



1 Centennial Square Victoria,  
BC V8W 1P6  
E: grants@victoria.ca

## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

**PROJECT TITLE:** Cecelia Cove Park Playspace Enhancements

### PROJECT TYPE:

(Check one)

☒ x Placemaking

☐ Activity

### CONTACT INFORMATION:

☒ X Not-for-Profit Organization, or

☐ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

**Contact Name:** Jennifer Jakobsen (school parent) or Erin Hayes (Academic Head)

**Organization Name:** *(if applicable)* Selkirk Montessori School - Pacific Montessori Society

**Mailing Address:** 2970 Jutland Road, V8T 5K2

**Telephone:** 250-384-3414

**Email:** jenjakobsen@gmail.com. or erin@selkirkmontessori.ca

### PARTNERING NOT-FOR-PROFIT GROUP:

**Society Registration Number:** S-15519

**Contact Name:** Penny Barner

**Organization Name:** Pacific Montessori Society

**Mailing Address:** 2970 Jutland Rd, V8T 5K2

**Telephone:** 250-384-3414

**Email:** penny@selkirkmontessori.ca



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**PROJECT DESCRIPTION:** Please describe your proposed project.

Selkirk Montessori School and the Pacific Montessori Society would like to invest in improvements of the public park at Cecelia Cove. Subject to input from the City we would like to complete the following projects to enhance the safety, aesthetic and playability of Cecelia Cove Park:

- Prune large hedges on South East side of Checkerboard to open up sight lines, reduce appeal as a sleeping spot and make it easier for School and Parks staff to safely inspect for drug paraphernalia and human waste. We would like to see the lower limbs removed from the hedges, leaving a tall canopy of foliage that starts at about 4 feet from the ground. This would create a natural tunnel for children to play in, but it would be open enough that adults could easily inspect for hazards.
- Create a full set of wooden disc checkers to be used for playing on the Checkerboard surface. These would be stored in a wagon at Selkirk Montessori School and made available to other community groups (BGCA, Stratas, Gov't Employees) for use.
- Create a circle of stump seats in the triangle of grass adjacent to the Galloping Goose Trail that can serve as an obstacle course, gathering place and outdoor classroom.
- Use logs or stumps to create terraced levels on the muddy slope to the South West of the checkerboard. This feature would create some amphitheater-style seating facing the checkerboard which lends itself naturally to use as an area for performances. Terracing this slope and resurfacing it with a hardy fescue should decrease ongoing maintenance issues and costs while increasing usability.
- Use logs or stumps to create an obstacle/ seating area in place of the muddy berm to the West of the Checkerboard surface.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years      15 years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

School staff perform daily site inspections of the "checkerboard area" to look for any hazards. Staff sweep gravel on a weekly basis. Volunteers from the school will perform an annual work party to prune the hedges back and do a thorough cleaning of the area.

Deficiencies and hazards that cannot be immediately rectified will be reported to the Parks department.

In 15 years time, the logs and stumps may deteriorate to the point where they need to be replaced. This could be done in partnership with the School and the City.

Who will assume responsibility for ensuring these actions are undertaken?



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Selkirk Montessori Staff already perform the above mentioned daily and weekly inspections as per school policy. This will continue to happen once these improvements are in place.

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

- We have already consulted with Franc D'Ambrosio the designer of Cecelia Cove Park and the Selkirk Waterfront Development to ensure that our proposed improvements are in keeping with the original design aesthetic for the Park. He is in support of our proposal.
- Volunteers for the project will be recruited from the Selkirk Montessori School, Residences and Offices in the neighbourhood and Burnside Gorge Community Association.
- Once completed, the project will make Cecelia Cove Park more inviting to all.

**BENEFITS:** How will your proposed project benefit the community?

The above mentioned changes will make Cecelia Cove Park safer, more inviting and more useful for the greater community. This park is currently used by almost 300 students from Selkirk Montessori school, residents of the Selkirk Neighbourhood, Employees of the many nearby offices and people travelling along the Galloping Goose. The hedge pruning will increase sight lines into the area and reduce the appeal for use as a sleeping spot, drug use and other undesirable behaviour. The addition of the obstacle features will give children more opportunities to develop physical literacy by adding elements of balance and varying textures and surfaces. The stumps and logs will create many more places for people to sit, enjoy the scenery and connect with each other. The checker set will give community groups a fun activity to incorporate into events like the Selkirk Waterfront Festival, BCGEU BBQ and the Selkirk Montessori Fun Fair. All of these enhancements will improve the overall visual appeal of the Park and make it more welcoming outdoor community space.

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

We are not aware of any permits or approvals required for this project.



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**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

Design of play features will consider playground design standards and best practices for safety and liability

If required we will obtain construction insurance for the duration of the project.

### PROJECT TIMELINE:

Start date: \_\_\_\_ Sept 2018 \_\_\_\_ Completion date: \_\_\_\_ Nov 2018 \_\_\_\_

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: \_\_\_\_ Selkirk \_\_\_\_

Street: \_\_\_\_ Waterfront Crescent \_\_\_\_

Address: \_\_\_\_ Cecelia Cove Park \_\_\_\_

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
September 2018	Consult with Parks Staff to finalize design and budget
September 2018	Secure Arborist or Developer to donate raw logs
September 2018	First Volunteer Workparty to prune surrounding hedges
October 2018	Site Prep - level and grade, remove irrigation, shift large rocks
October 2018	Log Prep - need volunteers or parks staff with chainsaw experience
October 2018	Volunteer Workparty to prepare checkers, sand/paint/decorate
October 2018	Installation of stumps - anchoring for safety
Nov 2018	Volunteer Work Party for Installation of surface material
Nov 2018	Grand Opening!

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ \_\_\_\_ 18,000 \_\_\_\_

Amount requested from the My Great Neighbourhood grant fund: \$ \_\_\_\_ 5,000 \_\_\_\_ (must not exceed 50% of total cost)



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## My Great Neighbourhood Grant Application

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Amount
Parks Staff Labour	\$4,000
Parks Equipment	\$1,000
Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)	
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$5,000</b>

Items Provided by Applicant	Amount
Financial Contribution	10,000
To be used for materials (gravel/chips/hardware), professional services(landscape architect), insurance, labour	
Volunteer Labour 100 hours	2,000
(Volunteers will be involved in pruning, making the checkers, site prep and construction (if qualified))	
Logs/Stumps - to be secured via donation	\$1,000
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$13,000</b>



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## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 15, 2018

Applicant Group/Resident Lead Name: Jennifer Jakobsen

Signature(s): Jennifer Jakobsen

☐ x I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ X Design information, including site map and visuals of Project or Activity location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

### Mandatory pre-application meetings must take place by March 30, 2018

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!



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## My Great Neighbourhood Grant Application

**PROJECT TITLE:** Victoria Downtown Residents Association Outreach Project 2018

**PROJECT TYPE:**

Placemaking

**CONTACT INFORMATION:**

Not-for-Profit Organization

**PROJECT LEAD:**

Contact Name: Dianne Flood / Paul Gandall

Mailing Address: 101 – 1020 View St. Victoria, BC V8V 4Y4 / 1715 Government St. Victoria, BC V8W 1Z4

Telephone: (250)896-6705 / (250)230-5090

Email: [dianneflood@me.com](mailto:dianneflood@me.com) / [chair@victoriadra.ca](mailto:chair@victoriadra.ca)

**PARTNERING NOT-FOR-PROFIT GROUP:**

Society Registration Number: S-0048117

Contact Name: Paul Gandall

Organization Name: Victoria Downtown Residents Association

Mailing Address: 1715 Government St. Victoria, BC V8W 1Z4

Telephone: (250)230-5090

Email: [chair@victoriadra.ca](mailto:chair@victoriadra.ca)

**PROJECT DESCRIPTION:** Please describe your proposed project.

The project has two elements to it:

Part 1: To develop portable infrastructure that will signal to members of the community the presence of the Downtown Residents Association (DRA) at events in order to interact with the community and increase ease of engagement for stakeholders. This will, primarily, take the form of a Bicycle kiosk with appropriate branding and branded tools, clothing and signage for volunteers operating the kiosk. Quotes from local suppliers and/or educational institutions will be obtained via a tendering process for most of these items as part of the implementation of the grant funding.

Part 2: To enlist appropriate expertise to build institutional capacity in the area of community outreach in order to design and implement a membership drive to increase awareness of the DRA among the residents of Downtown-Harris Green. This role(s) will involve facilitating the workshop(s) and then coordination of volunteers during the actual outreach effort.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

Part 1 is intended to last for >5 years Part 2 will be completed in the first calendar year following funding

How will your project be maintained through its lifecycle and retired after its intended lifespan?

The DRA will be responsible for ongoing maintenance and decommissioning of the infrastructure.



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Who will assume responsibility for ensuring these actions are undertaken?

The Board of Directors of the of the Victoria Downtown Residents Association will direct the organization to ensure compliance.

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

Part 1 will facilitate ongoing community involvement with local government, urban livability and social initiatives by encouraging increased community involvement in the local non-profit sector. The DRA lacks a permanent physical presence in the community. The kiosk, when deployed in community space, will provide a physical access point for community members to gain awareness of and participate in their neighborhood association and by extension many other local groups. Specifically, having this infrastructure will be invaluable in both increasing visibility at neighborhood events and in providing an alternative means of engagement that is not solely reliant on web-based modes of communication and poster advertising.

For example, the types of events (this calendar year is provided as an example) that would benefit from the use of the kiosk are:

Car Free YYJ: JUN'18  
Pollinator Partnership Event @ YSCG: JUN'18  
Silent Disco: JUL '18  
Eats & Beats: AUG'18  
All-Candidates Event: OCT'18  
Mayoral Candidates Event: OCT'18  
Wicked Victoria: OCT'18  
Get Downtown: RECCURING MONTHLY

It would also be anticipated that the ease of use (mobile and able to reach any location accessible by a road bike) that the kiosk would provide would encourage it to be used by volunteers at new events such as the recent opening of the new Johnson St. bridge, Chinese New Year, Symphony Splash and other City of Victoria or private events of that type. This would encourage further involvement and partnerships between the DRA, community members and local stakeholder organizations, both public and private.

