

## Community Capital Project Matching Grant FAQs

### ELIGIBILITY

- Q** - Are regional serving groups (not specifically based in Port Coquitlam), eligible if the proposed project is in Port Coquitlam?

**A** - Yes, if the project is located in PoCo and more than 50% of those benefiting from the project are Port Coquitlam residents. Be sure to include percentage and number of PoCo residents who will benefit in your application.
- Q** - What is considered a Capital Asset?

**A** - Capital Assets involves specialized equipment – not something that is part of the usual course of yearly or current expenses. Guidelines to determine whether something is considered a capital asset or not:

**Capital Assets provide a lasting benefit**  
A capital asset generally gives a lasting benefit or advantage. The intention is for it to be used on a continuing basis, in a permanent nature. For example, the purchase of a vehicle or technical equipment that will last several years.

A current or consumable expense is one that generally reoccurs after a short period. It is usually replaced and not repaired when damaged. For example, the purchase of consumable items such as food or sport balls is a recurrent expense.

**Capital Assets provide improvement**  
Something that improves operations/property beyond its original condition or original operation is a capital asset. For example, the replacement of the dirt floor of a batting cage.

Something that simply restores to its original condition/or level of operation is usually not a capital asset. For example, the cost of replacing uniforms or sports equipment.
- Q** - Are activity supplies eligible for funding?

**A** - No. Consumables and recurring expenses such as uniforms, food or program supplies are not considered a capital asset.
- Q** - Is a Feasibility Study an eligible 'project'?

**A** - Feasibility studies are eligible as a piece of the budget for your Capital Project under "professions services". If the entirety of your budget is the cost of a feasibility study, please reach out to discuss further. We typically recommend to indicate the feasibility study being phase one of a multi-phase project, that will lead to a capital addition that serves and enhances the community. Please answer the questions regarding community need and impact, based on the information you have. You should also include as much information as you can at this point about the next steps and goals, including any initial support from the community you have.

5. **Q** - Are Churches/Religious institutions eligible to apply?  
**A** - Yes, religious or sectarian groups and organizations are eligible if the project will benefit the entire community, and not just members of the religious or sectarian group.
6. **A** - Is a community garden eligible if it's not accessible to the general public at all times?  
**Q** - Yes, provided there is a mixed benefit whereby both the organization and the community receive direct identifiable benefits. For example, general public can apply to use a plot, there is also a benefit to the community in a particular neighbourhood, and sharing any excess food could be a partnership opportunity.

## **BUDGET**

1. **Q** - Is there a minimum grant request accepted?  
**A** - The minimum acceptable request is \$1,000: 50% of a \$2,000 project.
2. **Q** - Our project total cost is higher than \$20,000. Can we request 50% of the total cost of the project?  
**A** - The total cost of the project can be budgeted more than \$20,000, however the maximum amount awarded is \$10,000.
3. **Q** - We are hiring a consultant to do all the work, and we don't have a specific breakdown of costs for budget, how do we show this in the budget?  
**A** - You can include all the costs under professional fees
4. **Q** - Are engineering reports an eligible cost?  
**A** - Yes, you can include this cost under professional costs.

## **APPLICATION REQUIREMENTS**

1. **Q** - How many letters of support do you require?  
**A** - Depends on scope of project: smaller project 1-2 letters will suffice, whereas a very large project might require public consultation. Generally, 2 letters of support will be adequate for most applications.
2. **Q** - Our project requires ongoing maintenance costs, do you need to know more about the plan and what the ongoing costs would be?  
**A** - We need to know you have thought about and planned for any ongoing maintenance. ie. Some structures might be subject to graffiti and the cost of clean up must be considered, vehicles need to be maintained – we want to know if you have taken ALL costs of a project into consideration and have a feasible/sustainable plan.
3. **Q** - What if our project will take longer than 18 months to complete?  
**A** - We will consider phased projects, but you need to complete the phase PoCo Foundation has funded, before applying for additional funding. Reach out to the foundation to discuss how to best apply for a phased project.

## **GENERAL**

1. **Q** - When will we know the outcome of our application?

**A** - We aim to have all grant applications reviewed and applicants informed of the decision within 2 months of the application deadline.

If you have any questions about eligibility, the application or want to discuss your project before completing an application, please email us at [info@pocofoundation.com](mailto:info@pocofoundation.com) – we would be happy to answer any questions and/or provide guidance on the application process.