

2018 Fall Intake

My Great Neighbourhood Grants

Appendix C

Placemaking Grants

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1 Centennial Square Victoria,  
BC V8W 1P6  
E: [grants@victoria.ca](mailto: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: **Brighton Green, Native Plant Restoration** –Revised Oct 18, 18.

### 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: Monique Genton, MFA

Organization Name: *(if applicable)* Member, Native Plant Study Group, UVIC

Mailing Address: 1947 Brighton Avenue, Victoria BC

Telephone: 250-882-8916

Email: genton@telus.net

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: N/A \_\_\_\_\_ Con



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## My Great Neighbourhood Grant Application

### PROJECT DESCRIPTION:

In 2016 I attended a lecture given by Thomas Munson, Victoria Parks Department. He pointed out remnants of Garry Oak meadows within the City of Victoria and he stressed the importance of restoring and protecting these vital areas. One such location is at the junction of Brighton Avenue and Amphion Street where the street ends at a rocky meadow and a little further east there is an island in the road with Garry oaks. At that time the area was littered with garbage, neighbours were using it as a place to dump their garden waste, and plants were trampled by unfettered bike traffic. After some non-indigenous spring blooms, the meadow appeared brown and lifeless the rest of the year. In 2017 I contacted Thomas and offered to take on the challenge of restoring the site.

Myself and local neighbours have volunteered over 500 hours at the site over the past year. The site required extensive invasive species management and removal of broken glass, drug paraphernalia, and other garbage. Native shrubs were supplied by City of Victoria Parks and via my efforts in the Saanich Native Plant Salvage Program. Additional native plants were donated by my fellow members of the UVIC Native Plant Study Group, Louise Goulet, and by Habitat Acquisition Trust.

Following a site meeting with Kimberley Stratford On Sept 25, 18, this submission is a request for funding for:

- 275 feet of split-rail fencing, to restrict bike and foot traffic to designated trails.
- 3 yards of aged leaf mulch, to reduce erosion and to enrich the soil.
- 4 liters of deer spray.
- Access ramp added to the west sidewalk to provide safe access for disabled and other wheeled traffic.

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

<1 year      2 years      3 years      4 years      5 years      • **25 years**

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

Maintenance by volunteers in the neighbourhood under the guidance of Victoria Parks Dept. Once established, native plants tend to be drought tolerant and do not require extensive management. We expect maintenance to require much less time once planting is complete and mulch is provided to suppress weeds. The City of Victoria currently provides watering in the dry season for newly established plants. The City has historically mowed grassy areas in the summer time, and removed leaf piles in the Fall. There has been some discussion about prohibiting neighbours from dumping garden waste on the site—perhaps providing a receptacle somewhere in the neighbourhood.

Who will assume responsibility for ensuring these actions are undertaken?

Monique Genton, MFA, retired MRI technologist and college teacher, resident of 1947 Brighton Avenue, with guidance from Victoria Parks Dept.

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

In Spring 2017, after consultation with Thomas Munson, a notice was distributed to surrounding neighbours, requesting their input regarding plans for the native plant restoration. I also went door-to-door talking to people about the project. Not all neighbours could be contacted. Thomas Munson spoke to some of the neighbours. A notice posted on site advised viewers of our plans and provided my contact information. Other than one disgruntled neighbour who now appears to approve of the changes, support from the



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community and neighbours has been good. There are two neighbours who regularly assist with planting and weeding, and three others who provided their assistance in the early phase of restoration. Another gave us access to his water. I am proud to say that many locals have told us how happy they are to see the improvements.

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

Our community will gain a restored Garry Oak Meadow.

Less than 5% of indigenous Garry Oak meadows remain in our region. Every remnant saved, protects increasingly endangered plant species, and provides food and habitat for native birds and pollinators. As we work at the site, we have taken the opportunity to teach people about the various plants we have installed.

We have restored an area that was previously covered with invasive species, littered with garbage, and was crisscrossed with mountain bike trails. By beautifying the area and improving disability access with a ramp, we hope to encourage foot and wheeled traffic through our neighbourhood. A long-term goal would be to connect with other neighbourhood restoration sites to create an east-west native-plant corridor—an important feature for the survival of plant species, pollinators, birds and other wildlife. Future improvements, could include: a seating/picnic area on the Amphion aspect. There may be a historical link to use of the Brighton walkway by native peoples travelling from Oak Bay to Victoria's inner harbour. A future public art related to this could be interesting.

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

The project on Victoria City property was inspired by Thomas Munson of the City of Victoria Parks. He reviewed my proposal, addressed concerns of one neighbour and approved a weeding and planting plan. He provided about a dozen native shrubs, sedums, wooley sunflower, and seeds to germinate.

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

I am not aware of any insurance associated with this project, but I believe that the following improvements will reduce liability.

1. This proposal includes a request for an access ramp. Adding an access ramp at the West approach to the site on Brighton would improve safety (see map attached). Currently some cyclist are surprised by the drop off from a city-installed paved path. I have witnessed falls. Elderly people with walkers and those with wheelchairs will have easier and safer access, and I hope will be encouraged to visit the site.
2. Limiting access to designated pathways will reduce liability related to use of steeper, rocky areas.
3. Previously the site was used for mountain bike practice, and drug use. As the project is developed, we are seeing less evidence of these practices.

**PROJECT TIMELINE:**

Start date: May 2017 Completion date: Ideally, fencing would be installed this Fall-Winter 2018. Weeding and planting is ongoing. See workplan below.

**PROJECT LOCATION:**



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East aspect of 1900 Block Brighton at the junction with Amphion Street. See map attached.

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
Ongoing	Invasive plant removal
October to Dec 2018	Installation of salvaged native shrubs, forbs, mosses currently stored at my home at 1947 Brighton.
Nov-Feb 2019	Installation of split-rail fence.
Jan-May, 2019	Add native plants as acquired, via NPSG or Saanich salvage program, or from City of Victoria.
Mid May to early June, 2019	When the spring flowers are blooming, a Celebration of Completion! Dedication? A name for the site? Consider seating area as next phase of project.

### PROJECT COST:

#### PLACEMAKING PROJECT BUDGET for Brighton Green:

Items Funded by Grant	Amount
<b>Split Rail Fence</b>	
275' of two-level, 8" split-rail cedar fencing. Cedar, \$3.00/ft +150 shipping	\$1800.
28 Concrete bases with hole for ready-rod posts, \$10.79 + tax=12.30 + delivery est \$40.	\$350.
'Readyrod', nuts & bolts for securing rail fencing.	\$500.
Fence installation estimated labour costs, based on Sept 28, 2018 quote from <i>High Meadow Excavating and Landscaping</i> , Mark Hogeweide 250-686-0599	\$1600.
<b>Other items</b>	
Three yards City of Victoria two-year-old mulch, delivered	0.0
4 litres of deer repellent spray	98.
Additional labour by volunteers not included in funding request but estimated additional 500 hours of maintenance and planting for the upcoming 12 months. 300x40=\$1200 + 200 x 20=\$600 for a <b>total of \$1800 of volunteer labour.</b>	0.
Subtotal	<b>4348.</b>
Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)	652.
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>5000.</b>

Items Provided by Applicant	Amount
Landscaping and gardening tools.	\$300.



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Six pairs of gardening gloves, and two pairs of knee pads.	\$100.
a. Estimated value of approximately 120 plants installed plants salvaged from the Saanich program or donated by individuals, or acquired via raffle at NPSG, UVIC @ \$5/plant. b. Over 200 native bulbs (Camas, Fawn lilly, Harvest brodeiaia, etc). valued at \$2 each. c. 15 sq feet of indigenous mosses from Highlands salvage and Saanich salvage. d. Large sword ferns and woodland roses from Sooke salvage.	a. \$600. b. \$400. c. \$80. d. \$100
Cost of Mycorrhiza 2 x (\$20.99) transplant compound 10-52-10, Unable to obtain this via request to Parks Dept. Bamboo stakes \$5.94.	\$60.00
Plant purchase from Saanich Native Plants when unable to obtain from Parks dept: (trillium, broad-leaved stonecrop, Broad-leaved shooting star, Few-flowered shooting star, nuttalls, toothword, Blue-eyed Mary, field pussytoes, Pink fawn lilly.	\$135.00
Borden Merchantile: Additional deer fencing	\$29.85
As of Sept 27, 2018: 483 hours of labour by Monique Genton at the site, which does not include time spent salvaging native plants for the site via the Saanich Native Plant program. Calculated at \$40/hr, as suggested.	\$19,720.
As of Sept 27, 2018, 97 hours of work by other volunteers calculated at \$20/hr.	\$1,940.
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$23,465</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: Sept 27, 2018

Applicant Group/Resident Lead Name. **Monique Genton**



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Signature;

A handwritten signature in black ink, appearing to read "M. Gordon".

✓ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

✓ Design information, including site map.

✓ Photos of the site.

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.

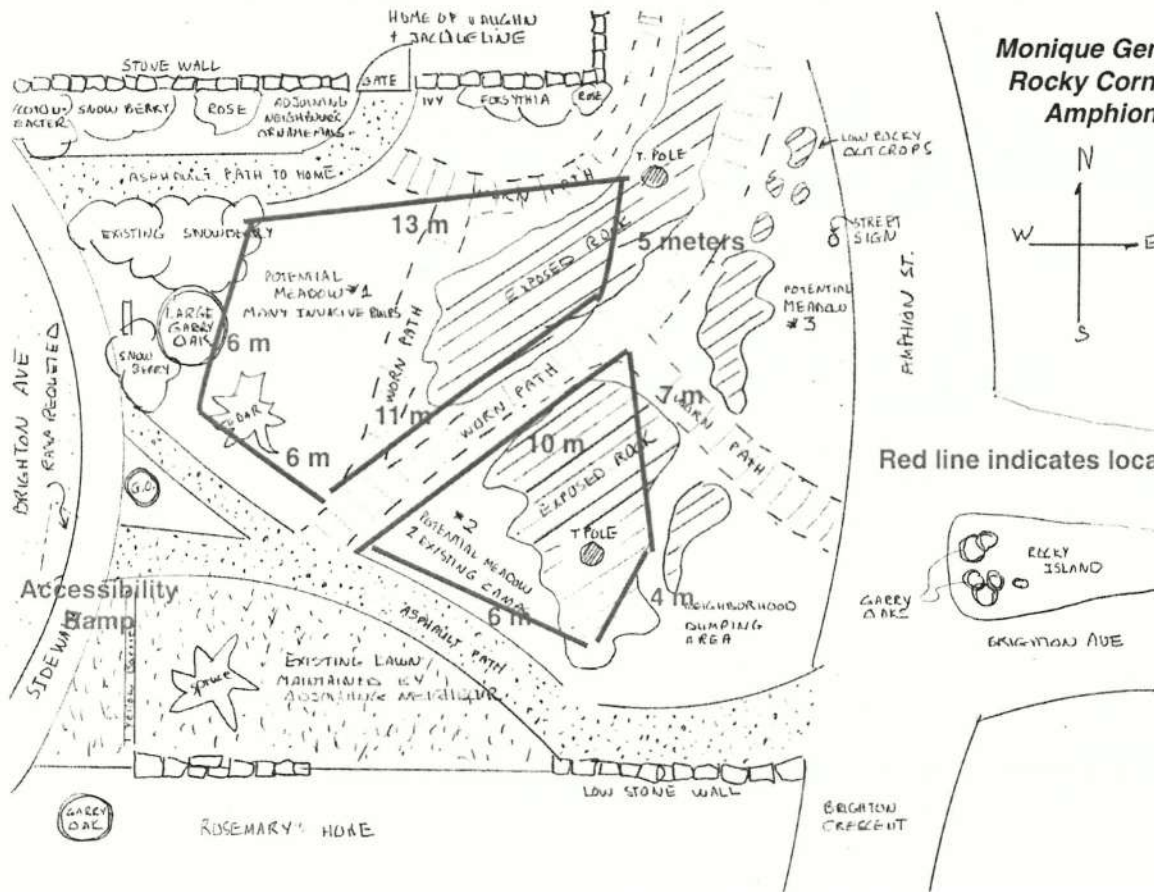
✓ You can expect to receive a letter from Habitat Acquisition Trust, in support of this project.



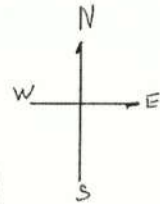


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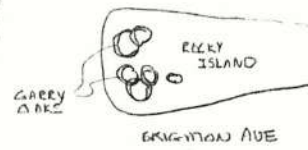
# My Great Neighbourhood Grant Application



Monique Genton Aug 28, 2017  
Rocky Corner, Brighton and  
Amphin, Victoria, BC



Red line indicates location of split-rail fer





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Sept 2017 Early stage of restoration during removal of many invasive plants.



Jan 2018 Installation of first plants after removal of invasives.



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Aug 2018



June 2018, Wooley Sunflower—a favourite of pollinators.



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Harvest brodiaea in the central meadow, June 2018



Mahonia near the large oak provides shelter and food for birds.



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Split-rail fencing and seating at Gorge Community Gardens



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Wilmer Green, Gonzales neighbourhood.