Part 2 is designed to accomplish the same goal, of increasing participation and visibility, but approaches the task from the opposite direction: To engage community stakeholders outside of local events, through effective and coordinated direct outreach into the community by existing DRA Volunteers and via training to provide downstream capacity building.

**BENEFITS:** How will your proposed project benefit the community?

There will be both direct benefits and flow through benefits from this project.

- 1) The visible presence of a neighborhood association at public events adds value and increases the success of the event, as would the participation of any key local organization. Likewise, the connections that can be established via outreach are, regardless of any future involvement by the community member, an opportunity to participate and a benefit to both the community and the organization, as such.
- 2) Longer term, the increase in the membership of the organization and the opportunity for ongoing involvement for community members will ensure that the DRA is able to reflect the values and goals of its stakeholders. It will, if it grows in concert with the demographics of Downtown-Harris Green, have the capacity to better function in its role as a means of direct citizen participation in the development of this vibrant and rapidly changing area of the city.

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

None Required.

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

There are the normal risks associated with an organization participating in public events: Including, but not limited to: risks to members of the community, volunteers and damage to property. These should all be able to be mitigated by effective policies, insurance provided by the occupier of any event space and the insurance carried by the DRA.





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## My Great Neighbourhood Grant Application

### PROJECT TIMELINE:

Start date: May 2018 Completion date: May 2019

### PROJECT LOCATION:

Neighborhood: Downtown-Harris Green

### WORKPLAN SCHEDULE:

Date	Milestone
May 2018	DRA Membership Committee Plan
September 2018	Deadline for quotes for workshop and coordinator role
October 2018	DRA Membership Committee Plan Review
October 2018	Deadline for quotes for kiosk deliverables
March 2019	Deadline for supply of kiosk and branded materials from selected provider(s)
May 2019	DRA Membership Committee Review of Process and Results

### PROJECT COST:

What is the total cost of the proposed project: \$10,340

Amount requested from the My Great Neighborhood grant fund: \$5000

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Amount
Bicycle Kiosk and Branded Materials	\$4000
Workshop Facilitator	\$500
Outreach Coordinator	\$500
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$ \$5000

Items Provided by Applicant - Labour - \$20hr	Amount
Design and Implementation - 5ppl x 15hrs (75hrs)	\$1500
Outreach Campaign - 20ppl x 6hrs (120hrs)	\$2400
Bicycle Kiosk Operation for first year - 3ppl x 6hrs x 4 Events (Minimum see above) (72hrs)	\$1440
YOUR TOTAL MATCHING CONTRIBUTION	\$5340



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8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 15, 2018

Applicant Group Name: Victoria Downtown Residents Association

Signature(s):

Paul Gandall – President DRA

Dianne Flood – Membership Secretary DRA

I have completed the Readiness Checklist - YES

## IA

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

**PROJECT TITLE: South Lawn Renewal Project, Christ Church Cathedral**

### PROJECT TYPE:

(Check one)

**Placemaking (Check)**

Activity

### CONTACT INFORMATION:

**Not-for-Profit Organization, (Check) or**

Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: **Malcolm Read, South Lawn Project Lead**

Organization Name: **Christ Church Cathedral**

Mailing Address: **930 Burdett Ave., Victoria, BC, V8V 3G8**

Telephone: **250-383-2714**

Email: [readmac100@gmail.com](mailto:readmac100@gmail.com)

[cccadmin@christchurchcathedral.bc.ca](mailto:cccadmin@christchurchcathedral.bc.ca)

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### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: \_

Contact Name: \_

Organization Name: \_

Mailing Address: \_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## IA

**PROJECT DESCRIPTION:** Please describe your proposed project.

The South Lawn of Christ Church Cathedral is a treasured green space in the centre of Victoria, much appreciated by our community and visitors. The South Lawn provides one of the very few green spaces in the downtown area where people can reflect and meditate or simply rest as they enjoy coffee and conversation in a peaceful natural setting. The importance of the South Lawn to our community will grow as the area experiences rapid population growth from new development.

The South Lawn serves an important function as a safe recreation space where Cathedral School students and children in the YMCA/YWCA's childcare program come for play in a natural setting. It also serves as a site for inspiring music events during summer months.

The South Lawn Project has been initiated to enhance the beauty and functionality of this important area. A conceptual design has been developed that will enhance its aesthetic appeal, reflect the spiritual mission of the Cathedral, and provide interpretive signage that communicates the rich history of the Cathedral, the lands it occupies and the connection to its First Nations heritage.

The proposal is designed to enhance the appeal of the surrounding area for current and new residents as all will be welcomed into this special place. The project team is open to ideas that might improve the design and invites all to assist in achieving the vision for renewal of this vital community resource.

The key elements of the proposed design are: shown on the concept drawing (attached) by numbered circles (1 – 11).

- 1.** Install a **4 foot high metal fence** along the Burdett Ave and Quadra Street sides, similar to the fencing around the Deanery,
- 2.** Replace the existing 8 foot wide asphalt walkway with a **8 foot wide concrete walkway**,
- 3.** Install concrete bench pads around the South Lawn to accommodate up to twelve 8-foot **benches**,
- 4.** Renovate the **main lawn area**,
- 5.** Install **interpretive signs**,
- 6.** Create a **border of native plants** with four seasons interest (shrubs, perennials and ground covers) along the east, south and west sides of the space,
- 7.** Install garden lighting throughout the native plant garden and borders to enhance security and provide interest at night,
- 8.** Update irrigation system,
- 9.** Convert the current lawn area between the Cathedral and the walkway into a **native plant garden** with four seasons interest,

## IA

- 10.** Install **gateposts** on either side of the 2 South Lawn entrances, e.g. from Quadra Street and from the south parking lot. It is envisioned that these will be squared 8"x 8" or 10" x 10" timber gateposts with a height of 7 to eight feet. They would be carved by local First Nations' artists to illustrate important culture traditions,
- 11.** Install some form of donor recognition for those individuals and organizations that provided funding of the South Lawn Renewal Project.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years      10 + \_\_\_ years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan? **A volunteer project team under the supervision of Cathedral staff and parish council will maintain the lawn, gardens and infrastructure of the project. This is consistent with a long-standing practice for maintenance of the building and grounds of the Cathedral.**

Who will assume responsibility for ensuring these actions are undertaken? **CATHEDRAL STAFF UNDER SUPERVISION OF THE CATHEDRAL DEAN AND PARISH COUNCIL.**

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation? **INPUT IS SOUGHT FROM THE COMMUNITY THROUGH A SERIES OF PLANNED OPEN HOUSES. ONCE COMPLETED, THE LAWN AND GROUNDS WILL BE OPEN TO THE COMMUNITY AND VISITORS AT ALL TIMES.**

**BENEFITS:** How will your proposed project benefit the community? **The project will enhance the beauty of this important green space in the city core and will be available to all as a place for rest and recreation in an area that has few alternatives.**

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.). **Heritage approvals will be needed and obtained for the replacement fencing. All other improvements have been approved and authorized by Cathedral leadership which oversees the property. City input and whatever authorization is requested and required will be obtained for all changes.**

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

Risk is limited by the lack of climbing equipment for children. Liability insurance is maintained by the Cathedral Precinct should harm or injury occur. During construction, for example of fencing, walkways and benches, work areas will be cordoned off and all contractors will be required to maintain insurance.

### PROJECT TIMELINE:

Start date: **July 1, 2018** Completion date: **The stage of the project for which the grant funds will be used will be completed by June 1, 2019.**

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: **Fairfield**

Street: **Burdett Ave and Quadra St**

Address: **911 Quadra St, south side of building**

1A

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

Date	Milestone
07/01/18	Funds raised, approvals received, project implementation initiated
10/01/18	Fencing and walkway renewal completed (steps 1 and 2)
11/01/18	Step 3- bench slabs laid
12/30/19	Steps 4 and 8 completed
12/30/20	Steps 5, 6, 9 and 10 completed
09/01/21	Step 11 completed

**PROJECT COST:**

What is the total cost of the proposed project (including in kind labour and donated goods and services): **\$ 160,000.00**

Amount requested from the My Great Neighbourhood grant fund: **\$ 5,000.00** (must not exceed 50% of total cost)

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

**PLACEMAKING PROJECT BUDGET:**

Project Budget Total

Project Phase	Project Component	Cost Estimate
1	4 foot high metal fence <sup>1</sup>	\$20,000
2	8 foot wide concrete walkway	\$10,000
3	Concrete bench pads & benches (12) <sup>2</sup>	\$20,000
4	Renovate main lawn <sup>3</sup>	\$10,000
5	Interpretive signs	\$15,000
6	Native plant border <sup>4</sup>	\$5,000
7	Garden lighting	\$5,000
8	Upgrade irrigation system	\$10,000
9	Native plant garden <sup>4</sup>	\$5,000
10	Entrance gateposts <sup>5</sup>	\$20,000
11	Donor recognition signage	\$2,000
	Design and Installation <sup>6</sup>	\$20,000
	<b>Sub Total</b>	<b>\$142,000</b>
	Contingency	\$18,000
	<b>Total</b>	<b>160,000</b>

# Christ Church Cathedral South Lawn Area

Write a description for your map.

## Legend

- Christ Church
- Christ Church
- Feature 1
- Feature 2
- Feature 3
- Pioneer Square





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T: 250.683.7000 ext. 222

DOCUMENT REC'D

APR 13 2018

PUBLIC SERVICE CENTRE  
CITY OF VICTORIA

## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
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Project design and/or activity plan information, including site map and sketches/photos of project location

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4. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

PROJECT TITLE: Little street library

### PROJECT TYPE:

(check one)

- ☒ Placemaking  
☐ Activity

### CONTACT INFORMATION:

- ☐ Not-for-Profit Organization, or  
☒ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Lena Kirkman (and Andre Obievaar)  
Organization Name: Block Watch  
Mailing Address: 1250 Glenman St Victoria B.C. V8T1L8  
Telephone: 250 386 5307  
Email: bostonj1@gmail.com

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: \_\_\_\_\_  
Contact Name: Catrina Foran  
Organization Name: Fernwood NRG  
Mailing Address: 1240 Gladstone Ave Vic BC V8T 1G8  
Telephone: 252 381 1552  
Email: info@fernwoodnrg.co



PROJECT DESCRIPTION Please describe your proposed project.

