

COMMUNITY CULTURAL DEVELOPMENT INVESTMENT PROGRAM

PROJECT 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 complete the application form and respond fully to questions on pages 3 and 4.

Attach the following required documents to your application:

- Completed Budget Forms (revenues and expenses)
- Annual Report
- Audited Financial Statement
- Copy of Certificate of Society Incorporation
- List of Board of Directors
- List of Staff
- Two Community Support Letters
- Confirmation Letter from Community Partner, if applicable
- Any Other Related Support Materials (eg. brochures, program plans, etc)

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: _____

PROJECT TITLE: _____

AMOUNT OF REQUEST: \$ _____ Total Project Budget \$ _____

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.

Signature Title/Position Date

Signature Title/Position Date

Project Category Application

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

1. **Briefly describe your organization's mandate/mission and history. Outline your primary programming activities, board and staff structure.**
2. **Describe the project / program / event for which you are requesting assistance, including specifics such as:**
 - Project title, location and date(s);
 - 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.
 - Why are you undertaking this project? What are your goals and objectives? What do you hope to achieve? How do these fit with your mission/mandate?
 - What makes the project unique and/or innovative?
 - Who will be participating? Who is 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 project's anticipated outcomes, for participants, audiences, community and/or your organization.** The following questions may help 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 the project will help increase community engagement and accessibility to arts, cultural activities and festivals/events.**
 - 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.
 - Engagement may include public presentation, performance, consultation, artistic development, participation, discourse, dissemination, and outreach and/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, people from varied socio-economic backgrounds, First Nations peoples, and persons with disabilities).
- 6. Provide a brief overview of your project's work plan/timeline, including major milestones with estimated dates.**
 - 7. Identify any individuals, organizations or other partners with whom you will be working in the delivery of your proposed project. 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).
 - 8. Describe how your organization has the appropriate expertise, financial and human resources (staff and volunteers) to undertake the proposed project or activities. Briefly describe any past experience you or your partner(s) have, to demonstrate that you can successfully undertake 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 or educational aspects, and/or other demographic outreach).
 - 11. Please complete the attached budget form.**