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## My Great Neighbourhood Grant Application

### **Mandatory pre-application meetings must take place by October 5, 2018**

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

Here are the questions we would like you to consider in your final report on your project:

- What were your project objectives and did you achieve them?
- Did your project involve working with residents? How did that go?
- How has your project been received by the community?
- Please provide a financial breakdown of the final budget and explain any changes that were necessary
- Are there any other thoughts or observations you would like to share?
- Please provide some photos of the finished project or the activity.

In addition to this report, please consider accepting an invitation to participate in a future event to share your project experience with other residents.

Please forward your final report to your Neighbourhood Advisor within 30 days of completing your project.

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)







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## 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
  - 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 Ravine Community Garden – Bed Replacement

### 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: Rachel O'Neill

Organization Name: (if applicable) Burnside Gorge Community Association

Mailing Address: 471 Cecelia Road

Telephone: 250-388-5251

Email: [rachel@burnsidegorge.ca](mailto:rachel@burnsidegorge.ca)

### PARTNERING NOT-FOR-PROFIT GROUP: SEE ABOVE

Society Registration Number: 135261972RR0001

Contact Name:

Organization Name:

Mailing Address:

Telephone:

Email



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

The Burnside Gorge Community Association (BGCA) operates the Cecelia Ravine Community Allotment garden developed in 2011/2012. The gardens include 23 plots that are rented out to community members on an annual basis, a community herb spiral, two large berms planted up with edible herbs and shrubs open to public harvest, as well as three community beds. The allotment plots are a simple wood construction and degrade over time. There are several plots that are in disrepair and now need to be replaced.

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

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

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

Garden users will continue to be responsible for the ongoing maintenance and upkeep of the gardens. It is anticipated that plots will need to be replaced every 5-10 years.

Who will assume responsibility for ensuring these actions are undertaken?

Gardeners are responsible for the ongoing maintenance and upkeep of the gardens with the support of the BGCA's garden coordinator.

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

Volunteers will assist with the construction of the garden beds and in the ongoing maintenance and upkeep of the gardens. Volunteers commit roughly 15-20 hours to the garden each month throughout the year.

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

The Burnside Gorge area has a high density residential section and a high level of renters. The community garden provides a public greenspace, a neighbourhood meeting place and it also provides community members with an opportunity to grow flowers or food that they may otherwise not be able to grow. The community gardens keep residents connected and actively using the area which improves the safety and reputation of the Park.

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

BGCA currently holds a License of Occupation for the community gardens. No additional approvals are required for this project.

**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 limited risks associated with this project. For example, lumber will be pre-cut, there will be no use of large or high-risk power tools and BGCA currently holds insurance that covers garden projects and volunteers.

**PROJECT TIMELINE:**

Start date: January 1, 2019    Completion date: April 1, 2019



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## My Great Neighbourhood Grant Application

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

**PROJECT LOCATION:**

Neighbourhood: Burnside Gorge

Street: Cecelia Ravine Park

Address:

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

Date	Milestone
January	Measure & source building materials
February	Empty soil from plots to be replaced
February	Dismantle and remove existing beds
February	Build & install new beds
February	Replace soil

**PROJECT COST:**

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$3,600

Amount requested from the My Great Neighbourhood grant fund: \$1,800 (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
Materials & Supplies – untreated cedar planks (48), brackets & hardware, support posts, equipment rental	\$2,200
Labour – 70 hours	\$1,400
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>\$3,600</b>
Items Provided by Applicant	Amount
Labour (in-kind volunteer hours)	\$1,400
Cash	\$400
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$1,800</b>



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### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$</b>

Items Provided by Applicant	Amount
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$</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:

October 15, 2018

Applicant Group/Resident Lead Name:

Burnside Gorge Community Assoc.

Signature(s):

[Handwritten Signature]

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 October 5, 2018

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **October 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:** Solar Power at the Compost Education Centre

**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: Alysha Punnett

Organization Name: *(if applicable)* Compost Education Centre

Mailing Address: 1216 North Park St., Victoria, BC, V8T 1C9

Telephone: 250-386-8676

Email: sitemgr@compost.bc.ca

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

Society Registration Number: 33486

Contact Name: Same as above

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

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

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

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



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## My Great Neighbourhood Grant Application

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

The Compost Education Centre's (CEC) aquaponics system is an example of a closed-loop system that maximizes its outputs to produce food. Fish excrete in the water, creating a dilute fertilizer for the plants when it is then pumped up into the grow bed. From here, vegetable plants filter out the nitrates so that the water falls back into the tank clean for the fish. The CEC is applying to the My Great Neighbourhood Grant for funds to install a solar panel and battery to take this system off the grid and make it an even better example of sustainable food production, as well as an accessible demonstration of solar energy use for those interested in learning how to do this in their own homes.

**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 project will have a regular steward in the CEC's Site Manager. They will look after the installation, any repairs or replacement of equipment and the retirement of the system should this become necessary. This project is intended to be a first step in a graduated plan to convert the entire CEC to solar power, so there is incentive for it to be maintained in working order.

Who will assume responsibility for ensuring these actions are undertaken?

The CEC's Site Manager will be responsible for the above actions.

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

The CEC exists as a community resource for those interested in sustainable living and ecological gardening. Over 10,000 people visit the CEC annually to access educational programming and information related to topics. We have received many requests from these members of the public for accessible, entry-level education and demonstration on renewable energy use in the home and garden. When we polled our social media community in September 2018 (we reach approximately 23,000 people a month) about the current desire for this education, 95% of respondents indicated they would attend a workshop or access resources on this topic.

The CEC would tie the solar panel installation into the Victoria community by hosting an unveiling celebration for the community to attend, creating accessibly priced workshops for members of the public to participate in, incorporating it as a highlight in our interactive site tours, writing how-to factsheets for those that cannot attend a workshop or site tour, and featuring this exciting new project in our newsletter, social media and in the articles we regularly contribute to local publications such as the Village Vibe in Fernwood.

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

Broadly, this project aims to contribute to making Victoria's community more resilient and less dependent on fossil fuels. At the practical level, it will provide a tangible demonstration of using alternative, renewable energy systems in the home and garden. Members of the public will be able to see this demonstration when visiting the CEC, either on self-guided tours or when participating in guided site tours and workshops. Easily accessible, affordable, entry level demonstration and education is necessary for community members to adopt more sustainable practices and become contributing members of a resilient community. There is a dearth of community-level projects that aim to



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## My Great Neighbourhood Grant Application

demystify solar energy use by providing free or low-cost access to a demonstration, educational resources and expertise. The My Great Neighbourhood Grant would help to create this opportunity for the Victoria 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.)

None.

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

The CEC has \$5 million in general liability insurance.

**PROJECT TIMELINE:**

Start date: January 1, 2019 Completion date: September 1, 2019

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

**PROJECT LOCATION:**

Neighbourhood: Fernwood/North Park

Street: North Park St.

Address: 1216 North Park St., V8T 1C9

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

Date	Milestone
December 2018 - January 2019	Promote workshop on Solar Energy in the Home and Garden
February 2019	Procure consulting services to guide project
March 2019	Purchase solar panel and battery system
April 2019	Install system, run workshop
May 2019	Monitor system, feature system on site tours
June 2019	Unveil system at annual Garden Party, run workshop, feature system on site tours
July 2019	Create educational factsheet #19: Solar Energy in the Home & Garden
August 2019	Create and install educational signage for self-guided tours



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## My Great Neighbourhood Grant Application

### PROJECT COST:

What is the total cost of the proposed project (*including in kind labour and donated goods and services*): \$ 4000

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)

Budgets examples can be viewed on the website.

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Amount
Solar Panel and Battery	\$2000
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>\$2000</b>

Items Provided by Applicant	Amount
Site Manager salary for installation, maintenance, workshop creation and delivery, factsheet creation and writing project - 75 hrs @ \$22/hour	\$1650
Solar Energy professional consultant - 4 hours @ \$50/hour	\$200
CEC in kind services for unveiling celebration, communications and promotion	\$150
<b>YOUR TOTAL MATCHING</b>	<b>\$2000</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: October 12, 2018

Applicant Group/Resident Lead Name: Alysha Punnett

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.



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### Solar Power at the Compost Education Centre Site Map & Project Visuals

Location of solar panel project

Straw Bale

CEC Office & Resource

University students learning about closed loop systems from Site Manager.

North Park

Front view of aquaponics system. Fish tank holding goldfish on bottom, grow bed growing lettuce on top.



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## 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:** Creating Community on Cornwall Street

### 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: Dana Crudo/les

Organization Name: *(if applicable)* Cafe Cornwall

Mailing Address: 640 Cornwall St.

Telephone: 778 898 4550

Email: dcrudo@shaw.ca

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S-0011840

Contact Name: Vanya McDonell

Organization Name: Fairfield Gonzales Community Association

Mailing Address: 1330 Fairfield Road, Victoria

Telephone: 250-382-4604

Email: vmedonell@fairfieldcommunity.ca



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

The *Creating Community on Cornwall Project* is planned to generate a sense of community and engagement on the 600 block of Cornwall Street, through the creation of a virtual and figurative *Cafe* gathering space, that will serve as a centre point for community to gather. As a point of interest on the boulevard, it is also designed to encourage local traffic to move slowly through the area, which includes pedestrians, bikes, and vehicle traffic through the community of 600 block. This installation is designed to create an interesting space that suggest a local community coming together on the boulevard, with garden space and benches/chairs. Additionally, by creating interesting outdoor spaces that encourage slower moving traffic, the project aims to reduce 'non-local' traffic that may be passing through Cornwall St., by demonstrating that the 600 block of Cornwall Street is a centre point where pedestrians gather together. As the larger Fairfield community develops, the *Cornwall Community Project* is a proactive step to creating liveable, walkable communities in the Victoria city. This *Project* will have two installations, with this October 15th grant application focused on the first installation.

### Installation 1

*Cafe Cornwall* will be an installation located on the East boulevard of the 600 block (at the midpoint), with a community bench, and 2 chairs (seating 4 total). The seating area will be surrounded by a low maintenance flower garden, and will capture the sun at different times of the day. The space will be for community to gather for a quiet conversation, or as the centre point during organized street festivities (e.g. annual Cornwall street party). The seating area will also serve to support initiatives to provide rest points for children, seniors, and the frail as they pass through the local streets on their way to other amenities. Please see *Appendix A* for a site map to scale, *Appendix B* for pictures, and *Appendix C* for the stakeholder consultation form, and *Appendix D* for a summary of the results of the Stakeholder consultations. Consultations were done for any homes sharing a property line with, or directly across from an installation. Additional neighbours within a line sight of the installation provided consultation forms to show their support and approval for the Project. The installation covers an entire small boulevard that lies between two driveways. The owners of both residences are joint applicants on this application and the third applicant is almost directly across the street.

The 600 block of Cornwall Street has a large number of children living on it (21 last count). Community members, including children, adults, and pets, may be crossing the street to visit with neighbours and friends gathered at *Cafe Cornwall* (the four seating areas plus garden space). In order to improve visibility of this pedestrian-focused area, *Cafe Cornwall* will include a series of 'visual kid alert' signs that can be moved to the curb, starting and ending on either side of the *Cafe* where most of the children live.

*Creating Community on Cornwall Project* members have been working with Brad Dellebuur of the City of Victoria Engineering Department, and are graciously appreciative of the City's offer of the installation of 2 green shared-road signs for either end of the 600 block, as part of this place-making project. The signs will be on tall poles installed by the City, to announce to drivers and pedestrians that the 600 block is a multi-use street, with pedestrians (including small children), animals, bikes, and cars all sharing the use of the space. As we gather more community in public spaces, we want to take proactive measures to announce to drivers and pedestrians alike that the street is multi-use and everyone should take care and be aware.

### Installation 2 (Deferred to the Spring Grant Intake)

The *Creating Community on Cornwall Project* is working with the City of Victoria on another installation, for which the project team is currently engaged in a Cornwall Street stakeholder consultation. The project team is also working with Brad Dellebuur, from the City of Victoria Engineering Department, who is drafting a scale map of one or more ideas that would be acceptable and allowable based on the City's regulations and standards to which the road system is built and operated. The Project team is deferring the submission of this part of the project until the spring grant intake, in order to do a more in-depth consultation with the 600 block of Cornwall street, with the installation options drafted through consultations with those on the street and feedback and support from the Great Neighbourhood grant team and City Engineering.

The remainder of this grant application refers only and specifically to Installation 1 - *Cafe Cornwall*.

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

**Installation 1 - 10+ years**





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

The benches and chairs are made of heavy duty recyclable material, with a longevity of 20+ years. After they are no longer useable, they can be removed and replaced or recycled, or in the future the space can remain free of seating to serve as a space for community to gather. The owners and stakeholders on the immediate surrounding properties (646, 643, 637, 636, 633) will work together to weed the boulevard gardens during informal gathering, with the owners at 637 taking the lead on coordination and the neighbours on the immediately adjacent properties (633 and 637) will be responsible for watering when needed. The space is very small and will be planted with items that are easily tended to.

Who will assume responsibility for ensuring these actions are undertaken?

The project team, including (633, 637, and 640).