We want to enhance our block with the addition of a beautiful little street library to be placed in a yard with good access from the sidewalk.

SUSTAINABILITY: What is the intended lifespan for your proposed project?

<1 year 2 years 3 years 4 years 5 years \_\_\_\_ years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

The residents of our block will keep it in good order with regular inspections, painted and/or repaired when needed.

Who will assume responsibility for ensuring these actions are undertaken?

The block watch captain Georgina Kirkman and co-captain Andre Oliveira.

COMMUNITY INVOLVEMENT: How will your proposed project involve the community during and following implementation?

Members of the street (community) residents will lend their expertise (artists, management, skilled labour) donating time, materials and energy for design, shopping, building materials, installation, maintenance and utilization. Donations of materials, books, for a minimum of two years.

BENEFITS: How will your proposed project benefit the community?

A focal point for sharing knowledge; social/personal interactions; increased literacy, social values. Pride of community. Human contact! Save books from landfill. Street/block beautification. Enhanced sense of community. Sharing with others who pass by.



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Tel: 250.348.6100

## My Great Neighbourhood Grant Application

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Amount
building materials - lumber, glass or plexiglass	170.
screws, nails, glue	10.
hardware (hinges, etc)	20.
paint and painting supplies	30.
bag of quick-set concrete	15.
paid carpentry - 4 hours	160.
maintenance fund (2 yrs)	80.
Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)	
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	485 \$
Items Provided by Applicant	Amount
10 hrs labour by residents (design, shop, delivery, decorate, install, assist with construction etc)	200.
loans of tools by residents	50.
project management and community consult	100.
donations of other materials	50.
donations of stock (library books!)	80.
misc costs (photocopying, printing etc)	20.
YOUR TOTAL MATCHING CONTRIBUTION	\$ 500.



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## My Great Neighbourhood Grant Application

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

We have the approval of the resident at 1264 Denman to put up the library near the back of the fence facing the sidewalk.

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

no foreseeable liabilities

### PROJECT TIMELINE

Start date: ~~June 1/18~~ <sup>(5th)</sup> Aug 15/18 Completion date: ~~July 15/18~~

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: Fernwood  
Street: the 1200 block Denman  
Address: actual location of finished project - 1264 Denman

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
June 1	complete plan, design of library box
June 4	purchase needed materials
June 6	engage carpenter
June 10	painting, finishing, decorating
June 20	installation at 1264 Denman St
June 23	stocking with books
July 3	report to City

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 985.00

Amount requested from the My Great Neighbourhood grant fund: \$ 485.00 (must not exceed 50% of total cost)



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## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms.

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date April 13, 2018

Applicant Group/Resident Lead Name G. Kirkman Gena Kirkman

Signature(s) G. Kirkman / A. Chiu A. OOLEVAAZ

☒ I have completed the Readiness Checklist

250 388 9958

### LIST OF ATTACHMENTS:

- ☒ Design information, including site map and visuals of Project or Activity location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

**Mandatory pre-application meetings must take place by March 30, 2018**

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below)

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for administering the funding to the applicant).
3. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

PROJECT TITLE: \_\_\_\_\_

### PROJECT TYPE:

(Check one)

☒ Placemaking

☐ Activity

### CONTACT INFORMATION:

☒ Not-for-Profit Organization, or

☐ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Carina Foran

Organization Name: Fernwood Neighbourhood Resource Group Society

Mailing Address: 1240 Gladstone Ave. V8T 1G6

Telephone: 250-381-1552 ext. 110

Email: carina@fernwoodnrg.ca

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: 107390982 RR0001 Contact Name: Carina Foran, Director Fernwood Community Centre

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



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## My Great Neighbourhood Grant Application

**PROJECT DESCRIPTION:** Please describe your proposed project.

The Children's Native Plant Garden is a place making project which will bring Fernwood community members together to create an educational native plant garden in an underutilized green space. The area is currently very difficult to maintain and has been identified as a space needing attention. This garden will bring community members, including neighbours, residents of Fernwood, and parents of children in our child care programs, together to revitalize a currently neglected space on a busy thoroughfare on Gladstone Avenue. Native plants will be accompanied by educational signage visible to all who pass by. Sitting stumps will encourage the public and children to interact with the garden. Signs will explain the plant types, benefits, how the garden was created by the community, and how it is used as an educational component for children and the neighbourhood. Anyone passing by will benefit from the garden through educational opportunities and a revitalized space. Everyone involved will be leaving a legacy garden for generations of community members and children to enjoy.

A certified permaculture instructor and landscape business owner will lead the garden work parties with community members, prep the site, and finalize installation. He has provided garden maintenance in 2017 and is our Community Garden Volunteer Coordinator in 2018.

Fernwood NRG has successfully managed the development and maintenance of three Community Gardens including the Community Kitchen Garden, the Fernwood Community Orchard, and Spring Ridge Common, totaling over a half acre of gardens. We also have a dedicated Communications and Events team to support with the celebration, outreach, promotions, and social media. Our Child Care team is enthusiastic about incorporating the garden into curriculum. The staff contact person at Fernwood NRG has been developing community projects with the organization for four years, and has been trained as an organic grower and currently operates a small flower farm.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

<1 year

**2 years**

3 years

4 years

5 years

\_10+\_ years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

Through intentional design and implementation we will create a low maintenance garden that can be easily maintained for 2 years. The little required maintenance will be built into program curriculum and on-going volunteer and community building opportunities. Maintenance of the garden will be built into bi-annual community engagement opportunities where parents and community members are invited to "open" and "close" the garden. We will invest in high quality irrigation systems, automatic timers, professional horticulture design, and quality plants to ensure long-term success of the site. After 2 years the plants should have grown big enough to shade out weed pressure, lowering maintenance needs. We will conduct an assessment at that point to assess longer term maintenance needs.

Who will assume responsibility for ensuring these actions are undertaken?

Fernwood NRG, Carina Foran, Fernwood Community Centre Director

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?





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## My Great Neighbourhood Grant Application

Community involvement is fundamental to executing and maintaining this project. We will invite Fernwood residents with a particular attention to engaging neighbours and parents of children in our child care programs to create the garden through a series of community work parties as well as two additional yearly opportunities to join the "Opening the Garden" and "Closing the Garden" work party.

We have surveyed nearly one hundred community members who have their children in our child care programs. 100% of respondents said they support the project, 61.5% said they are interested in participating in the creation of an educational garden, and 61.5% said they are interested in supporting the on-going maintenance through volunteerism. The garden will create a new opportunity for community members to get together to create and maintain something to be proud of.

Some comments from the survey:

"I walk past that all the time wondering what it could be used for because it's unused space. This is amazing..."

"Wonderful idea, fully support this!"

"A garden that is sensory and edible would be a wonderful addition!"

Once complete, we will host an Open House and Celebration event offering a tour of the garden, food and drink.

### **BENEFITS:** How will your proposed project benefit the community?

Multiple sectors of the community will benefit in a variety of ways.

- a. The general Fernwood neighbourhood will benefit from a revitalized space. The garden site is located on Gladstone Avenue to the east of the Fernwood Community Centre and is bordered by a commonly used stairwell to access Stevenson Park. It is currently difficult to maintain and overgrown with weeds. Hundreds of residents pass this site everyday. The public can directly access a large part of the garden.
- b. Everyone who walks by and accesses the public garden will benefit by interacting with plants, learning through educational signage describing the history of the garden, the plants and their benefits and uses, as well as thanking all involved.
- c. Fernwoodians including youth, neighbours and parents of children in our child care programs will benefit by coming together to create a legacy garden not only for their children but for hundreds of children who will learn from and use the garden into the future.
- d. Fernwoodians including youth, neighbours and parents of children in our child care programs will benefit for years to come through bi-annual community building work parties. Together they will work together to maintain a place to be proud of.

### **APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

Fernwood NRG holds a forthcoming operating agreement with the City of Victoria in which we are responsible for the grounds immediately surrounding the Centre.

Supervisor of Facilities Maintenance, Mike Friday, has been briefed on the project and has cleared that water lines are well away from the proposed garden work.

We have contacted BC One Call and there appears to be no concern. We will need to call again closer to project commencement. Correspondence attached.



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## My Great Neighbourhood Grant Application

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Amount
Irrigation for approximately 100 linear feet (drip-line, timer, pressure reducer, end caps, t-valve, hold down stakes, etc.)	\$150
Cedar for retaining wall and accessories	\$350
Compost for remaining garden beds	\$150
Landscape fabric	\$100
Native Plants	\$350
Professional services for irrigation install, garden install and instructing volunteers.	\$2750
Professional weatherproof educational signage and mounting	\$200
Professional clean-up and dump run	\$100
Sourcing logs and/or tires for seating	\$100
Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)	\$750
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$5,000</b>
Items Provided by Applicant	Amount
Staff wages for project coordination	\$600
Volunteer labour (12 participants/work party x 3 work parties x 4hrs/work party)	\$2,880
Open House Celebration (rental, staff wages, food)	\$400
Promotions (posters, handbills, design, online promotions)	\$150
Professional services for retaining wall	\$450
Professional services for designing educational signage	\$300
Miscellaneous supplies (in-kind/purchased)	\$100
Woodchip	\$400
Mulch	\$400
Plants for remaining beds	\$300
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$5,980</b>





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## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
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4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 13 2018

Applicant Group/Resident Lead Name: Fernwood NRG

Signature(s):

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ Design information, including site map and visuals of Project or Activity location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

**Mandatory pre-application meetings must take place by March 30, 2018**

**Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by April 15, 2018.**

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gery Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

PROJECT TITLE: Grant Street Initiative to Build Community Connections & Emergency Preparedness

### PROJECT TYPE:



Placemaking

Activity

### CONTACT INFORMATION:



Not-for-Profit Organization, or



Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Lisa Armitage & Jill McLean

Organization Name: (if applicable) Grant Street Connect & Prepare

Mailing Address: 1352 Grant Street (Lisa) & 1320 Grant Street (Jill)

Telephone: 778.433.5472 (Lisa) & 250.595.5087 (Jill)

Email: [l.armitage@shaw.ca](mailto:l.armitage@shaw.ca) & [jillmclean@shaw.ca](mailto:jillmclean@shaw.ca)

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S0068757

Contact Name: Stacy Barter

Organization Name: SHIFT Collaborative Society (Building Resilient Neighbourhoods Initiative)

Mailing Address: 1727 Townley Street, Victoria, BC V8R 3A6

Telephone: 250-689-0179

Email: [stacy@resilientneighbourhoods.ca](mailto:stacy@resilientneighbourhoods.ca)



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## My Great Neighbourhood Grant Application

### PROJECT DESCRIPTION: Please describe your proposed project.

The purpose of this project is three-fold: (1) to foster connections between residents of 1300 Grant Street, (2) to collaborate with residents in efforts to stock our "Muster Station" bin with emergency "to-do" lists, "contact lists", communication systems and supplies to last us '24 hours after an emergency', and (3) to build a web of connections with our neighbouring blocks – sharing ideas, expertise, inspiration and resources for emergency preparedness.

