

City of Port Coquitlam Community Grants Fund  
COMMUNITY CULTURAL DEVELOPMENT INVESTMENT PROGRAM

**GRANT QUESTION GUIDE**

**DEVELOPMENT CATEGORY - Capacity Building (for non-profit organizations)**

Questions? [info@pocofoundation.com](mailto:info@pocofoundation.com)

**Applications are accepted in the Spring & Fall – check website for dates**

**Paper and email applications are not accepted  
All applications must be submitted online and require a Google account to log in**

[Online Application](#)

[Link to Budget Document: CCD Budget Form – Capacity Building](#)

*Accepted file format: Excel and PDF*

**Required Documents:** (to be submitted with online application)

Completed Budget (see online template)  
Financial Statement

**We may also request:**

Any Other Related Support Materials (e.g. brochures, program plans, etc.)

**If applying for the first time, please include:**

Annual Report  
Copy of Certificate of Society Incorporation  
List of Board of Directors  
List of Staff

**\* Required**

1. Name of Applicant / Organization / Group \*
2. Society Incorporation Date \*
3. Group In Existence Since \*
4. Address \*
5. Contact First & Last Name \*
6. Email Address & Phone number \*
7. Website, Instagram, Facebook, LinkedIn, Twitter:
8. Project Title \*
9. Amount of grant funding you/your organization is requesting (\$5,000 max) \*
10. Total project budget \*
11. Organization Total Annual Operating Budget Previous Year
12. Organization Total Annual Operating Budget Current Year
13. Number of Members
14. Number of Volunteers
15. Number of Community Participants in the past year (attendance, audience, students, clients, etc.)
16. Any other relevant statistics

**About you and your project**

1. a. Please provide your organization's profile, including the mandate and mission statement and a summary of your history and artistic achievement.  
b. Is your organization's developmental life cycle stage at:  
 start-up,  growing,  mature, or  in decline?
2. Please explain the impact of internal and external factors on your organization. What has changed (financially or otherwise) over the last six-twelve months?
3. a. Provide a clear and concise overview of your capacity building initiative that includes the following: description of work to be undertaken and a list of participating individuals from your organization  
b. If applicable, please list the consultant(s)/expert(s) who will be engage and how/why did you select these consultant(s)/expert(s)?
4. Outline the gaps in the organization's knowledge, skills or expertise that will be addressed by this capacity-building initiative and the anticipated benefit on the organization's programming, artistic achievement and community engagement over the coming 6 to 12 months.
5. Please provide a detailed work plan outlining the capacity building initiative schedule and activities.
6. How will you measure and evaluate the impact of this initiative?
7. Complete budget form (Download online). If you expect to receive funding from other sources, please include these in the form

**DECLARATION**

I/we, at this moment, certify that I/we am/are the authorized signing official of the applying organization and that this application is accurate to the best of my/our knowledge.