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

A stakeholder form was prepared for each installation, including a site map (to scale) of the location. The stakeholder package was distributed to **12 properties** immediately surrounding the proposed location of *Cafe Cornwall*, including a feedback form and a deadline for submission. Of the 11 received responses, 10 were supportive, and 1 was neutral, for an overall community approval rate of **91%**. All feedback was carefully considered, and is summarized in Appendix D.

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

**Installation 1** - Cafes are meeting places in the community for people to come together and to share ideas. *Cafe Cornwall* would be a virtual cafe (with real seating), for people to bring their coffee as they please and join in as they please. It will serve as an informal neighbourhood meeting place. *Cafe Cornwall* will also enhance the region as part of the growing engaged community around 5 Corners, Sir James Douglas Elementary School, and the Fairfield Gonzales Community Place. It will also add to a sense of community as the activities that extend outwards from Moss Street, including but not limited to Moss Street Market, the Moss Street Paint-in, and the annual Community Wide Garage Sale. Community seating on Cornwall Street also aligns with provincial initiatives to improve the walkability of neighbourhoods, to make neighbourhoods more accessible for seniors, children, and other pedestrians.

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

The property owners immediately adjacent to the affected boulevard (633 and 637) are highly supportive of this grant application and are participants in the project team. Owners on both sides of the installation have been consulted, and neighbours across from the Cafe installation are either stakeholders or applicants. Installation of furniture requires approval from City of Victoria Transportation and Parks, and this requirement will be met in collaboration with the Fairfield Neighbourhood Advisor, during the grant review process at the City.

**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 no expected liability issues with respect to installing the boulevard garden and seating. The installation is designed with accessibility in mind, both to the seating, as well as without impeding access to the sidewalk, house sidewalk entries and parked vehicles. The work will be done by a professional landscaper who is expected to have their own liability insurance. The Fairfield Gonzales Community Association is looking into liability insurance that would cover any issues with this place-making project. The applicants understand that liability issues relevant to this application are required for activities, but not place-making.

**PROJECT TIMELINE:**

Start date: August 2017 (initial consultations with City re; Neighbourhood Grant) Completion date: December 2018

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



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## Grant Application

### PROJECT LOCATION:

Neighbourhood: Fairfield

Street: 600 Block Cornwall Street

Address:

Installation - 633/637 Cornwall Boulevard (Cafe Cornwall)

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
August 2017	Meeting with City of Victoria Engineering and Fairfield Neighbourhood Advisor on Grants Process
June to August 2018	Planning Meetings by Project Committee
June to August 2018	Stakeholder Consultation Process for Cafe Cornwall
September 2018	Meeting with City of Victoria Engineering and Fairfield Neighbourhood Advisor on Grants Process
November 2018	Purchase and place at appropriate times, (i.e. when the community is gathering and pedestrians are crossing in the area) inexpensive visible signs on the curb that there are kids, pets, and community members on the boulevard and crossing to Cafe Cornwall
November 2018	Installation of City green shared-road signs at either end of the 600 block of Cornwall Street
November 2018	Landscafer to prepare boulevard, add perennials (weather dependent), and place chairs/bench
December 2018	Celebration of Cafe Cornwall Community Gathering Event

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ \$7,575.00

Amount requested from the My Great Neighbourhood grant fund: \$ \$3,500.00 (must not exceed 50% of total cost)



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## 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
Cafe Cornwall Meeting Space (633/637) - including plantings, chairs, benches and professional landscaping	\$3000
Kid Alert signs from the beginning to the end of Cafe Cornwall (both sides)	\$250
City of Victoria - Green Shared-road signs (2)	\$0
Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)	\$250
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$3500.00</b>

Items Provided by Applicant	Amount
Planning Committee Meetings (61 volunteer hours)	\$1220
Stakeholder/Community Consultation Process (14 volunteer hours)	\$280
Planning Committee Research, Photos, and Mapping (10.75 volunteer hours)	\$215
Professional Grant Writer to Draft Application (12 x \$40/hr professional hours)	\$480
Consultations with Project Team on Grant/Drafting (6.5 volunteer hours)	\$130
Planning Committee Communications (14.5 volunteer hours)	\$290
Landscaper Consultations on Design and Implementation (5.5 volunteer hours)	\$110
Plantings Research for garden beds (i.e. native plants or edible perennials) (5.0 volunteer hours)	\$100
Ongoing maintenance of Cafe Cornwall (i.e. water, tools, volunteer time) - 250/year for 5 years	\$1250
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$4075</b>



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## Grant Application

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
n/a	
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$

Items Provided by Applicant	Amount
YOUR TOTAL MATCHING CONTRIBUTION	\$



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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: October 14, 2018

Applicant Group/Resident Lead Name: Dana Crudo

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 **October 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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## Grant Application

### FINAL REPORT GUIDELINES

Here are the questions we would like you to consider in your final report on your project:

- What were your project objectives and did you achieve them?
- Did your project involve working with residents? How did that go?
- How has your project been received by the community?
- Please provide a financial breakdown of the final budget and explain any changes that were necessary
- Are there any other thoughts or observations you would like to share?
- Please provide some photos of the finished project or the activity.

In addition to this report, please consider accepting an invitation to participate in a future event to share your project experience with other residents.

Please forward your final report to your Neighbourhood Advisor within 60 days of completing your project.

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)



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### 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:** Fairfield Food Forest permaculture enhancement project

### 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: Vanya McDonell

Organization Name: *(if applicable)* Fairfield Gonzales Community Association

Mailing Address: 1330 Fairfield Rd.

Telephone: 250-382-4604

Email: vmcdonell@fairfieldcommunity.ca

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S-0011840

Contact Name: \_\_\_\_\_

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

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

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

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



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

The Fairfield Food Forest is a permaculture commons garden in Robert. J. Porter Park in the Fairfield neighbourhood. The garden was established in 2013 and continues to flourish with the help of scores of volunteers. One barrier to the garden's success is the prevalence of deer in the neighbourhood. Currently plants are individually fenced, and the Garden Committee would like to install fencing that surrounds a whole section of the garden instead. This would allow for 3 major benefits:

1. Would allow us to plant understory plantings – herbs, veggies, flowers – which are an integral part of a permaculture garden.
2. Would allow the existing trees and shrubs more space to flourish
3. Would make harvesting much easier for community members.

The garden is separated into 3 areas, and just one area would be fenced and planted in this project to ensure its success. We would create easy entry points to invite the community in to the Food Forest. The fence would be designed by our garden committee and installed by professionals with the assistance of volunteers. All planting would be done by volunteers.

**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 fence will be maintained by the active committee of community volunteers, with the support of the Fairfield Gonzales Community Association.

Who will assume responsibility for ensuring these actions are undertaken?

The Fairfield Gonzales Community Association will assume responsibility.

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

We have an active and committed pool of community volunteers, who are well supported by our Community Garden Volunteer Coordinator through City funding. Most of these volunteers are neighbourhood residents who use the park and Food Forest often. We will do outreach with the immediate neighbours, many of whom are supportive of the Food Forest, and others who have been skeptical about its installation but who have come to enjoy and appreciate the space. We host our early childhood programs regularly in the Food Forest and will involve the children and their families in the project in potential beautification efforts as well as the design and flow of the fencing.

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





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The project will allow for increased yield in the Food Forest by creating ideal conditions for existing trees and shrubs and allowing for many more additional plantings in the understory. This helps achieve the goals of supporting food security in the neighbourhood and supporting community learning about permaculture and food production. The food in the garden is free for anyone to harvest, and with the high degree of traffic from the school, the community centre, and the Moss Street Market, it will be very well used.

**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 will need approval from City parks regarding the design and siting of the fencing.

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

There will be risk inherent in the installation of the fencing. We will hire an experienced and insured contractor for installation. We will do a BC OneCall to ensure that we are not hitting any lines. By hiring professionals we will ensure that the resulting fence does not pose a risk to users, pets, or children. We hold comprehensive liability insurance.

**PROJECT TIMELINE:**

Start date: January 2019 Completion date: September 2019

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

**PROJECT LOCATION:**

Neighbourhood: Fairfield Gonzales

Street: Intersection of Thurlow and Kipling, in Porter Park

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

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

Date	Milestone
January 2019	Research materials and design
February 2019	Get three quotes and engage a contractor
March-April 2019	Prepare the space at volunteer work parties
February-April 2019	Consult with neighbours, user groups, and professionals on design
April – June 2019	Install fencing
June-September 2019	Understory plantings and beautification



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### 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)



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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
Fencing materials and installation	4250
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>\$5000</b>

Items Provided by Applicant	Amount
Administration costs FGCA 10%	1000
Volunteer hours – planting, design, consultation, prep: 100 hours @ \$20/hr	2000
Understory plants	750
Additional materials and installation cost for fence, gates, and beautification	1250
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$5000</b>



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## My Great Neighbourhood Grant Application

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$</b>

Items Provided by Applicant	Amount
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$</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: October 15 2018

Applicant Group/Resident Lead Name: Vanya McDonell

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 October 5, 2018**

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

### FINAL REPORT GUIDELINES

Here are the questions we would like you to consider in your final report on your project:

- What were your project objectives and did you achieve them?
- Did your project involve working with residents? How did that go?
- How has your project been received by the community?
- Please provide a financial breakdown of the final budget and explain any changes that were necessary
- Are there any other thoughts or observations you would like to share?
- Please provide some photos of the finished project or the activity.

In addition to this report, please consider accepting an invitation to participate in a future event to share your project experience with other residents.

Please forward your final report to your Neighbourhood Advisor within 30 days of completing your project.

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

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

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



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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: Fairfield Unity Panels

### 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: Joan Kotarski

Organization Name: *(if applicable)* Fairfield United Church

Mailing Address: 1303 Fairfield Road

Telephone: 778 678 5207

Email: [jkotarski@fairfieldunitedchurch.com](mailto:jkotarski@fairfieldunitedchurch.com)

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: 130293491RR001(charitable number)

Contact Name: Rev.Beth Walker

Organization Name: Fairfield United Church

Mailing Address: 1303 Fairfield Road

Telephone: 250 884 0484

Email: [bethoflife@fairfieldunitedchurch.com](mailto:bethoflife@fairfieldunitedchurch.com)



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## My Great Neighbourhood Grant Application

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

We propose to create vibrant art panel cladding to wrap the development site fronting Moss Street and Fairfield Road. The bulk of the community consultation and design done January to May. To be installed before the TDMoss Street paint in. Artist and community volunteers will be on hand to explain/describe the work (Saturday July date to be confirmed). We will work with two local artists to facilitate artmaking workshops creating a design based on community input. A professional graphic artist using digital graphic techniques will work with lead artist to incorporate community made art, preparing layout for transferring design to cladding material. Installation of the panels by a preferred supplier will ensure site safety and will provide opportunities for the public to enjoy a temporary art installation in cooperation with the developer.

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

<1 year      x2 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 project panels will be monitored by the members of the Fairfield United Church and the developer/construction Crew during the construction phase. The panels will be completed within the year but remain up during the entire construction period and if possible kept for other projects and /or other community use.

Who will assume responsibility for ensuring these actions are undertaken?

Joan Kotarski and Rev Beth Walker

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

A small project advisory group will be created composed of church and community members and the developer Nicole Roberts. They will collaborate with the artists to identify schedules and over arching artistic themes. Community artmaking workshops will be critical in informing what kind of designs are created. Information will be shared in the church newsletter and other social media sites. The workshops are open and free to all who wish to participate. The FGCA will be contacted to assist in sharing the information and meeting space. The Victoria Art Gallery will be notified of our plans for the Paint In day. The artists along with the project team will assist in recruiting and organizing community members for artmaking workshops. We will be in touch with nearby neighbours to inform and invite them to participate. Members will be recruited to attend on Paint In day to discuss the art work. We plan to host a celebrate of the panels, participants and invite the community later in the summer. We intend to apply for a Celebration Grant when those are available in the spring.





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## My Great Neighbourhood Grant Application

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

One of the concerns of neighbours is the look and safety of the site during construction and our project will provide a pleasing safety barrier during construction. It will also build a sense of community in creating these panels together which will assist in managing the visual change to the site. While the new building will be a great addition to the neighbourhood (rental apartments, church space, café and community space), the old building had stood for over 80 years in the same spot. Activities like this can assist in bridging the gap between the old and the new.

**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 that I am aware of. The property owner is in full support of the project.

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

The developer will have all aspects of public safety looked after including the insurance needs. These are regulated in the development process.

