

## 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. This package includes the program's guidelines and application form.

**Deadline Dates:** April 30 – **EXTENDED to May 29, 2020**

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#### General Guidelines for all CCD Grants

- 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.
- 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 (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.
- 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.

### **Purpose of Operating Category Grants**

- 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.
- 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](http://portcoquitlam.ca/grants).

### **Eligibility**

- Non-profit organizations 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; festival societies
- Organizations must be able to demonstrate organizational capacity, development and stability through a minimum of:
  - Three years of operation;
  - Registration as a non-profit under the BC Society Act with 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.
- Organizations receiving assistance through the Operating Category are entitled to apply for grants in other categories. (Note: in the Project 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

- Eligible organizations can submit a proposal by the 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 City 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 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 operational funding; 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 that 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);
  - 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.
- For 2020, applicants will be required to state in their proposal how their organization is meeting, and will continue to meet, current and changing BC Provincial Health Officer guidelines and recommendations related to COVID 19 to protect the health of staff, volunteers, and program participants. Please see the BCCDC website and World Health Organization for current planning guidelines and measures:
  - b) <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/event-planning>
  - c) <https://www.who.int/publications-detail/key-planning-recommendations-for-mass-gatherings-in-the-context-of-the-current-covid-19-outbreak>