



Community Grant Application Guide

Do not use this document to apply for a grant.

Grants are available to registered charities whose projects directly benefit the residents of Port Coquitlam. All projects or programs* must be completed within 1 year, and a final report submitted at 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 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. Would your program proceed if your organization receives less than the amount requested?
 Yes No
5. How would you describe the focus of your program (select one)?
 - Health & Wellness
 - Education
 - Arts & Culture ([Have you considered a TSLF Grant?](#))
 - Environment
 - Social Services
 - Sports & Recreation
 - Other: (Please specify) _____

6. Project timeline
 - A. Proposed start date:
 - B. Completion date:
7. Program Objectives:
 - A. How does your program strive to have an impact in our community and benefit the residents of Port Coquitlam?
 - B. How does your project build on existing community strengths and assets? Highlight how it differs, or explain how you would partner with the existing program provider.
 - 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?

Provide a [Project budget](#) (using the PoCo Foundation Budget Document)

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.**