**PROJECT TIMELINE:**

Start date: January 2019 Completion date: Nov.2019

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

**PROJECT LOCATION:**

Neighbourhood: Fairfield

Street: \_\_\_\_\_

Address: 1303 Fairfield  
 Road \_\_\_\_\_

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)



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## My Great Neighbourhood Grant Application

Date	Milestone
Jan	Advisory group constituted. Recruiting artists. Project information shared.
Feb and March and April	Community outreach - art making workshops
May -June	Design stages
July	installation
July	Paint in and participants available to discuss with public
July and August	
September and October	Celebration, volunteer party and completion of monitoring details of project
November	Final report to city

**PROJECT COST:**

What is the total cost of the proposed project (*including in kind labour and donated goods and services*): \$ \$12,600

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
artists	4000
Cladding installation	300
Community art making supplies	400
Promotion and marketing	100
Meeting space	200
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
Construction cladding/screening	5000
insurance	1000
Volunteer advisory group participation      10 x \$20	200
Volunteer art makers                              30X\$20	600
Project management	200
Meeting space in kind	600
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$7600</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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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: October 2, 2018

Applicant Group/Resident Lead Name: Joan Kotarski

Signature(s): Joan Kotarski

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 October 5, 2018**

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

### FINAL REPORT GUIDELINES

Here are the questions we would like you to consider in your final report on your project:

- What were your project objectives and did you achieve them?
- Did your project involve working with residents? How did that go?
- How has your project been received by the community?
- Please provide a financial breakdown of the final budget and explain any changes that were necessary
- Are there any other thoughts or observations you would like to share?
- Please provide some photos of the finished project or the activity.

In addition to this report, please consider accepting an invitation to participate in a future event to share your project experience with other residents.

Please forward your final report to your Neighbourhood Advisor within 30 days of completing your project.

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)



1 Centennial Square Victoria,  
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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

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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: Urban Learning Garden Outdoor Living Room

### 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: Holly Dumbarton

Organization Name: *(if applicable)* FED Restaurant Society

Mailing Address: 3150 Somerset St., Victoria BC, V8X 1C7

Telephone: (778) 584-7423

Email: info@get-fed.ca

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S-0061108

Contact Name: Holly Dumbarton (Project Coordinator)

Organization Name: FED Restaurant Society

Mailing Address: #415, 620 View St., Victoria, BC, V8W 1J6

Telephone: (778) 265-8053

Email: info@get-fed.ca



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## My Great Neighbourhood Grant Application

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

The aim of this project is to build additional outdoor community space in the courtyard of the Central Branch at the Greater Victoria Public Library (GVPL). This courtyard has been largely under-utilized and over-looked for many years, and we would like to revitalize a portion of this space by adding an 'outdoor living room,' including lounging chairs where people can read, smaller planter boxes, a community table with seating and an awning so the community can comfortably spend time there throughout the year.

We have already begun to create an Urban Learning Garden in this courtyard, where we are converting the space into a vibrant and beautiful series of gardens where the public will learn about a variety of topics such as how to save seeds, identify local plant varieties, First Nations plant uses, and how to grow food in urban spaces. However currently there are limited areas where the public can stop and spend time in the space, many locals using the courtyard only as a shortcut through downtown. We have included additional seating with two benches in our second garden installation and would like to provide more to enhance the quality of both local and visitor experiences, as well as beautifying the courtyard.

**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?

Annual maintenance costs of approximately \$10,000 per year are factored into a long-term operating budget for the entire Urban Learning Garden's completion, which will include the proposed space. Our partner in the Urban Learning Garden, LifeCycles Project Society is a local non-profit with a longstanding history of running successful food programs, including the existing Seed Library Program at the GVPL, will maintain the gardens and living room area, and have received a generous grant from EcoAction to do so.

Who will assume responsibility for ensuring these actions are undertaken?

FED Restaurant Society & LifeCycles Project Society.

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

We have already begun a public engagement process, gathering feedback and ideas on what locals would like to see in the courtyard, and the proposed outdoor living room is a result of this. We will also hold a community consult to ensure the design will work with the many functions of the space.

We will use local businesses for all materials and design and will have community volunteers help to install the structures. Once complete, the area will be for public use.

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

The Urban Learning Garden will come to life as an educational hub which will be accessible to the public. We will have both public workshops and groups from schools use the space as a learning area and outdoor classroom. The intention of the outdoor living room is to be an extension of these educational components by enhancing the space to inspire people to stop for longer periods of time, hopefully igniting conversations around gardening and spending time in nature, as well as being a unique initiative to create an area for everyone to feel welcome.

There are these kinds of outdoor living spaces popping up in cities like Chicago and New York (picture attached) and we would like to bring that kind of urbanism to Victoria to enhance our downtown core.

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





CITY OF VICTORIA

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## My Great Neighbourhood Grant Application

The land is owned by a Strata comprised of the Province of BC (majority owner), the City of Victoria, and a few other municipalities owning minority shares. We currently have an active lease on this site, with options to renew. The province and city have been very supportive of this project and are actively working with our planning committee to make it happen.

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

- Risk of vandalism: Because the Learning Garden site is accessible to the public, there is a risk of vandalism. To mitigate this, FED will install signs and furniture designed to be easily repainted, re-stained or replaced. The courtyard at the GVPL also has 24hr security on-site.
- Ongoing maintenance: FED has formalized a partnership with LifeCycles Project Society to ensure the gardens and area are well looked-after. They have agreed to take on the long-term maintenance of the Urban Learning Garden.
- Potential water damage to building, and other general liabilities. By the time this application is reviewed, we will have both general liability and E & O insurance to cover the whole courtyard.

### PROJECT TIMELINE:

Start date: March 1<sup>st</sup>, 2019 Completion date: June 30<sup>th</sup>, 2019

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

### PROJECT LOCATION:

Neighbourhood: Downtown Victoria

Street: Broughton St.

Address: 735 Broughton St, Victoria, BC, V8W 3H2

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
03/01/2019	Draft Design & Sketches
03/15/2019	Community Consult
04/01/2019	Strata Feedback & Approval
05/30/2019	Final Design & Construction
06/30/2019	Public Announcement & Installation

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 11,500

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
Table design & professional services for installation	\$1,500
Awning & professional services for installation	\$2,000
2 small planter boxes	\$1,000
Project retirement cost	\$500
15% maintenance contingency of total budget	N/A
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$5,000</b>

Items Provided by Applicant	Amount
2 small planter boxes (remainder – in kind)	\$500
Soil & plants	\$250
Seating design & installation (Grant from Co-Op Community Spaces)	\$2,500
100 hours volunteer labour @ \$17.50/hour	\$1,750
Annual maintenance costs (2 hrs/week @ \$15/hour – provided by LifeCycles)	\$1,500
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$6,500</b>

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$</b>



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## My Great Neighbourhood Grant Application

Items Provided by Applicant	Amount
YOUR TOTAL MATCHING CONTRIBUTION	\$



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## My Great Neighbourhood Grant Application

### DECLARATION:

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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: 10-13-2018

Applicant Group/Resident Lead Name: FED Restaurant Society / Holly Dumbarton

Signature(s): 

I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- Design information, including site map and visuals of Project or Activity location
- N/A** 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.

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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)

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- 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

### FINAL REPORT GUIDELINES

Here are the questions we would like you to consider in your final report on your project:

- What were your project objectives and did you achieve them?
- Did your project involve working with residents? How did that go?
- How has your project been received by the community?
- Please provide a financial breakdown of the final budget and explain any changes that were necessary
- Are there any other thoughts or observations you would like to share?
- Please provide some photos of the finished project or the activity.

In addition to this report, please consider accepting an invitation to participate in a future event to share your project experience with other residents.

Please forward your final report to your Neighbourhood Advisor within 30 days of completing your project.

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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)



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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
  - 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 Gardens

### 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: **Michelle Hardy**

Mailing Address: **1338 Grant Street, Victoria, BC V8R 1M3**

Telephone: **250-727-2274**

Email: **[mhhardy@gmail.com](mailto:mhhardy@gmail.com)**

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: **S-14959**

Contact Name: **Lee Herrin**

Organization Name: **Fernwood NRG**

Mailing Address: **1240 Gladstone, Victoria, BC V8T 1G6**

Telephone: **250-381-1552**

Email: **[Lee@fernwoodnrg.ca](mailto:Lee@fernwoodnrg.ca)**



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## My Great Neighbourhood Grant Application

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

The 1300 block of Grant Street in Fernwood is part of the City of Victoria's designated People-Priority Greenway. Currently, the road and sidewalks on this block of Grant Street are being reconstructed, and two bump outs have been installed at mid-point as traffic calming measures and to allow for more green space on the block. The City's plan is to plant grass in the bump outs and a tree on the south side bump out.

The purpose of this proposed project is to enhance the current plan for the bump outs. Our proposal is that instead of planting grass, we create gardens in each bump out, which will include mainly native, drought tolerant, deer resistant and pollinator friendly plants. This type of garden ensures sustainability, supports biodiversity within natural ecosystems and will serve to foster a sense of place and connection in the neighbourhood community on this block. It will beautify the street scape year-round, and bring enjoyment to all residents as well as pedestrians who walk along this block. At the same time, it takes into consideration water usage and issues related to climate change.

**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 bump outs were installed on the street with an understanding made between the City and the residents that the homeowners who are immediately adjacent to them (#1338, #1345 and #1337) would take responsibility for ensuring their maintenance. Each of these homeowners is fully committed to enhancing the City's plan and putting in gardens in the bump outs. All the homeowners have gardens on their own properties that reflect the values found within this proposed project. One of the homeowners is a beekeeper, and therefore the continuity of the project will be of benefit to their bees. Plants have been chosen that will require little maintenance once they are established, although the homeowners are committed to watering the plants until they have been established and to weeding and putting down mulch and compost on an annual basis. Although no owners intend on moving in the next three years, if the homeowners do move, they will communicate this responsibility to the new homeowners. Furthermore, this block has a vibrant community that is very socially and environmentally aware. We support each other in numerous ways and regularly meet in small groups on a monthly basis and as a collective two or three times per year. We have annual Canada Day street barbecues on the block that take place right where the bump outs are located. These gatherings will provide opportunities to ask for assistance from the neighbourhood and also will serve as an incentive for all neighbours to be involved in maintenance (weeding, mulching) as required.

Should our application be successful, we are committed to implementing this project and to maintaining the gardens for at least three years. We will then meet with the Parks department to review the project and to discuss future plans for the bump outs.

Who will assume responsibility for ensuring these actions are undertaken?

The homeowners at #1338, #1345 and #1337 will work together to ensure that these actions are maintained. One of the homeowners at #1338 is in regular contact with the neighbours on the block due to the monthly book club and the soup nights that we have. Therefore, it will be easy to communicate needs and organize a work party if any extra assistance is needed from others on the block.



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## My Great Neighbourhood Grant Application

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

The residents of the 1300 block are already invested in this project. Collectively, we wrote a letter to the City of Victoria in 2015 regarding our concerns about the condition of the street and the sidewalks on our block and we had a meeting with City representatives during the consultation process for the reconstruction of our block. Through the consultation process the residents informed the City of our interest in having an enhanced streetscape that includes greenspace and traffic calming measures. With this particular proposed garden project of the bump outs, we have continued community involvement by soliciting input from other homeowners on our block regarding the specific types of plants and the design of the garden space in the bump outs. We have notified all our neighbours on the block by letter and by email for those that are on our block watch list. The letter described our proposed project, provided our contact information, and asked them to let us know if they would be interested in joining us for our planting party should our proposal be accepted. We also asked them to let us know if they have any questions, concerns or ideas. We plan to hold a work party on the block on a weekend to do the initial planting on the two bump outs. On an annual basis, work parties will be held for maintenance tasks such as weeding and pruning or deadheading.

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

There are numerous ways that the proposed project will benefit the immediate community, which includes the residents of the 1300 block, but also all those who use this street, including pedestrians, skateboarders, cyclists and vehicles. The gardens on the bump outs will beautify and enhance the greenspace along this People-Priority Greenway. Most of the plants will be evergreen native plants (with a focus on drought tolerant and deer resistant ones), which will serve to educate and inspire people in their own garden design. It will offer a creative example of ways to garden that are ecologically sustainable and responsible. It may inspire others to invest in their own block in creative ways that support the biodiversity of the native ecosystem. Furthermore, it will enhance the current sense of community of the residents on the block through garden work parties and as a beautification of the gathering spot for our annual July 1<sup>st</sup> barbecue.

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

The approval of the immediately adjacent homeowners has been sought and given. In fact, all of the homeowners are involved in writing this proposal, and all are committed to its implementation and maintenance. We have consulted with Virginie Lavallee-Picard, who is with the City's Parks department, to ensure our garden designs meet the City's boulevard gardening guidelines. We have also discussed our ideas with Rob Hughes, who works within the City Parks department. He was the one that reminded us of the Placemaker's Grant and put the idea in our heads to apply for funding!

In addition, when we began to plan for this project, we informed Barry Norman and Chris Jalonan, who are overseeing the street reconstruction on our block. Chris has instructed the Parks department to put soil and mulch in the bump outs while we wait to hear the outcome of this application.

**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 a slight risk to people who are involved in planting or maintenance of the garden if someone were to step off the bump out into the road without looking to see if vehicle or bicycle traffic was coming. We have contacted the Fernwood NRG (who is willing to administer the funding should this project be accepted) and they are willing to extend their insurance coverage to us if we notify them of the date of the planting party, as they consider this an external community event. In addition, we will put up traffic cones on the street and the planters will wear fluorescent vests on the day of the work party.

Risk will also be managed on an ongoing basis by following the boulevard gardening guidelines, keeping all plants under 1 meter in height. Therefore, people who are weeding or watering on the bump outs will be visible to oncoming traffic (and vice versa) at all times.