We are looking for financial support to host meetings, to laminate lists for our Muster Station box, to collect and distribute emergency contact lists and to stock the Muster Station box with the following types of supplies: Plans for 24-hr, 72-hr and 14-day emergency situations, laminated list of emergency contacts (local and non-coastal contacts), laminated immediate "to-do" list following an emergency, comfort food, water and first-aid supplies to support residents on our block for 24-hours, a pop-up temporary shelter, 1-2 tarps, a few thermal blankets, gloves, dust masks, communication boards, pens, paper, tape etc.

### SUSTAINABILITY: What is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years      \_\_\_\_\_ years (specify)

#### How will your project be maintained through its lifecycle and retired after its intended lifespan?

(1) We have a designated Muster Station and we are in the process of purchasing a secure box to put in the station.

(2) The activity plan:

April - August 2018 – establish teams, source out supplies, fill Muster Station Box, provide orientation to residents on the block, update communication plans and contact lists. Connect with neighbouring block (1400 Grant Street).

September 2018 – August 2019 review supplies and communication plans. Update contact lists 2x/year. Co-facilitate emergency planning meetings in neighbouring block (1400 Grant Street). Host social event with 1300 Grant and 1400 Grant. Connect with neighbouring block (1800 Stanley Avenue).

September 2019 – August 2020 review supplies and communication plans. Update contact lists 2x/year. Co-facilitate emergency planning meetings in neighbouring block (1800 Stanley Avenue). Host social event with 1300 Grant, 1400 Grant and 1800 Stanley. Connect with neighbouring block (1300 Vining Street).

September 2020 – August 2021 review supplies and communication plans. Update contact lists 2x/year. Co-facilitate emergency planning meetings in neighbouring block (1800 Stanley Avenue). Host social event with 1300 Grant, 1400 Grant, 1800 Stanley and 1300 Vining Street. Connect with neighbouring block (1300 Balmoral Road).

(3) The Muster Station Box will be maintained on the property of 1320. Supplies will be reviewed 2 times per year. The intent is to keep the box in place indefinitely.

(4) We hope that neighbourhood connections will be maintained through annual social get-togethers and through increased individual connections following collaboration sharing regarding emergency preparedness.

#### Who will assume responsibility for ensuring these actions are undertaken?

We have support of all members of Block Watch of 1300 Grant Street (25 homes, approximately 63 residents). Co-captains of Block Watch will maintain communications and coordinate activities (Jill McLean & Lisa Armitage). Members of the block have formed "teams" to tackle various aspects of preparedness and sharing.

### COMMUNITY INVOLVEMENT: How will your proposed project involve the community during and following implementation?

We have completed a preliminary Prepare and Connect program at 1300 Grant Street. We have teams working together to gather information, make connections to community resources and share information back to the group as a whole. We will host two annual review meetings a year to maintain connections, review plans and update contact lists. Each year we will try to connect with, and inspire, another neighbourhood block. In addition, our meetings may include community training opportunities – building resiliency among neighbours, home damage assessment training, basic first-aid training, basic tool uses, permaculture practices, food-sharing programs, seasonal canning/preserve parties and regular 'get-together' nights where we can continue to build a strong sense of community.



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## My Great Neighbourhood Grant Application

### **BENEFITS:** How will your proposed project benefit the community?

Having a well-stocked Muster Station is the first line of defense in the event of a catastrophic earthquake or other emergency. The process of stocking the Muster Station, in addition to our other Connect and Prepare efforts, will allow us to mentor neighboring blocks and to ultimately build a more-connected and resilient neighborhood.

### **APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

We have permission from Jill and Ron McLean, property owners at 1320 Grant Street, to use their yard as the "Muster Station" and to house the "Muster Station Emergency Box" and we have heard from some residents in neighbouring blocks who expressed interest in connecting and preparing with residents on their streets.

### **LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

We don't foresee any concerns/risks. Jill & Ron McLean have property insurance, that includes liability insurance, in the event that someone is injured on their property. They will be checking with their insurance company to see if there is any unforeseen risk that this may pose.

The "Muster Station" is in a designated location. Teams will visit the station a couple of times a year to review contents/update lists. The box will be kept secured with a lock and will be clad in a façade to function as a garden bench.

Team members will source out information and supplies using their personal vehicles, which will be covered by their personal use car insurance.

### **PROJECT TIMELINE:**

Begin forming teams and sourcing supplies in April 2018. Muster station to be completely stocked and operational by August 2018. Connection activities to continue through until August 2021.

Start date: April 2018 Completion date: August 2021

(Projects must be completed within one year of receiving funds)

### **PROJECT LOCATION:**

Neighbourhood: Fernwood

Street: Grant Street (plans will extend to neighbouring blocks over time)

Address: 1300 Block

### **WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

April 2018 – establish teams on 1300 Grant Street to gather information about (a) water storage, (b) food preservation/storage, (c) communication lists, (d) 24-hour, 72-hour and 14-day emergency preparedness needs list.

May 2018 – meeting with task groups to exchange ideas and make resourcing/purchasing decisions.

June 2018 – meeting to compile supplies and lists, review plans, revamp list of needs/wants, secure the Muster Station Box.

July 2018 – orientation for all residents of the Block on where the Muster Station is located, how to access the supply box and what is housed in the box. This orientation will coincide with our annual Block Party festivities.

August 2018 – reach out to residents of 1400 Grant Street to begin an informal Connect & Prepare conversation.

January 2019 – host a Connect & Prepare meeting for residents of 1300 Grant Street to review our needs/wants for the Muster Station supplies/plans. Update communications lists.

July 2019 – orientation/review for any interested/ new residents of 1300 Grant Street. Update communications lists.

August 2019 – host a Connect & Prepare BBQ/ review meeting with residents of 1400 Grant Street. Reach out to residents of 1800 Stanley



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## My Great Neighbourhood Grant Application

Avenue to begin an informal Connect & Prepare conversation.

January 2020 – host a Connect & Prepare meeting for residents of 1300 Grant Street to review our needs/wants for the Muster Station supplies/plans. Update communications lists.

July 2020 – orientation/review for any interested/ new residents of 1300 Grant Street. Update communications lists.

August 2020 – host a Connect & Prepare BBQ/ review meeting with members of 1400 Grant Street & 1800 Stanley Avenue. Reach out to residents of 1300 Vining Street to begin an informal Connect & Prepare conversation

January 2021 – host a Connect & Prepare meeting for residents of 1300 Grant Street to review our needs/wants for the Muster Station supplies/plans. Update communications lists.

July 2021 – orientation/review for any interested/ new residents of 1300 Grant Street. Update communications lists.

August 2021 – host a Connect & Prepare BBQ/ review meeting with members of 1400 Grant Street, 1800 Stanley Avenue & 1300 Vining Street. Reach out to residents of 1300 Balmoral Road to begin an informal Connect & Prepare conversation...

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 5150

Amount requested from the My Great Neighbourhood grant fund: \$ 2000 (must not exceed 50% of total cost)

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
Refreshments for meetings & annual BBQs	\$500
Reimbursement for administrative support from Resilient Neighbourhoods organization	\$200
Supplies for Muster Station Box – pop-up shelter, masks, gloves, crank radio, first aid supplies, thermal blankets, 2 tarps, communication boards and list supplies.	\$1300
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$2000</b>

Items Provided by Applicant	Amount
Mileage for volunteers	\$50
Volunteer hours (\$20/hour x 100 hours)	\$2000
Donations to supply Muster Station Box Supplies	\$500
Donated Baking/Foods/Fuel for annual Meetings and BBQs	\$600
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$3150</b>

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the





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## My Great Neighbourhood Grant Application

funds back to the City of Victoria.

4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date:

April 7, 2018

Applicant Group/Resident Lead Name: Lisa Armitage/ Jill McLean

Signature(s):

[Signature]

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ None needed Design information, including site map and visuals of Project or Activity location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

**Mandatory pre-application meetings must take place by March 30, 2018**

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by April 15, 2018.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

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2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
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2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

PROJECT TITLE: \_\_\_\_\_

### PROJECT TYPE:

(Check one)

YES ☒ Placemaking

☐ Activity

### CONTACT INFORMATION:

YES ☒ Not-for-Profit Organization, or

☐ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Yvonne Mendel

Organization Name: (if applicable) Greater Victoria Cycling Coalition (non-profit society)

Physical Address: 709 Yates Street, Victoria, BC Mailing Address: PO Box 8586, STN Central, Victoria, BC V8W 3S2

Telephone: 250-885-6903

Email: [YvonneMendel@yahoo.com](mailto:YvonneMendel@yahoo.com) with cc to [Yvonne.mendel@gvcc.bc.ca](mailto:Yvonne.mendel@gvcc.bc.ca) please

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: \_\_\_\_\_ Cont



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## My Great Neighbourhood Grant Application

**PROJECT DESCRIPTION:** Please describe your proposed project.

I propose that my husband and I design and build a 8 portable stunts to be use for teaching small children bike skills. They would be light, portable wooden structures that could be moved to different locations around the city for special events such as block parties.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      **YES 5 years**      \_\_\_\_ years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

They could be repainted if the paint flakes off after 5 years.

Who will assume responsibility for ensuring these actions are undertaken?

Gary Pemberton can call to remind me. Haha!

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

My husband has worked for 2 separate engineering companies (Gary Carrothers and Hearold). He is an Autocad technician and has several years of local experience in the field. He can do hand sketches and autocad renderings. He knows the building code.

