Drop Box**

For inquiries regarding the Community Cultural Development Investment Program, please contact Carrie Nimmo, Manager of Cultural Development and Community Services at 604.927.7915 or nimmoc@portcoquitlam.ca.

Please indicate which specific sub-category you are applying for:

- Capacity Building (for non-profit organizations)
- Professional Development (for individuals)
- Community Initiative (for individuals or non-incorporated arts, culture and/or heritage groups or collectives)

Required documentsAll Applicants:

Completed application form, including responses to questions on pages 4-6.
Completed Budget Forms (revenues and expenses)

Capacity Building Applicants:

- Annual Report
- Audited Financial Statement
- Copy of Certificate of Society Incorporation
- List of Board of Directors
- List of Staff
- Related Support Documents (eg. strategic or business plans, feasibility study, needs assessment, etc.)

Professional Development Applicants:

- Current resume or CV of the applicant(s) that includes professional training and related artistic activities (3 pages maximum)
- Documentation of artistic work (eg. digital files, video links or written work) OR website address for further information on your practice before adjudication
- Two letters of recommendation: One from a recognized professional in your discipline, commenting on your ability and on the value of the project for your professional development and the other from your current employer.
- If your application involves taking a course, or engaging in a mentorship/internship opportunity, please provide written confirmation from the institution, teacher, advisor or mentor of the agreed upon arrangements.

Community Initiative Applicants:

- Two letters of community support for the proposed project and letters of confirmation from community partners.
- Related support materials (eg. brochures, program plans).
- If your application involves the production of an exhibition or performance, a letter from the hosting organization (eg. gallery, theatre) confirming the date and location of the event.

Name of Applicant / Organization / Group:

Address: _____

City: _____

Postal Code: _____

Contact Person: _____

Title: _____

Phone: _____

E-mail: _____

Website: _____

Social Media: Facebook Page URL: _____

Instagram User Name: _____

Twitter User Name: _____

Society Incorporation Date: _____ Group In Existence Since: _____
(if applicable)

Application Statement and Budget

NOTE: Applicants are asked to attach a statement with answers to the questions below. Maximum 10 pages, single sided, no smaller than 11 point type. Please address only those questions (below) related to which of the three Development Category Programs you are applying for.

CAPACITY BUILDING APPLICANTS (for non-profit organizations):

1. Please provide a profile of your organization, including the mandate and mission statement and a brief summary of your history and artistic achievement.
2. What developmental life cycle stage is your organization at? (e.g. start-up, growing, mature, or in decline.)
3. Please explain the impact of internal and external factors on your organization. What has changed (financially or otherwise) over the past six-twelve months? What is the predicted effect on your organization of these impacts over the coming six-twelve months?
4. Outline the gaps in the organization's knowledge, skills and/or expertise that you think will be addressed by this capacity building initiative.
5. Provide a clear and concise project description that includes the following:
 - a. Detailed work plan outlining the project schedule and activities to be undertaken;
 - b. How your project meets the current and/or anticipated requirements from the BC Provincial Health Officer related to COVID 19 to protect the health of participants, staff and volunteers
 - c. List of individuals from your organization participating in the project;
 - d. List of consultants/experts who will be engaged in the project.
6. How and why did you select these consultant(s)?
7. What are the expected short-term and long-term outcomes? Describe the anticipated impact on the organization's programming, artistic achievement and/or community engagement. How will you measure and evaluate the impact of this initiative?
8. Please complete the attached budget form.

PROFESSIONAL DEVELOPMENT APPLICANTS (for individuals):

1. Briefly outline your professional career to date, indicating your intended goals for the future.

2. Describe the proposed project or planned activity. If applicable, please provide details of the event (description, website), course/program (description, instructors, website), or period of professional development (schedule, profile of host/mentor, organization or company, website).
3. **Describe how your project / program / event meets current and/or anticipated requirements from the BC Provincial Health Officer related to COVID 19 to protect the health of participants, staff and volunteers, such as:**
 - Limits on the size of public gatherings
 - Physical distancing
 - Increased cleaning and/or sanitization
 - Reduction of touch points

Please refer to the current Provincial Health Officer's orders, notices and guidance listed on the BC Centre for Disease Control website: www.bccdc.ca
4. Indicate how the proposed project or activity will impact your professional development and career.
5. 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.
6. A detailed schedule for the project.
7. Please complete the attached budget form. If you expect to receive other sources of funding, please include these in the form.

