

COMMUNITY CULTURAL DEVELOPMENT INVESTMENT PROGRAM PROJECT CATEGORY

The City of Port Coquitlam awards project grants, up to \$5,000 through the Community Cultural Development Investment Program (CCD) to qualifying Port Coquitlam organizations that offer quality arts, heritage and cultural activities to the community. The application package includes guidelines, the application form and final performance report.

Deadline Dates: **Spring Intake - April 30** **Fall Intake - September 30**

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Preamble

Entitled *Imagine Port Coquitlam*, the City of Port Coquitlam's Cultural Plan, was unanimously received by Council on June 27, 2016 and will guide the City's delivery of arts, culture and heritage events, programs, services and facility operations for the next decade. The plan was developed following a year-long community engagement process and replaces the 2001 Cultural Policy and Plan.

Port Coquitlam's unique cultural identity underlies the direction of the plan and its vision: "Port Coquitlam's vibrant culture celebrates our unique small-town charm and weaves creativity into our active, outdoor lifestyles."

The Cultural Plan:

- Provides information to help the City plan for future arts and cultural services and facilities.
- Identifies what's important to residents in terms of arts and culture.
- Assesses the current state of arts and culture in the community, including usership, role, leadership, facilities and resources – what works and what doesn't.
- Identifies barriers and opportunities related to arts and culture in the community.

The *Imagine! Port Coquitlam* Cultural Plan outlines the strategic direction for the advancement of the cultural life of Port Coquitlam and identifies four key goals:

1. Integrate Culture Into Community Life

The community identifies with a small-town feel, outdoor lifestyle and natural heritage, such as rivers, parks and trails. Priority areas include festivals and events, art in public spaces, theatre, live music, family programs and activities that incorporate the outdoors, have a community feel and are accessible and inclusive.

2. Animate community spaces and optimize existing facilities

Optimize and activate community spaces and facilities through a variety of projects, programs, events and activities.

3. Build capacity together

Develop funding and human resources within the City and the arts and culture community to work together to achieve Cultural Plan goals.

4. Enhance communications and marketing

Promote arts, culture and heritage initiatives, programs and events as well as the positive role that arts, culture and heritage play in building healthy communities.

Program Purpose

The CCD Investment Program acknowledges the contribution made by arts, heritage and culture within Port Coquitlam and assists in its development in order to:

- Demonstrate municipal leadership and enable cultural organizations to leverage other funding sources.
- Encourage and support quality arts, heritage and cultural activities, which enhance the quality of life of Port Coquitlam residents.
- Increase public appreciation, access and participation in arts, heritage and cultural activity.
- Promote the continued development and expression of specific communities (as defined by proximity, commonality or interest) through art and cultural processes.
- Stimulate excellence in community cultural development programming.

Scope

- The Program is available to organizations and individuals that meet the category criteria (see “Project Investment Guidelines” below); however, application does not automatically result in the receipt of financial assistance.
- Arts, heritage and cultural related projects, programming, events and/or festivals are eligible for funding.
- Capital projects are beyond the scope of this Investment Program. These are covered under the Self-Help Matching Grant Program at portcoquitlam.ca/grants.

Administration

The CCD Investment Program is administrated through the Healthy Community Committee via the Recreation Department with the Manager of Cultural Development and Community Services functioning as the Applicant Liaison. As well, staff assess the applications to recommend annual investments, on behalf of the City.

The Manager of Cultural Development and Community Services may, at his/her discretion, establish an Evaluation Committee for the purpose of reviewing applications and/or call on outside expert advice on a case-by-case basis, as deemed necessary.

Funding levels for the CCD Investment Program are established through the City's annual budgeting process with any adjustments to service levels for the Program considered on the recommendations as presented to the Healthy Community Committee through the staff reporting mechanism.

At year-end, any unallocated monies in either the Project or Development Categories shall be carried forward to the next year or assigned to the Arts, Heritage and Culture Reserve Fund.

Recreation Department staff will review the CCD Investment Program every five years, making recommendations for Program amendments to the Healthy Community Committee, as required. Minor changes to the guidelines that do not alter the Program overall, its intent or funding levels may be made, at the discretion of the Director of Recreation.

General Guidelines (applies to all Categories)

- Generally only those organizations that are located in Port Coquitlam and are mandated to serve that municipality will be considered; however, region-serving groups which are so mandated and can demonstrate relevance, need and/or non-duplication of services provided by Port Coquitlam-based organizations may be included; in the case of individuals, residency in Port Coquitlam is a condition of eligibility. Exceptions may be made if the project provides services or benefits to the residents of Port Coquitlam.
- Services and activities receiving assistance under the CCD Investment Program should benefit Port Coquitlam and be inclusive and non-discriminatory in nature.
- Adherence to a standard of excellence with respect to ethical behaviour when involving the public is expected. (e.g. safety training/insurance for public events; policies and/or processes for the safety of participating young people; necessary protocols when working with First Nations).
- In-kind contributions (such as subsidized access to cultural facilities) will be taken into consideration when assessing funding allocations.
- Organizations providing services that duplicate existing City programs and services may not be funded unless there is a demonstrated need.
- As a point of practice, the CCD Investment Program will not under-fund an organization, project or program; therefore, some applications may not receive assistance.
- All categories require a final performance report to ensure accountability and will be required to submit financial statements.
- The CCD Investment Program must be acknowledged by recipients in promotional materials. Please contact Pardeep Purewal, Manager of Corporate Communications at purewalp@portcoquitlam.ca for logo and graphic standards.