He is a mountain biker and he has Professional Mountain Biking Instructor training and Cycling BC training. He also has practical construction experience. He has worked for 2 construction companies and built a 900-square add-on to our house.

I would ask my 3 friends/neighbours on my street to help us build these stunts. We have completed a similar project in the past – we built 3 picnic tables using a Victoria Foundation Grant in November 2016.

I am on the board for South Island Mountain Biking and Greater Victoria Cycling Coalition. I would source volunteers to help us build them.

**BENEFITS:** How will your proposed project benefit the community?

It would provide entertainment for children and adults. It would encourage children to become more active and enjoy biking. It would help teach them bike skills that are needed for adult or student life when they need to commute by bike.



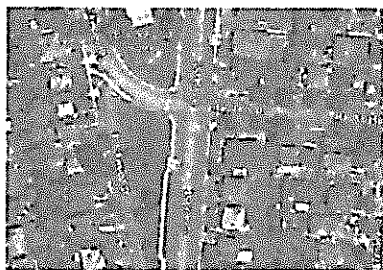


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## My Great Neighbourhood Grant Application

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

I would need the approval of the Parks Department. And I would need the City to store the stunts. I recommend we store them on City parkland such as the triangular greenspace between Blackwood and Cook.



- I am also investigating storage at CDI College (help from Quadra Village Community Center).

- Oswald Park has been suggested as it's already a cycling destination for families with small children. Photos to come.

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

Insurance would depend on the event. Greater Victoria Cycling Coalition could provide insurance for their events. South Island Mountain Biking could provide insurance for the stunts for SIMBS events at Cecelia Ravine in combination with the City, for example. The City of Victoria could purchase a policy from Oasis in Saskatchewan if you wanted.

### PROJECT TIMELINE:

Start date: August 1, 2018      Completion date: July 1, 2019

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: Portable but hoping for a home base in Hillside-Quadra

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
June 2018	Secure storage for bikes and modular obstacle course on City property
July 2018	Receive grant money
August 1, 2018	Design stunts
September 1, 2018	Buy Lumber, plywood, supplies
Fall (October, November) 2018	Build 4 stunts, paint them
Spring 2019	Build 4 stunts, paint them

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 11,200

Amount requested from the My Great Neighbourhood grant fund: \$ 5000.00 (must not exceed 50% of total cost)



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## My Great Neighbourhood Grant Application

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Amount
Plywood	1100
Lumber	600
Nails	100
Paint and paint supplies	400
Child's brand name bike and helmet, 24" tires	800
Seacan shipping container or MoBox	2500
Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)	
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$5000</b>

Items Provided by Applicant	Amount
Research into design (5) \$20/hour	100
Hand Sketching (8 hours) \$60/hour	480
Digital renderings (7 hours) \$60/hour	420
Project Management, volunteer coordination (60 hours) \$40/hour	2400
Truck and purchasing supplies (5 hours) \$20/hour	100
Cooking and babysitting for volunteers (10 hours) \$20/hour	200
Building the structures, manual labour	2000
Funding from outside sources (Victoria Foundation Grant or MEC or GVCC?)	500
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$6200</b>



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## My Great Neighbourhood Grant Application

### DECLARATION:

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Date: May 24, 2018

Applicant Group/Resident Lead Name: Yvonne Mendel

Signature(s):

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ Design information, including site map and visuals of Project or Activity location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

### Mandatory pre-application meetings must take place by March 30, 2018

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!

### FINAL REPORT GUIDELINES



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

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**PROJECT TITLE:** Ecolé Quadra Community Garden and Nature Play Spaces Initiative

### PROJECT TYPE:

(Check one)

- ☒ Placemaking  
☐ Activity

### CONTACT INFORMATION:

- ☒ Not-for-Profit Organization, or  
☐ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Bonnie Davison  
Organization Name: (if applicable) (parent at Ecolé Quadra)  
Mailing Address: 1058 Summit Ave  
Telephone: 250 588-3303  
Email: bonniedavisonhome@gmail.com

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: 106799927  
Contact Name: Cheryl Rolston, Vice Principal, Ecolé Quadra  
Organization Name: Ecolé Quadra PAC  
Mailing Address: 3031 Quadra St, Victoria, BC, V8T 4G2  
Telephone: 250 382-8296  
Email: c.rolston@sd61.bc.ca



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## My Great Neighbourhood Grant Application

### PROJECT DESCRIPTION: Please describe your proposed project.

This project aims to add more nature play spaces throughout Ecolé Quadra's school ground. These areas will be designed to provide children of all abilities, opportunities to connect with nature through play and discovery. All the nature play spaces will be accessible to children during class time, recess and lunch time, as well as afterschool, evenings, weekends and throughout the summer. These areas are being designed for the benefit of not only the children attending Ecolé Quadra but for the children and families living in the neighbourhood. There are many families in the neighbourhood who live in apartment buildings. We are hoping this project will make the school grounds a community meeting space for the families in the neighbourhood, as well as a great spot for the children at the school to connect with nature. The project includes sandboxes, logs and stumps for sitting and climbing, rejuvenation and protection of a garry oak meadow, benches, a food forest community garden which will include fruit trees, berry bushes and garden beds, as well as picnic tables throughout the community garden space.

### SUSTAINABILITY: What is the intended lifespan for your proposed project?

<1 year    2 years    3 years    4 years    5 years    \_\_\_\_ years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

The Community Garden and Nature Play Space Initiative has the support of the staff, administration and parent community at Ecolé Quadra. Even the students are being including in creating design ideas. Neighbours have been invited and will continue to be invited to join in the planning and upkeep of the community nature spaces. Ecolé Quadra is getting the approval from School District 61 to install an underground tap so that a drip irrigation system with a timer can be put in place throughout the community garden. This will help with the challenge of watering over the summer. We are getting support from Life Cycles Victoria for training classroom teachers and students to take care of the garden spaces. They are also offering ongoing support for maintaining the garden in regards to pruning trees, etc.

Who will assume responsibility for ensuring these actions are undertaken?

Bonnie Davison, a parent at Ecolé Quadra and president of the Outdoor Learning Association/Victoria Nature School Society, is leading a group of parents who meet monthly to focus on following through with this project. The principal and vice principal of Ecolé Quadra regularly attend these meetings.

### COMMUNITY INVOLVEMENT: How will your proposed project involve the community during and following implementation?

We held our first meeting in the fall to talk about possibilities. All parents of Ecolé Quadra and families in the neighbourhood were invited to attend this meeting. Invitation fliers were distributed to neighbours and signs were put up around the community and on social media. Invitations posted in the neighbourhood and throughout the school were also translated into Arabic. We will continue to engage school families and the community by inviting them to meetings, planting and building events, as well as a community BBQ to celebrate the project in the fall.



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## My Great Neighbourhood Grant Application

### **BENEFITS:** How will your proposed project benefit the community?

One of the biggest benefits of this project is having an outdoor space where community members of all ages can gather to connect. Having an outside gathering space where children can play in nature, family members can sit comfortably, and food can be grown and eaten, benefits the whole community by helping us all feel connected:

- to nature through play
- to the food we eat by empowering children and their families to grow and eat locally
- to our own diverse community

All of this will help us create a more diverse, healthy and thriving community.

### **APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

We need permission from School District 61 for the garden plan. They have already approved the plan for the benches and sand boxes and the final garden design will be submitted to the school district this week. It usually takes the district a month to approve garden type projects.

### **LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

There is no added risk to the people or property besides possibly attracting more wasps and bees. This will be dealt with through signs and education.

### **PROJECT TIMELINE:**

Start date: September 17<sup>th</sup>, 2017 Completion date: June 2019

(Projects must be completed within one year of receiving funds)

### **PROJECT LOCATION:**

Neighbourhood: Quadra/Hillside

Street: Quadra

Address: 3031 Quadra St

### **WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

Date	Milestone
September-December 2017	Build log/stump sitting area
September-December 2017	Build 3 sand boxes
April 2018	Build 4 <sup>th</sup> sandbox
April 2018	Add sand to boxes



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## My Great Neighbourhood Grant Application

October 2017-April 2018	10 Teacher/classroom workshops with Life Cycles
April 2018	Garden Design
October 2017-April 2018	5 Garden Design Meetings
October 2017-April, 2018	Development of Resources with Life Cycles (10 hrs @ \$30/hr)
June-August, 2018	SD61 staff install 1 or 2 hose bibs in underground irrigation boxes near to (or ideally in) the garden
September/October, 2018	Classroom & Community Soil Building and Pathway Construction - students & community volunteers flip all sod onto garden beds and sheet mulch beds, adding quality garden soil -Students & community volunteers move cedar woodchips and garden soil into designated areas
October, 2018	Planting of the perennial shrubs, fruit trees and berry bushes on garden boarder
October, 2018	Community Picnic/Celebration

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 14,029

Amount requested from the My Great Neighbourhood grant fund: \$ \$5000 (must not exceed 50% of total cost)



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## My Great Neighbourhood Grant Application

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Amount
5 metal 46" Round, Green Picnic Tables ( <a href="http://uline.ca">uline.ca</a> )	4,380
Secured with cement to the ground	500
Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)	120
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>5,000</b>

Items Provided by Applicant	Amount
Delivery and installation of logs and stumps for sitting and climbing area	500
Materials for building sandboxes delivery	400
Delivery of sandbox building materials	200
Sand and delivery for sandboxes	400
Moving sand to sand boxes	380
Garden Design	500
Cedar woodchips for pathway around garden and picnic benches	329
Soil for garden	400
Cedar for 12 garden boxes	2400
Garden Material Delivery	200
Seeds	200
2-5 gal transplants	770
4" transplants	200
Fruit Trees + delivery	500
Berry Bushes + delivery	200
Hand tools	200
Shovels	200
Rakes	160
Hose	40
Irrigation System Install	2000
Tool rental	100
LifeCycles labor for install	2400
Garden Shed (build by student trade program in SD 61)	1350
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$ 14,029</b>





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## My Great Neighbourhood Grant Application

### DECLARATION:

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4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 15, 2018

Applicant Group/Resident Lead Name: Bonnie Davison

Signature(s): 

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ Design information, including site map and visuals of Project or Activity location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

### Mandatory pre-application meetings must take place by March 30, 2018

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!