COMMUNITY INITIATIVES APPLICANTS (for new arts, culture and heritage groups, collectives or individuals who do not have not-for-profit status but who serve the community)

1. Please tell us more about yourself (individual applicants), your collective or your organization's mandate/mission and history, as applicable. Outline your past activities, or in the case of groups or collectives, your primary programming activities and organizational structure. (1 page max)
2. Please describe the initiative for which you are requesting assistance, including specifics such as:
 - Initiative title, location and date(s);
 - What are you planning to do? Is this an ongoing or new initiative? If your proposed project is one part of a larger multi-phased project, please describe.
 - Why are you undertaking this project? What are your goals and objectives? What do you hope to achieve? In the case of organizational applicant, how do these fit with your mission/mandate? Do your goals align with those of the City's Cultural Plan? (please refer to Cultural Plan on pages 1-2)

- What makes the project/initiative unique, new and/or innovative? Why is it needed?
- Who will be participating? Who is on the creative team, production team or committee and what are their roles?

3. **Describe how your project / program / event meets current and/or anticipated requirements from the BC Provincial Health Officer related to COVID 19 to protect the health of participants, staff and volunteers, such as:**

- Limits on the size of public gatherings
- Physical distancing
- Increased cleaning and/or sanitization
- Reduction of touch points

Please refer to the current Provincial Health Officer's orders, notices and guidance listed on the BC Centre for Disease Control website: www.bccdc.ca

4. Describe the anticipated outcomes/impact for participants, audiences, the community and/or your group or collective. The following may help you answer this question:

- What changes do you expect as a result of this project (short, medium, and long term)?
- Who are the intended primary audiences and participants of the proposed project (i.e. artists, organizations, general public, members, individuals or communities)?
- How will the project impact or benefit them?

5. Describe how you, your group or collective has the appropriate expertise, financial and human resources (staff and volunteers) to undertake the proposed initiative. Briefly describe any past experience you or your partner(s) have, to demonstrate that you can successfully undertake this initiative.

6. Provide a brief overview of the work plan/timeline, including major milestones with estimated dates. Indicate what, if any, planning or work associated with the initiative has been accomplished to date.

7. How do you integrate accessibility, inclusion and diversity within your practice and programming? Please highlight successful policies or practices and programs.

- a. Include details such as ticket pricing/free activities, hours of activities open to public, venue choices, accessibility and support for persons with different abilities and special transportation options.
- b. If applicable, please note if any of your activities specifically engage a diversity of publics (e.g. culturally diverse groups, children/youth, people from varied socio-economic backgrounds, First Nations peoples, and persons with disabilities).

8. Identify any individuals, organizations or other partners with whom you have consulted, or will be working in the delivery of your initiative. Describe their role and whether they are confirmed or pending. Outline any in-kind contributions.

- If you are planning an event on City property and requesting City support for a festival or event, such as production supplies (barricades, garbage containers, zero waste receptacles, tents, hand wash sink) or staff support (for delivering supplies or providing access to venues or road closure permit), please complete a Special Event Permit. Email facility bookings at www.portcoquitlam.ca/bookings to ensure the facility or amenity is available on your preferred date and then contact Alex Bickers at bickersa@portcoquitlam.ca to complete your Special Event Permit Application.

Note: The City will be releasing a new online Special Events Toolkit and Special Event Permit Application this spring to guide community organizations planning public events on City property (including parks).

9. How do you plan to promote your initiative/activity in the community? Please outline any planned outreach, marketing or communication strategies (e.g. advertising, marketing/promotion materials, social media, artist/expert talks or public presentations, and/or other demographic outreach).
10. How will you evaluate your initiative? How will you determine whether you are making the impact in the community that you intended? What measures will you use in your evaluation? (e.g. participant/audience surveys, direct feedback, post-event/project evaluation, etc.). How will you be responding to the discoveries found in your evaluations and assessments?
11. Please complete the attached budget form.