Project Investment Guidelines

Purpose

To support one-time-only OR ongoing arts, cultural and heritage projects, programs, events and festivals of established groups who are not currently in receipt of an Organization or Development Category grant. Beginning in 2018, the CCD Program increased its investment in order to expand support specifically to encourage the creation and/or growth of arts, cultural, heritage and community festivals and special events.

Eligibility

- Organizations that receive funding under other City programs (such as the Self-Help Matching Grant Program) are not eligible to apply under the Project Category for the same project.
- Applicants must be incorporated non-profit societies (federal charitable registration is not required) and have been incorporated for a minimum of one year.
- Assistance is provided for projects, programs, events and festivals that take place in, or are primarily focused on Port Coquitlam and its residents. Eligibility is not limited to arts, heritage and cultural groups but to any community organization, whose proposed project/program is of an arts, heritage or cultural nature, is in keeping with the organization's mandate, and where adequate expertise is demonstrated to carry out the project/program.
- An exception will be made with respect to art, music and theatre schools operating as private businesses in the event that a project is proposed which clearly demonstrates benefit to the community and the need for subsidy (i.e. links students or facility to the community in meaningful ways, such as outreach programs for at-risk youth). Whenever possible, schools are encouraged to partner with a non-profit group as a joint initiative.
- For profit ventures (such as the presentation of popular entertainment or projects with a primarily fundraising objective) will not be considered.

Guidelines

- Applicants may submit more than one application per year, provided the funding request is not for the same project and that any outstanding projects have been completed, with the final performance report submitted.
- Significant capital projects requiring relatively large sums to acquire, develop, improve, and/or maintain a capital asset (such as land, buildings, theatres, major equipment) will not be considered; however, supplies, materials, and small relevant equipment purchases (e.g. costumes, display materials) are eligible.
- Proposed projects require clearly articulated objectives, a described plan for meeting these objectives and an evaluation process by which to determine to what extent objectives were met.
- Applicants may receive a maximum of \$5,000 per year for a Project Category grant. Projects with diverse funding sources are encouraged.
- Projects will not be funded retroactively; therefore, applicants are advised to apply with sufficient lead-time. All project costs occurring after the date of application will be considered eligible.

- Investments will be awarded as a single payment; however, a final performance report must be submitted prior to consideration for future funding.
- Projects should normally be completed within one year of receiving the City's investment.
- Organizations who are unsuccessful in their proposals may request feedback from the Manager of Cultural Development and Community Services in order to determine which aspects of their operations would potentially benefit from further development in order to meet the threshold eligibility or enhance their ranked status.

Community Cultural Development Evaluation Committee

COMMUNITY CULTURAL DEVELOPMENT INVESTMENT PROGRAM

PROJECT CATEGORY APPLICATION FORM

Complete all sections of the application form including the attached budget form. Non-requested attachments will not be considered.

Submit application to:

CCD Investment Program
 Recreation Department
 #200 - 2253 Leigh Square
 Port Coquitlam, BC V3C 3B8

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.

Required documents to include with your application:

- Most recent Annual Report (if available), including Year-End Financial Statement for the most recent completed fiscal year (must include Balance Sheet and Income Statement)
- Copy of certificate of Society Incorporation (for-profit arts schools operating as a business must supply a copy of their current business license)
- List of Board of Directors
- Staff List
- Two letters of community support for the proposed project or activities; and letters of confirmation from community partners
- Related support materials such as recent brochures, program plans, etc.

Name of Organization: _____

Physical Address: _____

Mailing Address: _____

City: _____

Postal Code: _____

Contact Person: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____ Website: _____

Social Media (if applicable):

Facebook Page URL: _____

Instagram User Name: _____

Twitter User Name: _____

Society Incorporation Date: _____

Group has been in existence since: _____

Project Title: _____

Amount of Request: \$ _____ **Total Project Budget (Costs):** \$ _____

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 (specify): _____

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

Application Statement and Budget

NOTE: Applicants are asked to attach a statement with answers to the questions below. Maximum 6 pages, single sided, no smaller than 11 point type.

1. **Briefly describe your organization's mandate/mission and history. Outline your primary programming activities, board and staff structure. (1 page max)**
2. **Please 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 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?
4. **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).
5. **Provide a brief overview of your project's work plan/timeline, including major milestones with estimated dates.**

6. **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 Application at portcoquitlam.ca/bookings and ensure the facility or amenity is available on your preferred date.
7. **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.**
8. **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.)
9. **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).
10. **Complete a Project Category budget form.**