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## My Great Neighbourhood Grant Application

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Project design and/or activity plan information, including site map and sketches/photos of project location  
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2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

**PROJECT TITLE:** LEWIS STREET LITTLE FREE LIBRARY

### PROJECT TYPE:

(Check one)

- ☒ Placemaking  
☐ Activity

### CONTACT INFORMATION:

- ☐ Not-for-Profit Organization, or  
☒ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: ALAN CAMPBELL

Organization Name: (if applicable) NA

Mailing Address: 35 LEWIS STREET, VICTORIA BC V8V 2E9

Telephone: 250-385-0994

Email: [ALANGLENCAMPBELL@SHAW.CA](mailto:ALANGLENCAMPBELL@SHAW.CA)

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: BC SOCIETY # S-0064132

Contact Name: TEALE PHELPS BONDAROFF

Organization Name: GREATER VICTORIA PLACEMAKING NETWORK

Mailing Address: [INFO@VICTORIAPLACEMAKING.CA](mailto:INFO@VICTORIAPLACEMAKING.CA)

Telephone: NA

Email: [INFO@VICTORIAPLACEMAKING.CA](mailto:INFO@VICTORIAPLACEMAKING.CA)

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

NO.

**PROJECT TIMELINE:**

Start date: MAY 1, 2018

Completion date: JUNE 30, 2018

(Projects must be completed within one year of receiving funds)

**PROJECT LOCATION:**

Neighbourhood: JAMES BAY

Street: LEWIS STREET

Address: 32 LEWIS STREET

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

Date	Milestone
APRIL 9, 2018	CONSULT WITH LEWIS STREET RESIDENTS
APRIL 15, 2018	SUBMIT APPLICATION FOR MY GREAT NEIGHBOURHOOD GRANT
MAY 15, 2018	RECEIVE APPROVAL FOR GRANT FROM CITY OF VICTORIA
JUNE 1, 2018	PURCHASE MATERIALS FOR CONSTRUCTION
JUNE 15, 2018	COMPLETE CONSTRUCTION AND INSTALLATION
JUNE 22, 2018	COMPLETE BOOK COLLECTION, STOCKING, SIGNAGE AND PROMOTION
JUNE 30, 2018	OPEN LEWIS PARK LITTLE FREE LIBRARY

**PROJECT COST:**

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 1415

Amount requested from the My Great Neighbourhood grant fund: \$615  
(must not exceed 50% of total cost)

## My Great Neighbourhood Grant Application

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Amount
LUMBER AND MATERIALS FOR LITTLE FREE LIBRARY CONSTRUCTION AND INSTALLATION	\$615
Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)	
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$615</b>

Items Provided by Applicant	Amount
20 HOURS VOLUNTEER LABOUR @ \$20/HOUR	\$400
10 HOURS PROFESSIONAL SERVICES LABOUR @ \$40/HOUR	\$400
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$ 800</b>



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## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: APRIL 3, 2018

Applicant Group/Resident Lead Name: ALAN CAMPBELL

Signature(s):

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ Design Information, including site map and visuals of Project or Activity location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

**Mandatory pre-application meetings must take place by March 30, 2018**

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!

<u>Item</u>	<u>Quantity</u>	<u>Dimensions</u>	<u>Estimated Cost</u>
Plywood	1	3/4" GIS exterior - 8'x4'	\$30
Post	1	4"x4" treated - 8'	\$20
Lumber	2	3/4"x1.5" - 8'	\$5
Lumber	1	2"x4" - 8'	\$10
Lumber	1	1/2"x1.5" - 8'	\$5
Picture frame door	1	20"x21"	\$40
Plexiglass window	1	18"x19"	\$25
Door handle	1	old round knob style	\$5
Self-closing hinges	2		\$10
Door latch magnetic	1		\$5
Screws	1	#8x1"	\$5
Roofing paper	1	4'x4'	\$10
Roof cap	1	24"	\$10
Roofing shingles	1		\$30
Shelf liner plastic	2		\$5
Gingerbread wood decoration	1	8'	\$20
Wood siding	2	8'	\$10
Paint	4	Primer, 3 colours	\$20
Cost of installation by Parks Dept			275
Contingency			\$35
Administration of grant by GVPN			\$40
		TOTAL	\$615

**Project Title** "WORDS"

**Project Type** – Placemaking

**Contact Information** - Informal group

**Project Lead** – Jackie Robson

**Mailing Address** – 842 Princess Ave. Victoria, BC V8T1K7

**Telephone** – 250-361-9446

### **Partnering Not-For-Profit Group**

**Society Registration Number** - S-01895

**Contact Name** – Kelly Greenwell

**Organization Name** – Quadra Village Community Centre

**Mailing Address** – 901 Kings Rd. V8T 1W5

**Telephone** - 250-388-7696

**Email** – kelly@quadravillagecc.com or admin@quadravillagecc.com

### **Project Description**

A large mosaic attached to a 42 ft wooden fence. The fence is along the sidewalk in the middle of the 800 block of Princess Ave, specifically 833. The mosaic would be made of black or white tiles and broken ceramics except starting at panel #4, where ceramic pieces will begin to be incorporated into the mosaic that reflect the colours in the pre-existing 833 mosaic at the far right end of the fence. The black areas will be made of different shades and textures of ceramics and tiles, making it a slightly uneven surface. Those colours are shades of brown, green and pink. The mosaic will be mortared to Hardiboard cement board and screwed to the wooden panels.

This work is called 'Words' because it makes a comment on the power of words or language. The words in the mosaic read 'Beware of Words.' It is meant to be something to think about and give people a chance to come to their own understanding, rather than being lead in one direction or another. For purposes here, however, here are some quotes that at least point to the flavour of this work.

"Words are, of course, the most powerful drug used by mankind" --Rudyard Kipling

"At the heart of any language, then, is the poetic productivity of expressive speech. A living language is continually being made and remade, woven out of the silence by those who speak.... And this silence is that of our wordless participations, of our perceptual immersion in the depths of an animate, expressive world." — David Abram, *The Spell of the Sensuous: Perception and Language in a More-Than-Human World*

"Without knowing the force of words, it is impossible to know more." — Confucius

### **Sustainability**

– What is the intended lifespan for your proposed project? - In 3 years, the property owners will decide to remove the panels or keep them and assume responsibility for any future maintenance because the lifespan of the mosaic and the fence could be for 20+ years.

### **How will your project be maintained through its lifecycle and retired after its intended lifespan?**

- No maintenance expected in the foreseeable although future owners of the property may vote to dismantle the mosaic. The contingency fee should cover the cost of any potential graffiti removal or removal of the panels if in 3 years time, if the property owners vote to have it removed. If it's decided to remove the panels, Jackie will be responsible to take them away.

### **Who will assume responsibility for ensuring these actions are undertaken?**

- Jackie Robson

## **Community Involvement**

The neighbourhood is already involved, some neighbours giving feedback on the design of the mosaic and involved in general planning. Various tile businesses, hardware stores and thrift stores will be asked partner with us to provide materials. In the past, we've been successful in securing some donated materials. If the city support is given, families, friends, neighbours and students will be invited to join in all aspects of the work that will culminate in a neighbourhood block party to celebrate the completion of the mosaic.

## **Community Benefits**

Whenever we've taken on a project in the past such as our tree planting party or building and installing of a street library it has given the neighbours an opportunity to work together and get to know each other better. In some cases it has introduced people to each other that wouldn't have otherwise met. . Even when some people don't want to actually work on a project, they still want to come out and chat with their neighbours who are working. Some people's total involvement is by sharing tools. People are welcomed as whatever level they want to be involved. This project gives yet another focal point around which to work and celebrate together.

The mosaic will also leave a permanent record of the work that people accomplished together and will be another point of pride in the neighbourhood.

## **Approvals**

See attached letter from the property owners at 833 Princess giving permission and support for the project.

## **Liability**

– Are there aspects of your project that present risk to people or property? How will the risk be managed?  
No risks anticipated but there is insurance coverage provided through Quadra Village Community Centre.

## **Project Timeline**

– Start date – May 11, 2018      Completion date – September 12, 2018

**Project Location – Neighbourhood – North Park**

**Street Address – 833 Princess Ave.**

## **WorkPlan Schedule**

- May 11 – June 11, 2018 .....Approach businesses, secure donations and collect all needed materials.  
Committee of 3 at 16 hrs each = 48 hrs
- June 11 – July 11.....Remove and take away excess soil from fence line. Install t-bars and quick-set cement. Further prepare the fence by removing lower 4 inches along each panel.  
Work crew of 3 =24 hrs
- July 11 – August 11.....Attach t-bars to fence. Cut and attach hardiboard panels.  
Work crew of 3 = 12 hrs
- August 11 – July 11.....Break and begin gluing tiles and ceramics.  
Work crew of 5 = 40 hrs
- Aug. 11 – September 12.....Grout mosaic and re-attach hardiboard.  
Work crew of 5 = 20 hrs

Total of 144 volunteer hours X \$20 = \$2880

## **Project Cost-**

**What is the total cost of the proposed project (including in kind labour & donated & goods & services)**

- \$5,352.92

**Amount requested from the My Great Neighbourhood grant fund**

- \$2,300.00



Hardiboard	4 X 8 ft panels @ \$46 each 32 square ft panels X 6 42 ft X 3.41 ft = 143 ft	\$241.50
U-bolts with nuts X12		\$21.48
Mortar & Acrylic Additive	75 ft coverage is \$55.00 X 3	\$155.00
HPG anti-moisture protective coating		\$208.00
86 linear feet of 1"X 4" lengths of lumber		\$88.00
Tile to cover 143 square ft.		\$800.00
6 ft. T-bars	X6	\$57.00
Quick-set cement	X2	\$20.00
Screws		\$12.00
Post pounder rental		\$12.00
Contingency fee for removal of panels in 3 years time or for graffiti removal		\$150.00
Rental or donation of tile nippers, (\$20), sledge hammer, (\$6) motorized hardiboard sheers, (\$32), guillotine cutter, (\$35), reciprocating saw and blade (\$18), 3 shovels, (\$15), drill, (\$14), pickaxe, (\$15)		\$155.00
Sub-Total		\$1,919.98
PST,GST		\$230.39
Sub-Total		\$2,150.37
15% for Quadra Village Community Centre		\$322.55
Sub-Total		\$2,472.92
Total of 144 volunteer hours X \$20 =		\$2,880.00
<b>Total</b>		<b>\$5,352.92</b>