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## My Great Neighbourhood Grant Application

### PROJECT TIMELINE:

Start date: **February 2019** Completion date: **November 2019**

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

### PROJECT LOCATION:

Neighbourhood: **Fernwood**

Street: **Grant Street**

Address: **1338, 1345 and 1337 Grant Street**

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
February 2019	Purchase manure and spread it over gardens.
March 2019	Purchase river rock.
March – May 2019	Purchase all plants for the two gardens (this will depend on availability in garden centers at this time of the year). Get mulch from the City's Parks department (free).
May 2019	Planting party involving residents of the 1300 block. Position river rock in garden and put mulch on any exposed garden soil after the plants are in the ground.
May – September 2019	Water and weed the gardens.
October 2019	Replace any plants that may have died over the summer.
November 2019	Acquire more mulch for the gardens from the Parks department as required for the winter months.

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): **\$2,313.00**

Amount requested from the My Great Neighbourhood grant fund: **\$1,133.00** (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
Plants	\$850
River rock ½ yard	\$35
Manure @\$1/bag x 45 bags	\$45
Gas for vehicle for river rock and manure pick up, plant purchases, and mulch pick up	\$100
10% contingency to replace plants that fail to establish	\$103
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$1,133.00</b>

Items Provided by Applicant	Amount
45 hours volunteer labour @ \$20 per hour	\$900
Refreshments for Work party	\$30
Tools and equipment for planting and garden maintenance, river rock, manure and mulch pick-ups	\$100
Donated vehicle for plant purchase, manure, river rock and mulch pick up – 1.5 days	\$150
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$1,180.00</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: **October 10, 2018**

Applicant Group/Resident Lead Name: **Michelle Hardy**

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 October 5, 2018**

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

### FINAL REPORT GUIDELINES

Here are the questions we would like you to consider in your final report on your project:

- What were your project objectives and did you achieve them?
- Did your project involve working with residents? How did that go?
- How has your project been received by the community?
- Please provide a financial breakdown of the final budget and explain any changes that were necessary
- Are there any other thoughts or observations you would like to share?
- Please provide some photos of the finished project or the activity.

In addition to this report, please consider accepting an invitation to participate in a future event to share your project experience with other residents.

Please forward your final report to your Neighbourhood Advisor within 30 days of completing your project.

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)



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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: 1537 Hillside Ave Mural

### 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: Sarah Murray

Organization Name: *(if applicable)* Oaklands Community Association

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

Telephone: 250-370-9101 x 4

Email: community@oaklandsca.com



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## My Great Neighbourhood Grant Application

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: \_882929946RR0001

Contact Name: Sarah Murray

Organization Name: Oaklands Community Association

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

Telephone: 250-370-9101 x 4

Email: community@oaklandsca.com

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

If awarded, the Oaklands Community Association will collaborate with a local elementary school, high school class, or local community youth group to design and execute a mural at 1537 Hillside Ave. On this private property, there is a concrete wall that has become a graffiti hotspot since the KFC that once stood here was demolished. The property owner, who manages the property from out of town, is eager to have a solution to the frequent graffiti that currently covers the wall. We, the Oaklands Community Association (OCA), are excited about the opportunity to involve young local artists and volunteers in a city sanctioned art mural at this location. Presently, the wall is within eyesight of vehicle and pedestrian traffic on Hillside Ave and at the Hillside Centre, local residences on Myrtle Ave, and the childcare facility beside the property.

### 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 mural will be monitored by OCA staff who will cover additional graffiti with leftover mural paint on a regular basis. The mural will be retired when the property is developed for its next purpose. As necessary, the OCA will organize graffiti paint out volunteer events to revitalize the mural and paint over graffiti.

Who will assume responsibility for ensuring these actions are undertaken?

The Oaklands Community Association Community & Fund Development Coordinator, the Facilities Coordinator, and the Executive Director.

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

Members of the community will be involved during the entire process. The first opportunity for involvement will be at the Graffiti Paint Out taking place on October 19, 2018. Next, an announcement will be made to local schools and community groups soliciting mural designs for the location at 1537 Hillside Ave. The artist for the mural will be chosen by the OCA (Executive Director, Community & Fund Development Coordinator) along with the property owner, and the OCA



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## My Great Neighbourhood Grant Application

board at the March 11, 2019 Board Meeting. During the month of May, the mural will be painted by the winning design group as well as additional community volunteers. By working with elementary and high school students to develop a design students will exhibit ownership over the piece while learning the value of city sanctioned artworks, while simultaneously learning about the cost of graffiti and its negative impact on their community.

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

Residents in Oaklands have expressed a desire to have graffiti replaced with art. At present, this graffiti is visible from Hillside Ave, Hillside Centre, as well as residential properties on Myrtle Ave. This project will not only remove graffiti as required by the City of Victoria bylaw, but it will also provide an opportunity for Oaklands younger population to design art for their community and have ownership over their space. This project will rejuvenate a current graffiti hotspot, bring life to the area thereby reducing its viability as a place to loiter and litter, and will be a project that will bring the community together to create a sense of neighbourhood pride.

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

In order to bring this project to life, we will need to obtain permission from the property owner. Presently, the property owner has purchased the paint needed to do the initial paint out of the graffiti and is eager to find a solution that will reduce the frequency of graffiti on this property.

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

Proper safety precautions will be made while carrying out this project. For example, ensuring volunteers wear gloves when handling paint, masks when spray painting, and that ladders are safely used by age appropriate volunteers. This project will be covered by an extension of the Oakland Community Association's insurance with Megson Fitzpatrick. Furthermore, OCA staff will clean the area prior to each volunteer event to remove the risk of volunteers encountering any harmful debris (glass, needles, etc).

### **PROJECT TIMELINE:**

Start date: October 19, 2018 Completion date: July 1, 2019

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

### **PROJECT LOCATION:**

Neighbourhood: Oaklands

Street: Hillside Ave

Address: 1537 Hillside (Where the KFC used to be)

### **WORKPLAN SCHEDULE:**



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## My Great Neighbourhood Grant Application

(Please add more lines if necessary)

Date	Milestone
October 19, 2018	Graffiti Paint Out with community volunteers
January 2019	Announce mural design contest to local elementary and high schools - Website, Facebook, Instagram, Twitter, Posters in community, media release, info sheet to schools.
February 28, 2019	Deadline for submissions
March 11, 2019	Meeting with property owner at OCA Board Meeting to decide on winning design
March 2019	Announce mural design winner
May 2019	Complete mural painting

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \_\_\$3705.00\_

Amount requested from the My Great Neighbourhood grant fund: \_\_\$1850.00\_ (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:

Items Funded by Grant	Amount
Paint	\$1000.00
Artist Fees (In form of donation to classroom activity fund)	\$500.00
Paint supplies (tarps, brushes, rollers, tape)	\$200.00
Volunteer Appreciation (Pizza, beverages)	\$150.00
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$1850.00</b>

Items Provided by Applicant	Amount
Project management (60 hours @ \$20 / hour)	\$1200.00
Site preparation (garbage removal to prepare for community volunteers before graffiti paint out, and mural painting (6 hours @ \$20 / hour)	\$120.00





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## My Great Neighbourhood Grant Application

Earth, garbage, debris disposal (5 x \$4 / bag)	\$20.00
Site preparation supplies (gloves, garbage bags, broom, garbage pickers, dustbins)	\$40.00
Community Centre room rental for planning meetings (5 hours @ \$35 / hour)	\$175.00
Paint and supply donations from local businesses	\$300.00
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$1855.00</b>

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount

Items Provided by Applicant	Amount



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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: OCT. 15 / 18

Applicant Group/Resident Lead Name: SARAH MURRAY, OAKLANDS COMMUNITY ASSOCIATION.

Signature(s): RJ

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 October 5, 2018**

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

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

Burnside-Gorge, Oaklands, Quadra-Hillside,  
 Rockland



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

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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: The MAKE/SPACE Mural Project

### 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: Raj Sen Organization Name: *(if applicable)* Open Space Arts Society

Mailing Address: 510 Fort Street, Victoria, BC V8W 1E6

Telephone: 250 383 8833

Email: director@openspace.ca



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## My Great Neighbourhood Grant Application

PROJECT DESCRIPTION: Please describe your proposed project.

Open Space supports experimental artistic practices in all contemporary arts disciplines, acting as a space for engaging art, artists, and communities. Our objectives are to advance new areas of art production and criticism; provide artists with opportunities to develop, present, and disseminate work; engage diverse audiences in the contemporary arts; and to provide new opportunities to engage with diverse publics. By bringing artists of diverse cultures, generations, and communities, we have successfully supported a strong history of Canadian and international artists. As a vibrant home to exciting and experimental works, Open Space has become a central hub for contemporary artistic production.

With the support from the City of Victoria through the My Great Neighborhood Grant, Open Space Arts Society would like to propose the MAKE/SPACE Mural Project. The MAKE/SPACE Mural Project is an open call for young and emerging artists to create an original mural piece on the back wall of Open Space, facing Helmcken Alley. Centrally located in Downtown Victoria, the project aims to engage with questions about public art as integral to community identity and visibility, and how these ideas transform over time. As a continuation of mural pieces that have been on the backspace of the Open Space building, the new mural presents a new opportunity to re-engage the public on a large-scale project.

Ideal candidates for the open call are young and emerging artists who are interested in engaging with the public in conversations about placemaking, public art, and are seeking to reinterpret the ideas of how Victoria comes to be home to diverse communities. With the support of the My Great Neighborhood Grant and Open Space Arts Society, the MAKE/SPACE project yields new and exciting opportunities for young artists.

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?

Maintenance on the mural space will be conducted on an as-needed basis. The condition of the mural will be monitored by Open Space's on-site Technician regularly as a part of the facility upkeep. If excessive vandalism and/or defacement occurs, there will be arrangements made with the artist or on behalf of the artist to restore the mural.

Who will assume responsibility for ensuring these actions are undertaken?

Responsibility will be assumed by:

- Raj Sen, Acting Executive Director
- The Open Space Arts Society Programming Committee



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E: [grants@victoria.ca](mailto:grants@victoria.ca)

## My Great Neighbourhood Grant Application

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

The MAKE/SPACE Mural Project is designed with community involvement in heart and mind. The call for proposals will be extended to local emerging artists who will be invited to submit work that engages with concepts of space and place-making. In addition to the creation of a vibrant mural in Helmcken Alley, the successful project proposal will invite collaboration with local communities through an engaging community arts project or workshop. Altogether, the work undertaken in this space will generate community engagement in this sequestered and sometimes unseen portion of the downtown core.

The MAKE/SPACE Mural Project is the most recent step in an ongoing effort to generate creative works through Open Space's architectural presence within Helmcken Alley. Since 2013, Open Space has created two mural projects, the first of which invited community members to poster archival images over the surface. Later, in 2014, Open Space invited Cameron Kidd, and indigenous artist, to collaborate with youth in the creation of the mural project that has remained into the present. The MAKE/SPACE Mural Project now invites emerging artists to reimagine the space once more, creating an opportunity for a long-standing community focused instillation piece.

As a part of the downtown core, Helmcken Alley has a long history of transformation to trace. The publication that will accompany the creation of the mural will examine the genealogy of this particular space by exploring both the historical transformation of the space and of the mural surface itself, including documentation of the completed MAKE/SPACE Mural. The publication will be made available to the public through our in-house library and will be available for purchase.

BENEFITS: How will your proposed project benefit the community?

There are two primary goals of the MAKE/SPACE Mural Project: first, to seek out and support a young and emerging artist in the early stages of their career development; second, to expand the important conversation on the relationship between community engagement and contemporary art practices.

As an artist run centre and a vital hub to the cultural ecology of Victoria, Open Space has always sought to support artists in the production and execution of experimental artistic practices. The mural project is an initiative that opens the doors for young artists to engage with Open Space as a longstanding institution that has been vital to the production of Canadian art. By opening our doors and offering institutional support, we not only strengthen a new generation of artists but also gain a new level of artistic engagement.

The mural pieces on the backspace of Open Space's building have always engaged with questions about community, engagement, and the role of art in the public sphere. The first mural piece was based on an archival project that allowed the public to engage in the making of public mural piece; the second iteration of the mural by Cameron Kidd served as a reminder of the presence and persistence of Indigenous communities on this land. For the MAKE/SPACE Mural Project, we are seeking an artists who expresses enthusiasm to engage with these difficult, often contentious, questions about community and public art. Through our institutional support and



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## My Great Neighbourhood Grant Application

mentorship, we have the means to again create a mural piece that can generate meaningful relationships within the 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.)

The property that will be used for this project is owned by Open Space Arts Society and is already occupied by mural works. Given ownership of the property and the existing use case of the surface, the project will not require any additional special approvals to complete.

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

Open Space Arts Society will provide technical assistance and supervision by on-site staff throughout the duration of the installation. Open Space Arts Society will be responsible for ensuring the practice of proper safety procedures during this time.

Open Space's existing liability insurance will cover risk of ordinary work-related injuries to staff and volunteers. In the event that the work performed deviates from the work covered under our insurance, Open Space Arts Society is prepared to purchase additional insurance as necessary.

