

**COMMUNITY CULTURAL DEVELOPMENT INVESTMENT PROGRAM**

**OPERATING 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](mailto:nimmoc@portcoquitlam.ca).*

**Required documents:**

- Completed application form, including responses to questions on pages 3 and 4
- Completed Budget form
- Annual Report
- Audited Financial Statement
- Copy of Certificate of Society Incorporation
- List of Board of Directors
- List of Staff
- Confirmation Letter from Community Partner (if applicable)
- Related Support materials (eg. brochures, program plans)

Name of Organization: \_\_\_\_\_

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: \_\_\_\_\_

Do you operate a facility? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes:

Name of facility: \_\_\_\_\_

Size of facility: \_\_\_\_\_  
(capacity, number of seats, square footage, etc.)

Location of facility \_\_\_\_\_

Do you rent, lease or own? \_\_\_\_\_

**AMOUNT OF REQUEST:** \$ \_\_\_\_\_

Total Annual Operating Budget            \$ \_\_\_\_\_            \$ \_\_\_\_\_  
(Previous Year)                                        (Current Year)

To demonstrate the organization’s value to the community, provide the following information:

Number of members: \_\_\_\_\_ Number of volunteers: \_\_\_\_\_

Number of community participants in the past year (attendance, audience, students, clients, etc): \_\_\_\_\_

Any other relevant statistics: \_\_\_\_\_

**DECLARATION**

We hereby certify that we are the authorized signing official(s) of the applying organization and that this application is accurate to the best of our knowledge.

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Signature    Title/Position    Date

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Signature    Title/Position    Date

## Operating Category Applications

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Answer each statement below, single-sided and no smaller than 11 point font size type.

1. **Briefly describe your organization's mandate/mission, history and core values.**
2. **Outline your organization's management, board and staff structure.**
3. **Outline your over-arching goals and strategies to support the organization's mission.** Do your organization's goals align with those of the City's Cultural Plan goals? How do your programs and services advance the Cultural Plan?
4. **Provide a summary of the programs and/or services that you offer.** Describe how the activities, artists and partners of the organization further the artistic and/or curatorial vision. If your organization plans to develop new work or introduce new activities, outline the specific development processes.
5. **Describe your organization's approach to community engagement.** Engagement may include public presentations and performances, community consultation, community participation during creative development process, outreach and/or education activities such as an artist talk.
6. **Describe how your organization is adapting to meet current and/or anticipated requirements from the BC Provincial Health Officer related to COVID 19 to protect the health of staff, volunteers, and program participants,** 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](http://www.bccdc.ca)

6. **How does the organization effectively reach the people it serves? Please outline your organization's outreach, marketing or communication strategies (e.g. advertising, marketing/promotion materials, social media, artist/expert talks or outreach through partnerships and/or other demographic outreach).**
7. **How does the organization work to integrate accessibility, inclusion and diversity within its organization 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. **Evaluating Impact: How do you know that you are making the impact in the community that you are intending to make? What measures do you use and how do you assess the benefits in the people you are serving (e.g. participant/audience surveys, direct feedback, post-event/project evaluation, etc.)?** Please share the results, data and themes found in your evaluation and how you respond to these discoveries.
9. Reflecting on recent years and looking ahead, discuss how the Board works in support of the organization's mission, goals and strategies. **Highlight governance achievements and share experiences or challenges that are influencing changes in policy, process, planning or direction.**
10. Reflecting on recent years and looking ahead, outline the direction for the organization. **Highlight organizational achievements and share experiences or challenges that are influencing changes in operations, planning, and policy.**
11. **Comment on the financial position of the organization and plans to effectively support ongoing operations and long-term goals and strategies.**
  - a. Provide evidence of other sources of financial assistance, including earned revenues. Outline the organization's funding history (e.g. BC Arts Council, Canada Council, Department of Canadian Heritage, local government, gaming, etc.).
  - b. Indicate any current funding strategies or fundraising plans for the future to assist with operations.
  - c. Outline the organization's plan for addressing any existing or projected deficit or surplus and plans regarding the elimination of debt or the intended use of surpluses (if applicable).
10. Please complete the attached budget form.