### Placemaking Project Budget - Items Funded by Grant

Hardiboard	\$241.50
U-bolts with nuts X12	\$21.48
Screws	\$12.00
86 linear feet of 1"X 4" lengths of lumber	\$88.00
Post pounder rental	\$12.00
Mortar & Acrylic Additive	\$155.00
HPG anti-moisture protective coating	\$208.00
Tile to cover 143 square ft.	\$800.00
6 ft. T-bars	\$57.00
Quick-set cement	\$20.00
Sub-total	\$1,614.98
PST,GST	\$193.79
Sub-total	\$1,808.77
Contingency fee	\$150.00
Sub-total	\$1,958.77
15% Admin Fee	\$293.81
<b>Total Requested</b>	<b>\$2,252.58</b>

**Items Provided by Applicant -**

Rental or donation of tile nippers, (\$20), sledge hammer, (\$6) motorized hardiboard sheers, (\$32), guillotine cutter, (\$35), reciprocating saw and blade (\$18), 3 shovels, (\$15), drill, (\$14), pickaxe, (\$15)	\$155.00
Donation of truck/gas for hauling hardiboard and tiles	\$35.00
Sub-total	\$190.00
GST,PST	\$22.80
Sub-total	\$212.80
Total of 144 volunteer hours X \$20	\$2,880.00
<b>Total Matching Contribution</b>	<b>\$3,055.50</b>



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

**PROJECT TITLE:** Oaklands Community Garden Phase 1

### PROJECT TYPE:

(Check one)

☒ Placemaking

☐ Activity

### CONTACT INFORMATION:

☒ Not-for-Profit Organization, or

☐ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Chris Holt

Organization Name: (if applicable) n/a

Mailing Address: n/a

Telephone: n/a

Email: n/a

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: 882929946RR0001

Contact Name: Chris Holt

Organization Name: Oaklands Community Association

Mailing Address: 1-2827 Belmont Ave, Victoria, BC V8R 4B2

Telephone: 250-370-9101

Email: ed@oaklandsca.com



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## My Great Neighbourhood Grant Application

### PROJECT DESCRIPTION: Please describe your proposed project.

The project is a community garden that will be located in Oaklands Park, in the open lawn between the ball diamond and the playground. The garden will be built over two phases, with the first phase dedicated to infrastructure and allotments, and the second phase to the commons areas. This grant is for key infrastructure for phase 1.

The garden will have deer fencing, with unlocked gates, and cover 900m<sup>2</sup> (0.22 acres). Within the fence, 45% of the planting area will be private allotments, 20% will be communal beds maintained and harvested by garden members (including members with and without allotments) for their use and for donation to community organizations, and 35% will be commons which may be picked by anyone passing by. There will be 31 raised-bed allotments of approximately 4ft x 8ft each, with 4 that are wheelchair accessible.

The commons (to be developed in phase II) is expected to consist primarily of a food forest that includes fruit trees, bushes, and vines, herbs, and edible perennials. It will also include some beds with salad veggies and cut flowers. Entryways and paths will be lined with flowers for people and pollinators to enjoy. Educational signage will help visitors know what to pick and how. There will also be an outdoor classroom space that will be available for use by local schools and colleges, and for gardening workshops and gatherings.

### SUSTAINABILITY: What is the intended lifespan for your proposed project?

>20 years (permanent)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

A mixed garden model was chosen in part so that maintenance of the commons could be included as an obligation in the user agreement for allotment-holders. A garden management committee will also recruit external volunteer resources to help build and maintain the commons. This will include work parties held in partnership with other organizations, eg corporate or non-profit Green Teams. It will also include recruiting individuals with specific skillsets for specific tasks (eg repair shed roof).

Membership dues will cover basic yearly costs like soil amendments, woodchip path top-ups, and pest-control. Materials for the garden were chosen specifically to last 20+ years (plastic lumber, PVC-coated metal) in order to reduce ongoing replacement needs. The Oaklands Community Association will seek grants and hold community fundraisers on an as-needed basis for any significant replacement/maintenance costs.

If the community garden needs to be decommissioned for some reason, the Oaklands Community Association will be responsible for this cost.

Who will assume responsibility for ensuring these actions are undertaken?

The management and administration of the garden will be co-ordinated by a volunteer Garden Management Committee under the leadership and guidance of the Oaklands Community Association's Community Development coordinator who reports to the executive director of the Oaklands Community Association. Members of the Garden Management Committee will be nominated or will self-select annually at the AGM to lead responsibility for garden site management. Ultimately, the Oaklands Community Association will be responsible for the maintenance of the garden.

### COMMUNITY INVOLVEMENT: How will your proposed project involve the community during and following implementation?

Garden construction will require substantial volunteer labour. We will be seeking help from local trades schools (eg for shed construction), corporate green teams (eg for path installation), elementary school families (eg for cobb play structure), and art school students (eg artistic gates and arbours).

In preparation for phase II we will seek input through design workshops with the broader community and specialized groups and individuals (such as master gardeners, landscape architects, permaculture experts) on design and layout of the commons, preferred types of fruit/food to plant, and public art and benches.

We hope to engage the local schoolchildren in these designs, possibly holding a competition for ideas for various elements. We also hope to engage local artists and college students in the process.

In spite of broad community support, some neighbours with backyards facing the park are opposed to the garden. We will offer to sign a Good Neighbour Agreement with these neighbours. For broader community involvement following implementation see next question.

### BENEFITS: How will your proposed project benefit the community?



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## My Great Neighbourhood Grant Application

The garden will be a place of beauty and whimsy that is inviting to children and accessible to seniors and those with disabilities, and fosters connections between neighbours. It will contribute to increased food security and capacity, especially for apartment dwellers in the Oaklands neighbourhood, and boost local biodiversity and pollinator populations.

Produce from this organic garden will have a lower environmental impact and, for most members especially those that are lower-income, will likely be displacing non-organic produce or processed foods shipped long distances. Gardening promotes health by increasing access to fresh produce, and providing exercise for seniors and disabled individuals. There are currently no allotment gardens in the Oaklands neighbourhood. Many people living in rental suites and in apartments along Hillside Avenue have expressed a desire to have a garden plot in the neighbourhood, including low-income seniors and young people and families. A portion of harvests from communal beds will go to community based organizations such as Cool Aid and the Cridge, as well as the Oaklands Community Dinners.

The majority of parks in Oaklands have green areas that consist primarily of mowed grass. This project will boost pollinator populations, increase soil health, and help to enhance biodiversity both directly and indirectly through demonstration. The Oaklands Community Garden is working with the David Suzuki Foundation's Butterflyway Project to become part of a city-wide corridor for butterflies.

Gardening helps children understand where their food comes from, fosters stewardship of the land, and cultivates lifelong healthy eating habits. The commons area food forest concept is inspired by Permaculture, an agricultural system centered on sustainability that will be illuminated in the signage for both children and adults. An outdoor classroom space will be open for use by local schools and colleges, and for gardening workshops and gatherings. The community garden is planning to establish a monthly gardening club for young children. Four elementary schools are within easy walking distance of the garden as well as two daycare centres, and several have expressed an interest in utilizing the outdoor classroom space and involving children in garden activities. The Oaklands Community Association's Out-of-School Care program is also keen to get involved.

Social isolation for seniors is a growing problem due to reduced birth rates and a highly mobile society. The community garden will be a public space that fosters social connections between neighbours—crossing age, cultural, and socioeconomic boundaries. The garden design calls for wheelchair accessible spaces that invite peaceful reflection, and others that overlook children's play areas. These will improve the quality of life for seniors that live in the numerous senior care and assisted-living facilities nearby (include Parkwoods, Aberdeen, Kiwanis) as well as those aging-in-place. Partnerships will be sought with local senior facilities to allow residents to visit and participate in the garden and in intergenerational programming. Residents of Aberdeen Hospital attended our open house and requested a partnership.

Partnerships will be sought with local intercultural associations to facilitate cross-cultural learning and sharing of food-growing practices.

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

An occupancy permit from the City of Victoria will be required. Our application is being processed and we expect it to go to City Council for approval within a few months.

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

There is some liability from people entering the community garden and potentially injuring themselves through normal accidents, especially children in the play area. The Oaklands Community Association has insurance that would be extended to cover the garden area.

### PROJECT TIMELINE:

Start date: \_\_\_\_\_ July 2018 \_\_\_\_\_ Completion date: \_\_\_\_\_ July 2019 \_\_\_\_\_

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: \_\_Oaklands\_\_

Street: \_\_Ryan St\_\_

Address: \_\_\_\_\_1500-1600 block of Ryan Street\_\_\_\_\_



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## My Great Neighbourhood Grant Application

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
June 2018	Obtain City Council approval for occupancy
August 2018	Obtain occupancy permit
August 2018	Installation of water lines and wheelchair accessible paths
Sept 2018	Install raised beds for allotments, and fill with soil
Sept 2018	Build main gates and arbours
Sept 2018	Begin soil-building for perimeter beds
Sept 2018	Lay woodchip paths
March 2019	Build garden shed
March 2019	Build compost bins
March 2019	Install deer fence
June 2019	Build cob play structures
July 2019	Install signage

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$105,353 (see attached)\_\_\_\_\_

Amount requested from the My Great Neighbourhood grant fund: \$ 5,000\_\_



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## My Great Neighbourhood Grant Application

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Amount
Deer fencing – 13% of total \$12,900 cost	\$1650
Decorative metal wheelchair-accessible gate	\$1000
2 decorative wood gates (\$200 materials +\$100 artist honoraria, x 2)	\$600
Materials for plastic-lumber and metal raised beds – 1/3 of total \$3000 cost	\$1000
Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)	\$750
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$5,000

Items Provided by Applicant	Amount
Victoria Foundation Grant	\$32,230
Outreach Coordinator (OCA in-kind professional staff support)	\$7,644
Volunteer labour building deer fence (50 hrs x \$20/hr)	\$1,000
Volunteer labour building raised beds (124hrs x \$20/hr)	\$2,480
YOUR TOTAL MATCHING CONTRIBUTION	\$43,354



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## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 15, 2018

Applicant Group/Resident Lead Name: Chris Holt

Signature(s): \_\_\_\_\_

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ Design information, including site map and visuals of Project or Activity location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

**Mandatory pre-application meetings must take place by March 30, 2018**

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!