**PROJECT TIMELINE:**

Start date: June 11, 2019 Completion date: January 14, 2020 (maintained until 2021)

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

**PROJECT LOCATION:**

Neighbourhood: Downtown

Street: Helmcken Alley

Address: 510 Fort Street (On the wall facing Helmcken Alley)

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

Date	Milestone
June 11, 2019	A call for submissions is distributed among local communities. Proposals will be encouraged to include plans for a workshop or community outreach project on August 31 <sup>st</sup> .
July 16, 2019	Submissions are accepted up until this date.



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July 30, 2019	The successful proposal is selected and the artist is notified. A contract is signed.
August 6, 2019	The wall is prepped for painting.
August 7-19, 2019	Materials and tools for mural production are sourced.
August 20-26, 2019	The mural is produced over this time.
August 30, 2019	A public reception is held in the alleyway. The plan for the publication is presented and the publication is available for pre-order.
August 31, 2019	The artist conducts a workshop or public outreach activity.
September 3, 2019	Publication writing and production begins.
January 14, 2020	The publication is printed and made available for sale and pickup.
August 31, 2021	The mural will be replaced no sooner than this date.

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 10,127.5

Amount requested from the My Great Neighbourhood grant fund: \$ 4967.50 (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
Wall prep - Service provided by professional company, includes wall cleaning and 3 coats of paint including primer (Based on previous mural prep costs)	\$2047.50
House paint or other mural production supplies (8 colours x 3 gallons @\$40/can)	\$960
Painting supplies or other mural production supplies (brushes, rollers, sleeves, tape etc.)	\$200
Boom lift rental, delivery, and pickup (1 week's use)	\$200
Workshop/Community Outreach Activity Facilitation Fee (3hrs @\$100/hr)	\$300
Food and Drink for reception, artist talk, and workshop	\$210
Publication production cost	\$1250
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>\$4967.50</b>

Items Provided by Applicant	Amount
Artist Fee (In compliance with CARFAC)	\$2000
Artist Talk Fee (3hrs @\$100/hr)	\$300



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## My Great Neighbourhood Grant Application

Open Space technical support during wall prep and mural painting (15hrs @\$20/hr)	\$300
Open Space tool rental (in-kind use of ladders, painting tools)	\$40
Essayist Fee for publication	\$750
Marketing (in kind services @\$20/hr. 5 hrs promotion, 4hrs photo documentation, 8hrs video production, 20 hrs publication design)	\$520
Publication production cost	\$1250
YOUR TOTAL MATCHING CONTRIBUTION	\$5160.00





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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: 15/10/2018

Applicant Group/Resident Lead Name: Raj Sen, Acting Executive Director of Open Space Arts Society

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 October 5, 2018**

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



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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: Humboldt Pocket Plaza

### PROJECT TYPE:

(Check one)

- Placemaking (YES)
- Activity

### CONTACT INFORMATION:

- Not-for-Profit Organization (YES)
- 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: **RAY STRAATSMA**

Contact Name: Ray Straatsma

Organization Name: *(if applicable)* GREATER VICTORIA PLACEMAKING NETWORK (GVPN)

Mailing Address: **1725 Carrick Street V8R 2M1 (c/o Jim LaMorte, GVPN Treasurer)**

Telephone: (250) 818-9266

Email: info@victoriaplacemaking.ca / straatsma.ray@gmail.com

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S - 0064132

Contact Name: RAY STRAATSMA, President/Chair

Organization Name: GREATER VICTORIA PLACEMAKING NETWORK (GVPN)

PROJECT DESCRIPTION: Please describe your proposed project.



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## My Great Neighbourhood Grant Application

### PLACEMAKING – Humboldt Pocket Plaza

The City of Victoria is proceeding with several urban design initiatives on multi-modal travel and the creation of new public spaces in the downtown core. Incremental redesign of streets, public spaces and intersections are increasingly important to maintain walkability and places to gather and linger as the density of development continues and more people choose to live downtown.

The next major downtown route in the City's bike plan runs along Wharf St from Johnson Street Bridge, then east along Humboldt towards Vancouver St. and Cook St. Village. Halfway is a major and unconventional 5-way intersection at Douglas, Humboldt and Burdett, where City staff have prepared concept designs for a reconfigured intersection. The half block at Humboldt/Douglas corner will be closed to car movement, replaced with widened concrete 'bulb-out' corners, a new pedestrian crossing and a thru-path for people on bicycles. Additional features include new trees, street furnishings, modular 'play features' and more. The GVPN has participated in meetings and brainstorm sessions with City staff to envision further iterations of the proposed design.

With a MGN grant, the GVPN would commission and implement additional colourful elements such as painted asphalt patterns, games, umbrellas or other sculptural, playful or tactile features or components to shape and activate the new 'pocket plaza' at Humboldt. The grant will fund: a community artist to design painted patterns, related modular or sculptural features; a community design workshop/info session, as well as group/community participation in the execution of the design and its constituent elements. These elements will add playful textures and colours to the site, signaling to visitors and locals that this is a unique place to enjoy, linger and spend time.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?  1 year (specify)

<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 reconfigured intersection design will be permanent, engineered for safety, traffic flow, travel by foot and bike. Additional features such as seating, planters will be also permanent (though modular or movable by forklift etc). Some features, such as surface paints, chairs or games may be more temporary or rotational – and would require programming, seasonal regular maintenance, occasional updating. **Pending project success**, we would arrange (limited) programming of the space, via the adaptability or rotation of certain features with City staff, local businesses and building managers, or other potential partners.

Who will assume responsibility for ensuring these actions are undertaken?

GVPN directors, members and/or community volunteers – **with active participation from City planning staff** – will commission a lead artist, facilitate a community design workshop, and organize community members and local residents to participate in the 'paint-in' and public opening of the Humboldt Pocket Plaza. and event (expected date: April or May 2019).

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

The GVPN will organize a community 'paint-in' & co-design event as part of the creation and public launch/opening of the Humboldt Pocket Plaza (expected date: April or May 2019). The GVPN will also invite residents, local business and community members to attend and participate in community workshop/engagement event, as well as the Plaza Launch and 'Paint-in' – and **encourage adoption and on-going activation of the site by local residents, businesses and employees, with assistance from City staff.**

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



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## My Great Neighbourhood Grant Application

These community-designed and -created elements at this site will add playful textures and colours to the site, signaling to visitors and locals that this is a unique place to enjoy, linger and spend time. The act of physical creation and involvement by members of the community will increase their personal and social investment in the 'Pocket Plaza.' New lines of communication and engagement among neighbours and between citizens and City Hall often result.

This is what defines placemaking: turning an everyday intersection into a public place that welcomes and encourages a range of social and personal activities, and in turn, contributes to community building at the neighbourhood and city-wide level.

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

The GVPN holds annual insurance for a number (5-10) of public activities every year. Activities in spaces such as Humboldt plaza owned by the City of Victoria will require special arrangements and permits as necessary. City Staff have already facilitated and encouraged GVPN involvement in this particular project.

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

See above note. With significant City Hall involvement in this initiative, we are confident safety, risks and permits will be more than adequately addressed.

### PROJECT TIMELINE:

Start date: APRIL 2019 Completion date: AUGUST 2019

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

### PROJECT LOCATION:

Neighbourhood: Various Downtown locations (final sites to be determined by GVPN)

Street: Humboldt St. Victoria

Address: 700 Block (between Aria Condo and Apex Site)

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
Feb 2019	Site planning meeting with City Staff, & designer: Joaquin Karakas
Feb 2019	Announce / commission street paint design by artist/designer for Humboldt 'pocket plaza' -- aligned with City concept/design/elements
March 2019	Acquisition of materials, paints, tools, furnishings for design / event / launch day. Arrange storage and rentals as necessary



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## My Great Neighbourhood Grant Application

April 2019	Host community co-design workshop to recruit citizen / stakeholder engagement, and community participation in launch/ 'Paint-In' day
April 2019	Final 90% design concept shared and approved by City, GVPN team and core stakeholders.
May 2019	Recruit contracted photo/videographer for event documentation /editing / sharing
May 2019	Plaza Launch Event/ Creative community "Paint-In"
May – August 2019	Via social media, photos etc, we will promote & share Launch Day event, as well as subsequent public use, activities and other temporary events at the site.

### 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)



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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
Honoraria for designer / artist to create design for street/surface painting and additional site features (in context of Concept Design by City staff. )	\$1000
Materials, tools, paper for artist and community workshop	\$ 250
Community design workshop: rentals, event engagement and promotion	\$ 400
Event coordination and community organizing (PT contract > 50 hours x \$30 / hr)	\$1500
Purchase and/or rental of materials for street activation (chalk, games, skipping rope, etc)	\$ 300
Video and photo documentation of event(s) (50% of cost) (PT contract or honoraria)	\$ 500
GVPN Administration (Accounting, budgeting, meetings, Report Back) (~15-18% of Grant )	\$ 800
Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)	\$ 250
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$ 5000</b>

Items Provided by Applicant	Amount
Volunteer hours from GVPN / Placemaking team / directors & volunteers (70 hours x 25/hr)	\$1750
<i>(Volunteer hours above would include: event logistics, planning and meetings with City Planning staff; with City operations; purchasing, rental of materials and event space; recruiting and hiring PT contractor(s) artists, videographers; volunteer and member coordination; liaison with DVRA, businesses and residents, media and online promotion.)</i>	
Storage of materials, tools, whiteboard, chairs, LFLs etc. (40%-50% of cost)	\$500
Video and photo documentation of event(s) - (50% of cost)	\$500
Donated materials from local, NGO, business partners (planters, games etc)	\$1000
GVPN Donation of building or other materials (e.g. Little Free Library box, play or tactile elements)	\$750
Contingency and administrative costs (10% of contribution costs)	\$500
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$ 5000</b>



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## **My Great Neighbourhood Grant Application**



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## My Great Neighbourhood Grant Application

- 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

Here are the questions we would like you to consider in your final report on your project:

- What were your project objectives and did you achieve them?
- Did your project involve working with residents? How did that go?
- How has your project been received by the community?
- Please provide a financial breakdown of the final budget and explain any changes that were necessary
- Are there any other thoughts or observations you would like to share?
- Please provide some photos of the finished project or the activity.

In addition to this report, please consider accepting an invitation to participate in a future event to share your project experience with other residents.

Please forward your final report to your Neighbourhood Advisor within 30 days of completing your project.

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Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

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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: October 15, 2018

Applicant Group/Resident Lead Name: Ray Straatsma / Greater Victoria Placemaking Network

Signature(s): 

YES I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- YES 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 October 5, 2018**

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

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Thank you for your application!



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- Are there any other thoughts or observations you would like to share?
- Please provide some photos of the finished project or the activity.

In addition to this report, please consider accepting an invitation to participate in a future event to share your project experience with other residents.

Please forward your final report to your Neighbourhood Advisor within 30 days of completing your project.

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

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



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

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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: Quadra Village Community Pollinator Garden

### 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: Jenny Lotz Organization Name: *(if applicable)* Pollinator Partnership Canada

Mailing Address: 3934 Elsey Lane, Victoria, BC Telephone: 778-228-9479 Email: jl@pollinator.org

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: 841695174 Contact Name: Jenny Lotz Organization Name: Pollinator Partnership Canada

Mailing Address: 3934 Elsey Lane, Victoria, BC Telephone: 778-228-9479 Email: jl@pollinator.org



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## My Great Neighbourhood Grant Application

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

Pollinators, particularly native bees, are essential for urban and agricultural food production, and ecosystems. Yet, few people know about native bees, the role they play in our food production, the issues they are experiencing, and the best ways to help. Pollinator Partnership will partner with Quadra Village Community Association, which has a community garden located between Kings and Bay in Quadra Village, to install a native pollinator garden and interactive interpretive centre that will enhance the biodiversity and community engagement of the existing community garden. Community gardens can provide a backdrop with which to facilitate a strengthening of community, help to create a 'can-do' attitude with local residents, establish a sense of place and a connection to our natural world and local ecological and food systems, and can provide a means for which to produce food, locally. The pollinator garden will provide the opportunity for community and garden members to connect with pollinators that are native to our region, and become familiar with the integral role pollinators play in maintaining stability within our ecological and food systems. Interpretive signage will be installed which will take members of the community on a stroll through pollinator life cycles, habitat requirements, and native plants that support pollinators. Pollinator Partnership Canada will partner with other local organizations to provide ongoing workshops on gardening for pollinators, with a mission of empowering the local citizens to become pollinator stewards. This will provide the knowledge and skills required for members of the community and the wider public to make their own changes to support native pollinators and pass this information on to others.

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

<1 year      2 years      3 years      4 years      5 years      ongoing (10+) : years (specify)

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

Pollinator Partnership Canada will lead the development and installation phases of the pollinator garden project, including the development of interpretive signage, and conducting on-site workshops on pollinators once the garden is installed. Continued maintenance of the pollinator garden will be the responsibility of the Wark St. Community Garden members who are already taking care of the commons garden, in addition to the assistance from the Site Manager, Nicola Gunter. A few dedicated "pollinator advocates" will be selected to maintain the garden over time. Only native plants will be used, and once the plants are established, there will be very little required in terms of maintenance besides some weeding and periodic trimming of plants.

Who will assume responsibility for ensuring these actions are undertaken?

