

## COMMUNITY CULTURAL DEVELOPMENT INVESTMENT PROGRAM DEVELOPMENT CATEGORY

This category is intended to support community cultural development by providing funding for strategic development, professional development and community arts, culture and heritage initiatives that are not eligible for Community Cultural Development (CCD) Project or Operating Investments. The application package includes guidelines, application form and final performance report.

1. **Organizations: Capacity Building Program** (up to \$5,000)
2. **Individuals: Professional Development Program** (up to \$1,000)
3. **New arts, culture and heritage groups, collectives or individuals who do not have not-for-profit status but who serve the community: Community Initiative Program** (up to \$2,500)

**Annual Deadlines: April 30 and September 30**

### Contact:

Carrie Nimmo, Manager of Cultural Development & Community Services

Tel: 604.927.7915

Email: [nimmoc@portcoquitlam.ca](mailto:nimmoc@portcoquitlam.ca)

### Tips for Applicants:

1. Review Guidelines
  - a. Does your initiative align with the City's Cultural Plan?
  - b. Is your initiative eligible for funding?
2. Contact the Manager of Cultural Development & Community Services before submitting an application.
3. Complete the application form.
4. Attach your application statement.
5. Attach your budget using the excel budget form.
6. Submit your application, statement and budget prior to the deadlines stated above.

### Guidelines

#### Cultural Plan – Aligning with the Vision of the City of Port Coquitlam

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 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 “Capacity Building, Professional Development and Community Initiatives Guidelines” below); however, application does not automatically result in the receipt of financial assistance.
- Arts, heritage and cultural related initiatives, 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](http://portcoquitlam.ca/grants).

## Administration

The Community Cultural Development (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 applicant liaison. As well, staff assesses 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 to review and evaluate Investment Program applications and/or call on outside expert advice on a case-by-case basis as deemed necessary.

Funding levels for the 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 the Operating, Project or Development Investment 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 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.

Organizations and individuals who are unsuccessful in their proposals may request feedback from the Manager of Cultural Development and Community Services to determine which aspects of their proposal would potentially benefit from further development to meet the threshold eligibility or enhance their ranked status.

### **General Guidelines (applies to all Investment 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 report to ensure accountability and will be required to submit financial statements.
- The City of Port Coquitlam's CCD Investment Program must be acknowledged by recipients in promotional materials. Please contact Pardeep Purewal, Manager of Corporate Communications at [purewalp@portcoquitlam.ca](mailto:purewalp@portcoquitlam.ca) for logo and graphic standards. All promotional materials must be approved by the City.

### **Eligibility**

There are three types of initiatives that will be considered for funding under the Development Category:

- i. Capacity building initiatives (for organizations);
  - ii. Professional development (for individuals);
  - iii. Community Initiatives (includes applications from non-incorporated arts, culture and heritage groups, collectives or individuals, for projects/programs/initiatives (new or existing) that provide clear community benefit.
- This category is not intended for projects/programs that are eligible under the Project or Operating categories of the Investment Program.
  - Organizations that receive funding under other City programs (such as the Self-Help Matching Grant Program) are not eligible to apply under the Project Investment Category for the same project.
  - Organizations applying to the Capacity Building Category 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 initiatives that take place in, or are primarily focused on the City of Port Coquitlam and its residents. Eligibility is not limited to arts, heritage and cultural groups/individuals but also to any community organization, collective or individual whose proposed initiative is of an arts, heritage or cultural nature, and where adequate expertise is demonstrated to carry out the initiative.
- Professional Development Investments are for the professional development of artists (visual, performing and literary), administrators and board members from Port Coquitlam. Artists and administrators must have completed their basic training in the arts or arts administration (university or college graduates or the equivalent in specialized training such as two or three years of self-directed study or apprenticeships). Artists must have created a modest body of work and have received some recognition at the local level. Board members must be volunteering for a Port Coquitlam not-for-profit organization that serves the City of Port Coquitlam.
- Applicants may submit more than one application per year, provided the funding request is not for the same project or initiative and that any outstanding projects or initiatives have been completed, with the final report submitted.

### **Requirements**

- Applicants to the Program must contact the Manager of Cultural Development & Community Services before submitting an application.
- Initiatives 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.
- Projects should normally be completed within one year of receiving the City's investment.

For any given application one of the following is to be identified by the applicant indicating the nature of their proposal:

1. Capacity Building (for organizations): Intended to enhance the ability of a group to meet its mandate or the ability of members to meet organizational objectives either administratively or artistically. Examples: Hire a consultant to assist with a strategic business plan, succession plan, fundraising plan or marketing plan; take a workshop for board development.
2. Professional Development (for individuals): Professional development for administrators, artists, board members or other specialists working in the field of arts, culture and heritage. (see above Eligibility section for details)
3. Community Initiatives: a. Arts, culture or heritage groups or collectives (who do not have not-for-profit status) but their initiative or project benefits the community. Examples: art collective who is planning a public exhibition of their work with an interactive workshop for the public, community group who are proposing to produce a free performing arts festival. b. Individuals who are planning initiatives or projects that benefit the community.

*Community Cultural Development Evaluation Committee*

**COMMUNITY CULTURAL DEVELOPMENT INVESTMENT  
PROGRAM**

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

Please indicate which specific area you are applying for:

- Capacity Building (for organization)  
 Professional Development (for individual)  
 Community Initiative (for group/collective/individual)

***Required documents to include with your application:***

Capacity Building Applicants:

- 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
- Board of Directors List
- Staff List
- Related support documents (eg. Strategic Plan, feasibility study, business plan, needs assessment, etc.) if applicable

Professional Development Applicants:

- Current resume or CV of the applicant(s) that includes professional training and related artistic activities (3 pages maximum)
- Documentation with samples of artistic work – detailed description of work submissions with background context including digital files of visual art work, video links of performances and/or samples of written work/prose/manuscript. Optional: you may provide a single url on the application form, to offer jury members further information on your practice before adjudication.

- Two letters of recommendation from recognized professionals in your discipline, commenting on your ability and on the value of the project for your professional development (for arts administrators, one letter should be 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 or teacher, advisor or mentor of the agreed upon arrangements

Community Initiative Applicants:

- 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.
- If your application involves the production of an exhibition or performance, a letter from the hosting organization (gallery, theatre, etc.) confirming date and place of event.

**Name of organization or individual:** \_\_\_\_\_

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 (if applicable): \_\_\_\_\_

Organization or group has been in existence since: \_\_\_\_\_

**Amount of Request:** \$ \_\_\_\_\_ **Total Budget for Initiative (Costs):** \$ \_\_\_\_\_





## Application Statement and Budget

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**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 PROGRAM (for 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. At what stage is your organization in terms of its developmental life cycle?
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. list of individuals from your organization participating in the project;
  - c. 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 INDIVIDUALS PROGRAM (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. Indicate how the proposed project or activity will impact your professional development and career.
4. 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.
5. A detailed schedule for the project.
6. Please complete the attached budget form. If you expect to receive other sources of funding, please include these in the form.

**COMMUNITY INITIATIVES PROGRAM(for organizations, collectives and individuals):**

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 organizations, your primary programming activities, board and staff 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 the anticipated outcomes/impact for participants, audiences, the community and/or your organization. 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?
4. Describe how you, your collective or your organization 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.

5. 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.
6. 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).
7. 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.
8. 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).
9. 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?
10. 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](http://portcoquitlam.ca/bookings) and ensure the facility or amenity is available on your preferred date.

**Complete a Development Category budget form.** Choose either Capacity Building, Community Initiative or the Professional Individual Program.