

COMMUNITY CULTURAL DEVELOPMENT INVESTMENT PROGRAM **DEVELOPMENT CATEGORY**

Grants in the Development Category 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.

Choose **one** of these three programs:

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

Deadline Dates: Spring Intake - April 30 - **EXTENDED to May 29, 2020**
Fall Intake - September 30

Contact:

Carrie Nimmo, Manager of Cultural Development & Community Services

Tel: 604.927.7915

Email: nimmoc@portcoquitlam.ca

General Guidelines for all CCD Grants

- Generally only organizations located in Port Coquitlam and mandated to serve the 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 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.
- Recipients are expected to adhere to a standard of excellence with respect to ethical behaviour when involving the public (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 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.
- 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.

Eligibility for Development Grants

Three types of initiatives are considered for funding under the Development Category:

- i. Capacity building initiatives (for organizations with non-profit status);
 - ii. Professional Development (for individuals);
 - iii. Community Initiatives (for arts, culture or heritage groups, collectives and individuals that are non-incorporated that provide a clear community benefit).
- The Development Category is not intended for projects/programs that are eligible under either the Project or Operating Categories.
 - 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 or 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.
 - Organizations applying for **Capacity Building Initiatives** must be incorporated, non-profit societies (federal charitable registration is not required) and have been incorporated for a minimum of one year.
 - **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 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.

Development Category Guidelines

- Applicants to the Program must contact the Manager of Cultural Development & Community Services before submitting an application.

- For any given application one of the following is to be identified by the applicant indicating the nature of their proposal:
 - **Capacity Building** (for organizations with non-profit status): 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 business, succession, fundraising or marketing plan or enroll in a workshop for Board Development.
 - **Professional Development** (for individuals): Professional development for administrators, artists, board members or other specialists working in the field of arts, culture and heritage.
 - **Community Initiatives** (for arts, culture or heritage groups, collectives or individuals that are non-incorporated and provide a clear community benefit): Examples: Art collective planning a public exhibition of their work with an interactive workshop for the public or a community group proposing to produce a free performing arts festival.
- Initiatives will not be funded retroactively; therefore, applicants are advised to apply with sufficient lead in time. All project costs occurring after the date of application will be considered eligible.
- For 2020, applicants will be required to state in their proposal how their project meets current BC Provincial Health Officer guidelines and recommendations related to COVID 19 to protect the health of participants, staff and volunteers. Please see the BCCDC website and World Health Organization for current planning guidelines and measures:
 - <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/event-planning>
 - <https://www.who.int/publications-detail/key-planning-recommendations-for-mass-gatherings-in-the-context-of-the-current-covid-19-outbreak>
- Projects should normally be completed within one year of receiving the City's investment.
- Investments will be awarded as a single payment; however, a final performance report must be submitted prior to consideration for future funding. **If a previous project or initiative that received CCD grant funding has not been completed due to restrictions related to COVID 19**, applicants are required to contact the Manager of Cultural Development and Community Services to discuss how their project or initiative could be amended to meet the funding requirements. Such grant recipients will be required to submit a Letter of Intent to specify how the grant funding will be used.
- Applicants 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 application or initiative would potentially benefit from further development in order to meet threshold eligibility or enhance their ranked status.