

## COMMUNITY CULTURAL DEVELOPMENT INVESTMENT PROGRAM **PROJECT CATEGORY GUIDELINES**

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.

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

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### **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](mailto:purewalp@portcoquitlam.ca) for logo and graphic standards.

## **Purpose of Project Category Grants**

To support arts, cultural and heritage projects, programs, events and festivals of established groups and to encourage the creation and/or growth of arts, cultural, heritage and community festivals and special events within the City of Port Coquitlam.

## **Eligibility**

- Applicants must be incorporated non-profit societies (federal charitable registration is not required) and have been incorporated for a minimum of one year.
- 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.
- 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 is open 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.

## **Project Category 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.
- 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>
- 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. **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.
- Projects should be completed within one year of receiving the City's investment.
- Organizations that 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 threshold eligibility or enhance their ranked status.