

COMMUNITY CULTURAL DEVELOPMENT INVESTMENT PROGRAM OPERATING CATEGORY

The City of Port Coquitlam awards operating grants up to \$20,000 through the Community Cultural Development Investment Program (CCD) to qualifying Port Coquitlam organizations that offer quality arts, heritage and cultural programming to the community. The application package includes guidelines, application form, budget form and annual report form.

Operating grants contribute towards the overall operating costs of well-established and developed arts, heritage and cultural organizations; they are intended to defray a portion of general overhead and regular ongoing programming costs and are not earmarked for specific projects or activities. The objective is to assist in the creation of a secure funding base in order to promote an environment of financial stability in which organizations can sustain their activities and operations over the long term. In order to achieve this stability, funding is awarded for a three year term, with a maximum \$20,000 awarded each year.

Deadline Dates: **April 30**

Contact: Carrie Nimmo
 Manager of Cultural Development & Community Services
 Tel: 604.927.7915
 Email: 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

Imagine Port Coquitlam: 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 guides the City's delivery of arts, culture and heritage events, programs, services and facility operations. 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.

Imagine! Port Coquitlam 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 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 cultural programming.

Scope

- The Program is available to organizations that meet the category criteria (see “Operating Investment Guidelines” below); however, application does not automatically result in the receipt of financial assistance.
- 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 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 for the purpose of reviewing 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 either the 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.

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. Exceptions may be made if the organization 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 for logo and graphic standards.

Operating Category Eligibility

- Demonstrated organizational capacity, development and stability including, but not limited to:
 - in operation for a minimum of three years;
 - registered as a non-profit under the BC Society Act and the existence of a Board of Directors; and
 - experienced personnel (paid staff or volunteers) with the expertise required to successfully manage the organization and achieve the organization's goals and objectives.
- Organizations must have a proven track record of relevant community service or programming.
- Organizations must meet the Assessment Criteria (listed below); inclusion in the Investment Program will not be automatic but based on a detailed organizational assessment. New applicants to the Program must contact the Manager of Cultural Development & Community Services before submitting an application.
- In addition to groups mandated to produce and present on-going programs or operate non-profit cultural facilities, organizations which operate, manage and program cultural facilities on behalf of the City as well as festival societies are also eligible to be considered within this category.
- Organizations receiving assistance through the Operating Investment Category are entitled to apply in other Investment Program Categories. (Note: in the Project Investment Category they are eligible to apply for one-time only projects, not regular programming).
- For profit ventures/companies will not be considered.

Operating Category Guidelines

- Candidates who meet the Program Eligibility Criteria can submit a proposal on an annual submission date. Proposals must be based on the Assessment Criteria (listed below). The responsibility to demonstrate a qualifying level of compliance rests with the applicant.
- A detailed review of each proposal, including a financial analysis, is conducted by Recreation Department staff in order to ascertain sound management practices, standards of excellence in programming and meaningful community impact.
- In order to promote organizational stability and long range planning, funding for an organization that has been placed in the Operating Investment Category is automatically renewed annually at the same funding level through the Department's base budget process. However, a review process is scheduled every three years to assess potential future investments by the City.
- An annual report is required to maintain Organization Investment status; Reports are due no later than 3 months after the organization's fiscal year end.
- Please allow up to three months for award determination notification.
- Organizations who are unsuccessful in their applications 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.

Assessment Criteria:

- Demonstrated ability to deliver quality services/programs in alignment with the organization's mission/mandate - including, but not limited to:
 - past performance reviews and achievements; and
 - internal assessment process (program evaluations, statistics, etc.).
- Demonstrated community involvement including, but not limited to:
 - community engagement and/or outreach initiatives;
 - support from the community, including financial support (memberships, donations, ticket sales, sponsorships, etc.); and
 - community participation (audiences, community artists, program partners, etc.).
- Demonstrated financial responsibility including, but not limited to:
 - a practice of balanced budgets* (if the organization's budget has a significant deficit or surplus please explain how you are planning to eliminate the deficit or surplus);
 - follows standard accounting and financial reporting processes; and
 - evidence of other sources of funding.
- Demonstrated financial need (i.e. services that cannot be provided without financial assistance).
- Demonstrated added value to community as a result of the City's investment.
- Extent to which an organization addresses the specific goals of the City's Corporate Strategic Plan and Cultural Plan.

Community Cultural Development Evaluation Committee

COMMUNITY CULTURAL DEVELOPMENT INVESTMENT PROGRAM

OPERATING 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)
- Year-End Financial Statement for the most recent completed fiscal year (must include Balance Sheet and Income Statement) signed by two Board Members
- Copy of Certificate of Society Incorporation
- Board of Directors List
- Staff List
- Letters of confirmation from community partners (if applicable)
- 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: _____

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
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Signature	Title/Position	Date
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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.

1. Briefly describe your organization's mandate/mission, history and core values. (Maximum of one page)
2. Outline your organization's management, board and staff structure. (1/2 page max)
3. Outline your over-arching goals and strategies to support the organizations 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 are planning to 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. 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).