



## Port Coquitlam Community Foundation Theatre Society Legacy Fund – TSLF Arts Grant Application Guide

**Do not use this document to apply for a grant**

This grant is intended to encourage and support the development, enhancement, innovation, or mentorship of a diverse variety of inclusive arts. Grants are available to registered charities that serve the residents of Anmore, Belcarra, Coquitlam, Port Coquitlam and/or Port Moody.

All projects or programs\* must be completed within 1 year, and a final report submitted at the time of project completion.

*\*We use the term project or program or services interchangeably.*

If your organization is eligible, follow one of the processes below to apply.

**PLEASE Note: Paper and email applications are not accepted.**

### 1. Oral Application

Live or recorded oral applications are accepted. Please contact [info@pocofoundation.com](mailto:info@pocofoundation.com) if you wish to submit an oral application.

### 2. [Online Application](#)

#### Required Information

Name of Applicant Organization: (as it appears on the Canada Revenue Agency list of Registered Charities)

Operating Name of Organization

CRA Registered Charity Number

Address of Organization

Contact First & Last Name

Phone Number

Email Address

Website Address

Social Media: Instagram, Facebook, LinkedIn, Twitter

1. Program Title
2. Tell us about your program. What is your story? Max. 300 words
3. Please note that for this granting cycle, up to \$5000 is available per grant.  
State the amount of grant funding your organization is requesting: \$
4. Will your program proceed if your organization receives less than the amount requested?  
 Yes       No
5. Does your project/program take place in the Tri-Cities region (Anmore, Belcarra, Coquitlam, Port Coquitlam or Port Moody)  
 Yes       No

6. Project timeline
  - A. Proposed start date:
  - B. Completion date:
- C. Program Objectives:
  - A. How does your program strive to have an impact in our community and benefit the residents of the Tri-Cities?
  - B. How does your project build on existing community strengths and assets? List other organizations or individuals cooperating or partnering in this project, if applicable.
  - C. Statement of Innovation: Provide a brief description of how your proposal is innovative.
  - D. How will you measure the success/results of your project?
7. Will the grant be used for a capital project? YES/NO
8. Is your project a new community initiative? YES/NO  
Or will it fund the expansion of an existing project/program? YES/NO

**Provide the following additional documentation:**

- A. [Project budget](#) (using the PoCo Foundation TSLF Grant Budget Document)
- B. List of applicant organization's staff or volunteer(s) who will be directly involved/ responsible/ accountable for this project, along with their contact information (if not the individual who has submitted the application).

**Please note that all submitted materials become the property of the PoCo Community Foundation.**

NOTE 1: Any organization whose submission is selected in this process is required to sign a contract and agree to specific final reporting.

NOTE 2: The PoCo Foundation reserves the right to request additional information in any of the previous questions listed in this application.

**Please apply and include the required documentation to the Port Coquitlam Community Foundation by 11:59 pm on the day the grant application closes.  
See website for current dates.**