# MY GREAT NEIGHBOURHOOD GRANT PROGRAM

**PROJECT TITLE:** Oaklands Legacy/Totem Project

**PROJECT TYPE:** ☐ Placemaking ✓

**CONTACT INFORMATION:** ☐ Not-for-Profit Organization ✓

## **PROJECT LEAD:**

**Contact Name:** Anne-Marie (Amei) Mai

**Organization Name:** Oaklands Elementary School, School District 61 (Greater Victoria)

**Mailing Address:** 2827 Belmont Ave, Victoria, BC, V8R 4B2

**Telephone:** 250-595-2444

**Email:** amai@sd651.bc.ca

## **PARTNERING NOT-FOR-PROFIT GROUP:**

**Society Registration Number:** 10679 9927 RR0001

**Contact Name:** Amei Mai

**Organization Name:** School District 61 (Greater Victoria)

**Mailing Address:** 2827 Belmont Ave, Victoria, BC, V8R 4B2

**Telephone:** 250-595-2444

**Email:** amai@sd651.bc.ca

**PROJECT DESCRIPTION:** Please describe your proposed project.

From September to June, 2018, Oaklands students, staff, parents, and community will participate in a school-wide construction of a totem pole and study of BC First Nations totem poles (and related topics).

- The construction of the totem pole will be under the voluntary guidance of renowned Kwagiulth artist (and Oaklands parent), Carey Newman.
- As part of this minds-on, hands-on multi-grade, collaborative, and cross-curricular project, student will immerse themselves in a comprehensive study of BC Aboriginal peoples.
- We will document the entire process and create a documentary in order to inspire other schools around the province to construct a totem for their school. We plan to present our documentary at the FNEESC (First Nations Education Steering Committee) Conference in Vancouver in November 2019.

- We will unveil the totem at a celebratory feast, and invite the Oaklands Community (i.e., parents and students, etc.), elders, and dignitaries.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

☐ 1 year ✓                      2 years                      3 years                      4 years                      5 years

**How will your project be maintained through its lifecycle and retired after its intended lifespan?**

- The project will start at the beginning of the school year (September 2018), and will be officially launched on Orange Shirt Day (on Sept. 28, 2018).
- Teachers, parents, community members, and other staff will help maintain the project throughout the year (September 2018 until June 2019).
- We will have an official unveiling of the totem pole in June, 2019 (which will happen close to National Aboriginal Day, June 21).

**Who will assume responsibility for ensuring these actions are undertaken?**

The project will be a team approach. Community members, teachers, administrators, parents, and others will ensure that students design, carve, and create alongside Kwagiulth artist, Carey Newman. Educators will ensure that students get a thorough and enriched aboriginal education across the curriculum.

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

One of our main goals for this legacy project is **relationship and partnership**. We are keen to develop a shared connection to BC First Nations history, issues, and values about education held by First Peoples of BC.

Also, the Oaklands community will be involved in the **hands-on** aspect of the project (of carving), but will also **participate in aboriginal education**, field studies, documentation and leadership, and the unveiling of the pole and feast in June, 2019.

**BENEFITS:** How will your proposed project benefit the community?

The project (of constructing a totem, teaching aboriginal history, and making a documentary) will help:

- make Oaklands a welcoming place for indigenous youth and its wider community,
- demonstrate Oaklands' continued commitment to teaching indigenous ways of knowing, doing, and understanding,
- promote a dialogue about and appreciation of BC's aboriginal culture, and
- be part of an open-hearted commitment and effort to accept and make changes around truth and reconciliation.

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (E.g. property owner permission, Heritage Alteration Permit, etc.)

None

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (E.g. insurance)

While students will use carving tools, they will be under the supervision of teachers, educational assistants, parent volunteers, and master carver, Carey Newman.

School District 651 has the appropriate insurance and safety protocols, and follows WCB guidelines.

#### **PROJECT TIMELINE:**

**Start date:** September, 2018 (with some planning starting happening in April-June, 2018)

**Completion date:** June, 2019

#### **PROJECT LOCATION:**

**Neighbourhood:** Oaklands

**Street:** Belmont Avenue

**Address:** 2827 Belmont Ave., Victoria, BC

#### **WORKPLAN SCHEDULE:**

Date	Milestone
September, 2018	<ul style="list-style-type: none"><li>• Introduce the project at the Orange Shirt Day assembly,</li><li>• Design the totem pole.</li></ul>
September, 2018 - June, 2019	<ul style="list-style-type: none"><li>• Document the entire process.</li><li>• Interview carvers, students, Oaklands community members (i.e., parents), elders, etc.</li></ul>
September - December, 2018	<ul style="list-style-type: none"><li>• Students study totem poles and other aboriginal units and lessons,</li><li>• Celebrate "Orange Shirt Day" (which commemorates the residential school experience and ongoing process of reconciliation),</li><li>• Students begin carving totem pole with the assistance of Kwagiulth artist, Carey Newman.</li></ul>
January - May, 2019	<ul style="list-style-type: none"><li>• Students continue to carve totem pole and study aboriginal education.</li></ul>
June, 2019	<ul style="list-style-type: none"><li>• Unveil the totem at Oaklands Elementary,</li><li>• Host a community/school feast with Elders, dignitaries, and other community members.</li></ul>

**PROJECT COST:**

What is the total cost of the proposed project (*including in kind labour and donated goods and services*): **\$5,000 (for installation, plaque, and carving tools).**

Amount requested from the My Great Neighbourhood grant fund: **\$5000.**

**PLACEMAKING PROJECT BUDGET:**

Items Funded by Grant	Amount
Carving tools	\$1000
Honorariums for elders, speakers, dancers, and other dignitaries	\$1000
Plaque	\$3000
Project retirement cost and 15% maintenance contingency of total budget or as agreed w/ staff (\$1,500 max)	
<b>TOTAL REQUESTED</b> (must not exceed your Total Matching Contribution below)	<b>\$5000</b>

Items Provided by Applicant	Amount
Video equipment	\$1000
Carey Newman (artist) honorarium	\$1000
Aboriginal resources	\$2000
Carving tools	\$1000
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$5000</b>

**DECLARATION:**

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.

8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 14, 2018

Applicant Group/Resident Lead Name: Anne-Marie (Amei) Mai

Signature(s): Amei Mai





1 Centennial Square  
Victoria, BC V8W 1P6  
604.681.2100 ext. 2100  
grants@victoria.ca

## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

**PROJECT TITLE:** Safety and Placemaking in Oaklands Park

### PROJECT TYPE:

(Check one)

☒ Placemaking

☐ Activity

### CONTACT INFORMATION:

☐ Not-for-Profit Organization, or

☒ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Ben Clark

Organization Name: *(if applicable)* \_\_\_\_\_

Mailing Address: 2643 Shakespeare St, Victoria, B.C. V8R4G8

Telephone: 250-884-3133

Email: blaclark@icloud.com

### PARTNERING NOT-FOR-PROFIT GROUP:



1 Centennial Square  
Victoria, BC V8W 1P6  
E: [ed@oaklandsca.com](mailto:ed@oaklandsca.com)

## My Great Neighbourhood Grant Application

Society Registration Number: \_\_\_\_\_

Contact Name: Chris Holt

Organization Name: Oaklands Community Association

Mailing Address: \_\_\_\_\_

Telephone: 250-370-9101

Email: ed@oaklandsca.com





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250.625.6100 ext. 2222

## My Great Neighbourhood Grant Application

**PROJECT DESCRIPTION:** Please describe your proposed project.

The proposed project builds on recent upgrades to the park, and will improve safety for path users at night. The two main components are a gathering area with a set of benches and a little free library, and lighting along the pathway between Shakespeare St and Kings Rd.

Based on quotes from Carmanah Technologies, a local solar lighting company, \$5000 could pay for two solar-powered lights along the small section of pathway. If this is successful, then continuing lighting

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years      20 years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

Once in place, the lights and gathering area will require little maintenance. The project lead will maintain the little library and bench area. This includes picking up garbage, maintaining a mix of books, and

Who will assume responsibility for ensuring these actions are undertaken?

Project lead

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?



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P: 250.382.6100 ext. 222

## My Great Neighbourhood Grant Application

- Consultation with neighbours and other groups that use the park
- Soliciting design input and labour from users
- Connecting activities at the community centre to different parts of the neighbourhood
- Celebrating the activities that happen in the park

**BENEFITS:** How will your proposed project benefit the community?

The project will build on recent improvements to Oaklands Park (sport court fences, pathway, exercise equipment), and give users a place to gather.

The little library will be designed with an area for books, and also an area to post community information from the Oaklands Community Association.

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

- Nearby property owners
- Parks department

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)



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## My Great Neighbourhood Grant Application

Benches and light installation will be designed with accessibility standards in mind, and with rounded edges and limited tripping hazards to keep the area safe for children playing.

### PROJECT TIMELINE:

Start date: August 2018 Completion date: March 2019

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: Oaklands

Street: Shakespeare

Address: Oaklands Park (south end between Kings Rd. and Shakespeare St.)

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
July 2018	Convene group of volunteers
August 2018	Design of gathering area and procurement of pathway lighting
September 2018	Installation of benches and pathway lighting
October 2018	Landscaping and polishing construction
November 2018-February 2019	Contingency
March 2019	Launch party

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 10,000

Amount requested from the My Great Neighbourhood grant fund: \$ 5,000 (must not exceed 50% of total cost)

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Amount
Materials for benches and library	\$3,000
- Includes wood, concrete, paint, permeable paving material, plants	
Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)	
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$3,000</b>

Items Provided by Applicant	Amount
Volunteer labour (\$20/hr)	\$1500
Professional Carpentry Services (\$50/hr)	\$500
Maintenance (\$20/hr)	\$2000
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$4000</b>



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Phone: 250.681.2222

## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 15, 2018

Applicant Group/Resident Lead Name: Ben Clark

Signature(s): 

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ Design information, including site map and visuals of Project or Activity location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

**Mandatory pre-application meetings must take place by March 30, 2018**

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.