Pollinator Partnership will take full responsibility for the initial creation and first year establishment. The Wark St. Community Garden Association will be responsible for ensuring that the proper maintenance is routinely performed to allow the pollinator garden to thrive over time. Once the plants are established, there should be very minimal maintenance over time, besides some weeding, and thinning of plants.

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

Upon approval, a meeting will be held at the community garden in order to inform the garden members and other members of the surrounding local community, of the plans to install a pollinator garden. We will go over details of the planting plan, along with addressing any concerns the members of the public may have about the pollinator garden. We will ensure the development stages of the garden are as inclusive as possible through social media and poster campaigns. During the planting phase, members of the public will be invited for a public planting day in order to learn about pollinator gardens and native plants. Members of the public, and garden will be invited to spend time in the garden to observe the native plants and pollinators that are attracted to the garden. After the garden is installed, P2C will organize a workshop for the public to learn about gardening for pollinators, and basic bee identification.

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

This project will create a sense of place and connection within the Quadra Village and Victoria communities by fostering a deeper connection to ecosystems, food production, and the role that pollinators (and humans) play in stabilizing both. People will learn about native bees, the issues they are having, their importance to food production, and simple ways to help. They will learn some of the common misconceptions about bees and learn facts such as; honey bees are important in large scale agriculture but not a natural part of our ecosystems or needed for small-scale food production, native bees are better pollinators of food plants and natural plants, there is an incredible and beautiful diversity of native bees (450 species in BC!), they are not aggressive and rarely sting, and they can be helped by small actions. They will learn how to recognize some different types of bees, and see how easy it is to grow food in an urban area. They will be able to ask questions of a wide range of local experts. They will be inspired to pass on this information, help native bees and other urban wildlife, and feel more connection to their community, food, and nature. Adding a pollinator garden to the already existing community garden will invigorate community passion and support for pollinators, local/urban food production and healthy ecosystems. In addition, the garden will further beautify the area for the enjoyment of all and will be an oasis of nature in an urban setting.



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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.)

The City of Victoria's Park's Department will have to approve the signage and/or bench. Other than that, there are no additional regulatory requirements that need to be met in order to complete the project.

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

Generally, planting plugs, seeding, installing a bench and signage, and ongoing maintenance are activities that are of low risk to people and the surrounding property. Pollinator Partnership has liability insurance for the duration of the project. Thereafter, the QVCA would assume liability, and have liability insurance for the pollinator garden. There are no foreseeable risks associated with this project.

### PROJECT TIMELINE:

Start date: \_\_\_December 2018/January 2019\_\_\_ Completion date: \_\_\_April 2019\_\_\_

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

### PROJECT LOCATION:

Neighbourhood: \_\_\_Quadra Village\_\_\_

Street: \_\_\_Wark Street\_\_\_

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

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
Winter Dec, 2018 (project start date flexible)	Planning of garden, species selection, # of each plant
	Recruit other partners from Island Pollinator Initiative
	Design of interpretive signage for the space
February, 2019	Acquire/order plants and additional soil required for planting
	Map out proposed pollinator garden area
	Determine planting day & organize pre-planting meeting
	Create ad/poster for planting day to engage local community
March, 2019	Planting day
	Organize a workshop/garden talk after the plants are planted to describe the planting, the benefit to pollinators, methods of gardening for pollinators & pollinator ID.
	Ensure proper weeding and maintenance, especially water in beginning during plant establishment
April, 2019	Ongoing – maintenance



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## My Great Neighbourhood Grant Application

### PROJECT COST:

What is the total cost of the proposed project (*including in kind labour and donated goods and services*): \$ 10,025

Amount requested from the My Great Neighbourhood grant fund: \$ 4,975 (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
Project management and expert services – garden design, pollinator plant selection (P2C expert @ \$50/hr x 25 hrs ; QVCA \$25/hr x10hr)	\$1,500
Plant materials – soil, plants, seeds (approximately 40 plugs, and additional seed mixes (?))	\$900
Expert hours for design of signage @ \$75/hr x 15 hrs	\$1,050
Interpretive signage (cost of signs plus install/mounting)	\$525
Time to plan, organize, advertise & conduct post-planting pollinator workshop (on-site) – P2C expert @ \$50/h x 15 Hrs; QVCA \$25/hr /10 hrs	\$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>\$4,975</b>

Items Provided by Applicant	Amount
Add'l time to plan, design, implement pollinator garden– P2C expert @ \$50/hr x 45 hrs; QVCG @ \$25/hr x 20 hrs	\$2,750
Volunteer hours @ \$20/hr 90 hrs (15 volunteers @ 6 hrs)	\$1,800
Bench for observing and viewing bees @ other pollinators (donated?)	\$250
Mason bee or other bee home (donated or made)	\$50
Wood chips from Bartlett Tree Experts (1 full truck load)	\$200
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$5,050</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: October 10, 2018

Applicant Group/Resident Lead Name: Jennifer Lotz





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## My Great Neighbourhood Grant Application

*Jennifer Lotz*

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.



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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 Rise Preservation

#### 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: Robert Tornack

Organization Name: *(if applicable)*

Mailing Address: 2708 Mt Stephen Ave, Victoria BC

Telephone: 250-813-2738

Email: [rtornack@gardenoaks.ca](mailto:rtornack@gardenoaks.ca)

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

Society Registration Number: BN882929946RR0001

Contact Name: Chris Holt

Organization Name: Oaklands Community Association

Mailing Address: 2827 Belmont Ave., Victoria BC V8R4B2

Telephone: 250-370-9101

Email: [ed@oaklandsca.com](mailto:ed@oaklandsca.com)



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## My Great Neighbourhood Grant Application

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

Residents of the neighbourhood known locally as the Oaklands Rise have been working to build a sense of community with a variety of “neighbour helping neighbour” activities and effort to establish a sense of place for residents and other Victorians who select that area as a destination of choice for exercise, dog-walking, and respite from an increasingly busy surrounding area.

With this application, we are seeking funds to augment these efforts in a tangible way in what may be termed the Oaklands Rise Preservation Recognition Project. The project fits within goals to:

- Recognize the past (Way-finding for walkable streetscapes)

Examples of the rich history of the Oakland neighbourhood include: Oaklands Farm (Estate), 1850s; Hillside Farm Estate; Finlayson Estate, Twin Oak Farm, 1850’s; Jewish Cemetery, 1859; Oaklands Nurseries, 188s-1950s; Oaklands Hotel, 1864-71; Mount Tommie & Oaklands “Tally Ho” Stage, 1890’s; BC Protestant Orphanage, 1883; Levy House, 1913; #6 Firehall

- Value the present (Place-making for the community)

Preservation of the neighbourhood’s safe, accessible and walkable sidewalk-free characteristics as captured in the August 2018 community survey

- Envision the future ( toward enhancing pride in community and quality of life for generations come)

Beautifying and enhancing the characteristics of the neighbourhood through the installation of art, street sculptures and furnishings, creation of safe resident walks ways and artistic street illumination as supported in the August 2018 community survey

Using community gatherings, social media and online tools as needed to build upon the results of our 2018 Summer Survey, we will identify and raise awareness of the historical importance of the Oaklands neighbourhood, select artefacts and objects to reflect that history, situating them so as to define place, and to invite further input toward a vision for the future.

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

<1 year      2 years      3 years      4 years      5 years        X   years (specify) : ongoing, 10 year+

The Oaklands Rise Preservation Recognition Project is a multiphase and its lifespan is ongoing. Using community gatherings, social media and online tools as needed to build upon the results of our 2018 Summer Survey, we will identify and raise awareness of the historical importance of the Oaklands neighbourhood, select artefacts and objects to reflect that history, situating them so as to define place, and to invite further input toward a vision for the future.



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## My Great Neighbourhood Grant Application

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

The Oaklands Rise Preservation Recognition group will lead the coordination of neighbourhood volunteers who responded to the call for volunteers conducted in the 2018 Summer Survey. Volunteers have selected ways to be involved that fit the demands of life, work and physical capacity. The ongoing maintenance of the selected artefacts and objects will be built into the volunteer schedule.

Who will assume responsibility for ensuring these actions are undertaken?

The Oaklands Rise Preservation Recognition Group

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

Using community gatherings, social media and online tools as needed to build upon the results of our 2018 Summer Survey, we will identify and raise awareness of the historical importance of the Oaklands neighbourhood, select artefacts and objects to reflect that history, situating them so as to define place, and to invite further input toward a vision for the future.

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

We will link the history of the area to its present form, characterized by rocky outcroppings, a large Garry Oak forest canopy and unique streetscape of Arts and Crafts, Edwardian and later architectural styles. Raising awareness of the unique character of the area will ground efforts to assist the community in shaping a vision for the future through activities not part of this application.

Objectives include installing using a community building process to enhance the pride of place. Adding a visual dimension to enhance peacemaking can serve additional community identified needs: benches, way-finding tools such as etched stone markers, etc. We hope to explore the feasibility of using certain objects as storage for emergency supplies for the neighbourhood.

The objectives of the Oaklands Rise Preservation Recognition project:

1. Select historical sites and references of use in creating the sense of place.
2. Develop an approach to way-finding that draws those who frequent the area into that sense of place.
3. Develop a strategy that ensures utility of the selected objects in both a boulevard and a woonerf placement, the ultimate placement being a factor of City and neighbourhood agreement.
4. Secure objects to be incorporated into the scheme (works of art, functional elements such as illuminated features, etc.).



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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.)

The results of the 2018 Summer Survey reflects approval/support from the neighbourhood. Practically, we know that there are other neighbourhood groups invested in taking on projects that relate to this overall theme, so we would seek to clarify specifics as part of our effort to ensure that the aims are complementary.

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

Residents of the neighbourhood do not foresee any presenting risk factors.

### PROJECT TIMELINE:

Start date: January 2019 Completion date: January 2020 (Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: Oaklands Rise Neighbourhood

Street: Mt Stephen Avenue

Address: 2700 Block

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
August 14, 2018	Solicit input from the neighbourhood
August 14, 2018	Solicit support for initiative from neighbourhood
September 27, 2018	Meet with City Staff to discuss viability of project
October 15, 2018	Develop and submit grant application
January/February 2019	Develop criteria for selecting historical sites
January/February 2019	Develop criteria for placing making and way finding signage
February/March 2019	Develop criteria for artist selection
March/April 2019	Selection of art/sculpture/street illumination
May 2019	Purchase of art/sculpture/street illumination
June/July 2019	Preparation of site selection
September/November 2019	Delivery of purchased art/sculpture/street illumination
September/November 2019	Installation of purchased art/sculpture/street illumination
December 2019/January 2020	Craft required project report and visual presentation material
December 2019/January 2020	Present project report to Oaklands Community Association Board
January 2020	Celebration of neighbourhood's success



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## My Great Neighbourhood Grant Application

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

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Cost
Historian (time to collate and develop summary for content of online and story board)	1800
Graphic Artist to develop historical story board	1000
Artist to design Sea Can Container beautification	1500
Administrative fee for the FGCA	200
Project retirement (if necessary)	
15% maintenance contingency of total budget (\$1500 max)	500
<b>TOTAL REQUESTED (must not exceed Total Matching Contribution below)</b>	<b>\$ 5000</b>

Items Provided by Applicant	Cost
Committee-Communication and Engagement, preparation, development, and implementation	500
Online Historical summary-75 hours @ \$20/h	1500
Paint & Supplies (for 280sq feet)	500
Historical Story Board materials	1000
Labour-painting-80 hours @ \$20/h (8 people x 10 hours *2 days-5 hours a day)	1600
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$ 5100.</b>





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## My Great Neighbourhood Grant Application

Items Provided by Applicant	Amount
Research by volunteering neighbourhood residents at \$20.00/hour/volunteer	\$800.00
Planning activities by volunteering neighbourhood residents at \$20.00/hour/volunteer	1,500.00
Site preparation by volunteering neighbourhood at \$20.00/hour/volunteer	600.00
Deliveries donated by neighbourhood transport/courier company @\$65.00/hour	195.00
Donation of granite by neighbourhood construction company	675.00
Back Hoe rental fee & operator time donated by neighbourhood construction company @\$85.00/hour	510.00
Installation material donated by neighbourhood construction company	475.00
Installation labour donated by neighbourhood construction company @\$85.00/hour	850.00
Installation provided by volunteering neighbourhood residents at \$20.00/hour/volunteer	1,800.00
Seasonal maintenance provided by volunteering neighbourhood residents at \$20.00/volunteer	200.00
Project evaluation provided by volunteering neighbourhood residents at \$20.00/volunteer	80.00
Preparation of final project report and visual presentation material provided by volunteering neighbourhood residents at \$20.00/volunteer	320.00
<b>Your Total Matching Contribution</b>	<b>\$8,005.00</b>





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## My Great Neighbourhood Grant Application

### PROJECT COST:

What is the total cost of the proposed project (*including in kind labour and donated goods and services*): \$15,000.00  
 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:

Items Funded by Grant	Amount
Possible sources for funded items: Island Metal Craft, Castart Studio, Home Depot, Pine Lighting, Core Glow, Eco Paving and Local Artists	
Recognize the past: etched stone markers mounted on granite to mark selected historical sites	
Value the present: benches strategically placed to provide resting/meeting areas for neighbours and pedestrians	
Envision the future: illuminated vertical art elements with the potential to double as storage for emergency response supplies	
Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)	
<b>TOTAL REQUESTED</b> (must not exceed your Total Matching Contribution below)	<b>\$5,000.00</b>



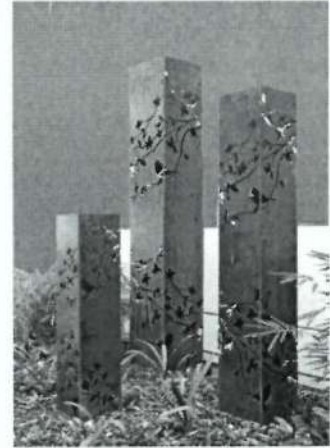
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## My Great Neighbourhood Grant Application

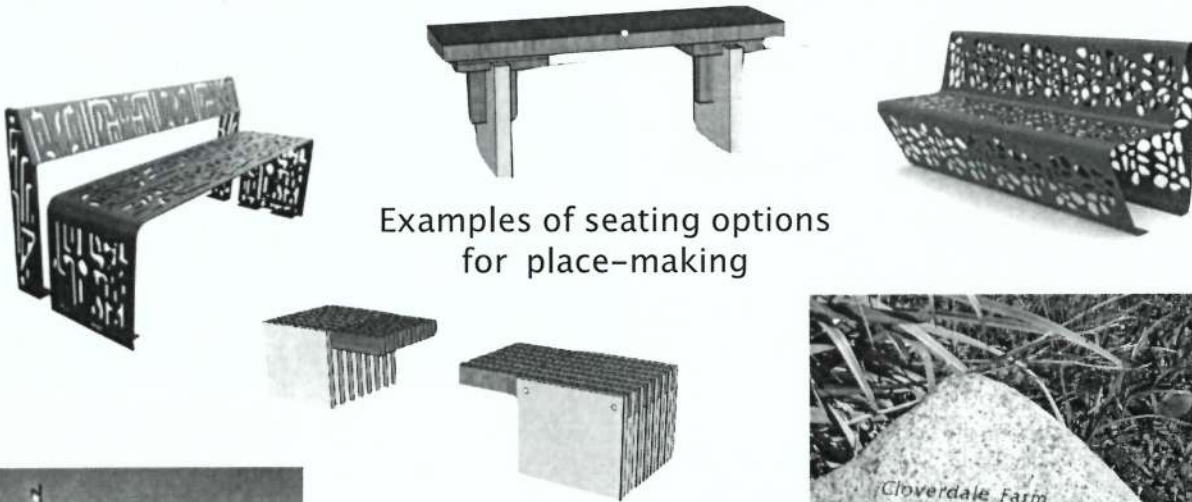
Potential locations have been identified subject to community input.



**Art & Functional Element examples for adaptation/section with community input**



Street art options including potential storage for emergency supplies, photoluminescent treatment, etc.



Examples of seating options for place-making



Example of a stone etched with way-finding & historical references



Illuminated surface treatment are options for beauty and safety



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## My Great Neighbourhood Grant Application



### Mission

*Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors.*

Robert Tornack,  
Chair, Core Planning Group  
Oaklands Rise Living Streets  
PO Box 5418  
Victoria, BC V8R 6S4

Dear Rob Tornack,

The Oaklands Community Association appreciates the community building efforts of your group of neighbours. The Oaklands Rise Living Streets Woonerf Pilot Project has potential to enhance the quality of life beyond its geographical area aligned with the sidewalk-free streets of Mt. Stephen Avenue, Acton Street, west Cedar Hill Road and the Kings Road greenway.


Your project to preserve a unique area within Oaklands, adding plantings, art and elements for traffic calming and safety fit well with the Association's mandate to assist residents of the Oaklands neighbourhood in improving their quality of life as individuals and as a community. This is an opportunity to create a promenade for the benefit of generations to come.

We are pleased to administer such grant funds and donations as may be obtained for the purposes of the Oaklands Rise Living Streets Woonerf initiative. Such funds will be handled as restricted funds, directed toward to purposes of the Oaklands Rise Living Streets Woonerf.

Please contact me at your convenience to discuss arrangements.

Kind regards,

---

  
Chris Holt  
Executive Director  
Oaklands Community Association  
Phone: 250.370.9101  
Fax: 250.370.9102



Oaklands Community Association is a registered charity | BN 882929946RR0001

Oaklands Community Centre  
2827 Belmont Ave #1, Victoria BC V8R 4B2

Oaklands Neighbourhood House  
2629 Victor Street, Victoria BC V8R 4E3



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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: October 14, 2015

Applicant Group/Resident Lead Name: Robert Tornack

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

I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- Design information, including site map and visuals of Project or Activity location (embedded above).
- 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 October 5, 2018**

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

✓ Meeting held on 2018 September 27, Gary Pemberton & Rob Tornack attending.

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).
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:** Phase 3, Yates Street Community Garden

**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: Janet Strauss

Organization Name: *(if applicable)* Yates Street Community Garden

Mailing Address: 1003-1015 Pandora Ave, Victoria, BC V8V 3P6 (Janet)

Telephone: (250) 294-2678

Email: jkstrauss4@gmail.com

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

Society Registration Number: S-0048117

Contact Name: Nicholas Harrington

Organization Name: Victoria Downtown Residents' Association (DRA)

Mailing Address: 1715 Government Street, Victoria, BC V8W 1Z4

Telephone: (778) 403 2148

Email: vice-president@victoriadra.ca



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## My Great Neighbourhood Grant Application

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

Our project goals are: (1) increased food production, (2) site development (increasing and improving accessibility), (3) growing a community identity, and (4) education/outreach for ourselves and downtown neighbourhoods. We'd like to add 6 trug-style raised garden boxes to be available to seniors and persons with mobility devices. The Victoria Disability Centre currently maintains 5 boxes as a group. These boxes would be made available to individuals. We'd like to design and build 3-5 vertical garden structures to better utilize our existing space and to model the vertical gardening concept as an efficient means of food production and greening in tight urban environments. In our rapidly densifying neighbourhood adding greenery will add a cooling effect to the light and heat being reflected off the garden's east wall. With our partners we will continue to host and co-host workshops, dialogues, work parties and neighbourly get-togethers. We'd like to plan two educational workshops, (dates and topics to be determined). Signage, posters, advertising through word of mouth, open garden days, lunch in the garden days for neighbourhood employees are examples of what we're exploring for community outreach. To increase accessibility we'd like to extend and designate the existing pathway to one more location in the Garden. This will require shifting and relocating a small number of boxes and delineating the pathway with signage and marking. Keeping our seating/gathering space as the central "heart" of the garden and accommodating mobility devices to certain areas of the garden is our intended goal.

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

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

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

The new trug-style boxes will be maintained by individual allotment gardeners who contract them for the season. The vertical garden structures will be maintained by our enthusiastic garden team, Committees of garden volunteers and steering committee members will continue to organize events with the assistance and support of our Volunteer Coordinator.

Who will assume responsibility for ensuring these actions are undertaken?

The steering committee and Volunteer Coordinator will be responsible for undertaking the various roles including but not limited to: planning and preparation, ordering materials, budgeting and decision making, organizing work parties, deliveries, etc. We have architects, idea people, garden and farming consultants on board to advise and assist.

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

Volunteer labour has driven the first two phases of our garden's development and will continue to do so through this 3rd phase. From planning and organizing to the physical sweat required to shovel dirt and assemble garden boxes and organize events and workshops, etc., our volunteers have worked tirelessly.

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

- Our project will benefit the community by:
- expanding gardening opportunities for seniors and the disabled in the neighbourhood
  - hosting, co-hosting and facilitating educational opportunities in our meeting/gathering space for gardeners and interested community members around sustainable approaches to food production in the City
  - modeling urban vertical growing techniques and their possibilities in the urban landscape
  - providing a quiet oasis where people can come to enjoy the garden on lunch breaks or to simply sit, cool off and enjoy the garden's atmosphere while going about their day
  - contributing in a small way to protecting and promoting biodiversity in the city landscape
  - promoting a healthy diet and an appetite and appreciating for nutritionally rich, fresh foods



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

## 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.)

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)

no.

**PROJECT TIMELINE:**

Start date: February, 2019                      Completion date: September, 2019

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

**PROJECT LOCATION:**

Neighbourhood: Downtown-Harris Green \_\_\_\_\_

Street: Yates Street \_\_\_\_\_

Address: 1012-1014 Yates Street \_\_\_\_\_

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

Date	Milestone
February	Planning and organizing
March	Plan finalized for site modification, boxes moved as required, pathway staked out
April/May	Trug-style raised boxes ordered and assembled
June	Education: Workshop 1
July	Outreach (Open Garden Days) 1 day a week for July garden opened with volunteer on site
August	Education: Workshop 2 (topic to be decided by committee: possibilities include vertical gardening techniques, cistern or drought efficient watering systems, winter gardening

**PROJECT COST:**

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 6,000.00

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





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

## 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
Purchase and assembly of 6 raised garden boxes	\$2000
3-5 Vertical garden structures (consulting, planning, materials and build)	\$2000
Site rearrangement, pathway laid out	\$500
Education/Outreach (presenters/speakers, posters, food for work parties, events)	\$500
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>\$5000.00</b>

Items Provided by Applicant	Amount
Labour to assemble and place raised beds (9 hours)(no electricity so we need to use hand tools)	\$200.00
Planning, consulting, materials, organization and building of vertical gardens	\$2000.00
Boxes moved for pathways (1 hour machine rental for forklift) labour	\$1000.00
Pathway planning, layout	\$800.00
Education, community outreach (planning, fees for presenters, food, table rental, advertising)	\$1000.00
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$5000.00</b>



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

## 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: 2018 /10/15

Applicant Group/Resident Lead Name: Janet Strauss and Nicholas Harrington

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 October 5, 2018**

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **October 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!



IA

**MY GREAT NEIGHBOURHOOD GRANT APPLICATION**  
**October 2018**

---

**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:** PILOT ST COMMUNITY EMERGENCY PREPAREDNESS AND TOOL LIBRARY SHED

**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: GAIL BOULGER/ SUSAN FORGET Organization Name: *(if applicable)*

Mailing Address: 46 PILOT ST Telephone: 250 382-0328

Email: [gailandpatrick@shaw.ca](mailto:gailandpatrick@shaw.ca)

IA

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

Society Registration Number: S0060013 BIN 81047 9709 BC0001

Contact Name: Judy Brownoff, President & Chair

Organization Name: BC Healthy Communities Society

Mailing Address: 300-722 Cormorant Street, Victoria, BC V8V 1P8

Telephone: 250 590 8442

Email: jodi@bchealthycommunities.ca and jbrownof@telus.net

IA

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

We are proposing to build an 8'x10' shed to provide Emergency Preparedness equipment as well as tools for loan to all Pilot St residents. We propose to locate this building on private property. The design, building and project management tasks will be provided by residents of Pilot St.

In addition, the Pilot St contribution will consist of building and gardening tools as well as equipment deemed to be essential in the event of a major catastrophe i.e. earthquake. Through both of these initiatives we anticipate building stronger ties, community cohesiveness, and a greater understanding of our block members' strengths and needs.

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

<1 year                      2 years                      3 years                      4 years                      5 years      and  
continuing years (specify)

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

The Pilot St Emergency Preparedness Committee will take responsibility for the ongoing maintenance and security of the shed and equipment.

Who will assume responsibility for ensuring these actions are undertaken?

The committee as a whole.

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

Approximately 20 residents are currently members of the committee and intend to contribute to this project. Other residents of Pilot St have been and will continue to be encouraged to participate in the building and maintenance and share in the use of the stored equipment.

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

- Increase social connectedness between neighbors on Pilot Street
- Provide teambuilding/street connections opportunity through building the shed
- Provide increased opportunities for residents to utilize a greater variety of tools to which they previously may not have had access, hence reducing individual maintenance costs
- Save lives (in the case of an emergency)
- Clear debris
- Restore normalcy to community as quickly as possible
- Reduce demand on civil services through advance preparation

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

- Approval of the property owner has been obtained and an agreement signed between the committee and owner which outlines access, options in the event of a sale.
- We have consulted with City staff (Kimberley Stratford) to establish an acceptable placement of the shed.

IA

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

Insurance costs will be covered by the residents of Pilot St. The shed will have a number pad installed and all residents will be provided with the combination. More expensive Emergency Preparedness equipment i.e. the generator will be secured in a separate locked space within the shed. Detailed written instructions and training in the use of equipment will be provided and posted in the shed. It will be required that all equipment/tools be signed in and out.

**PROJECT TIMELINE:**

Start date: Spring 2019 Completion date: October 2019

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

**PROJECT LOCATION:**

Neighbourhood: James Bay

Street: Pilot Street

Address: 85 Pilot St V8V 2A5

**WORKPLAN SCHEDULE:**

Date	Milestone
One month after receipt of grant	Final decision on building supply list
Six months	Building materials purchased and building commences Engaging with neighbours for meetings/building party
11 months	Project completed and final report submitted Shed orientation and final street celebration

**PROJECT COST:**

What is the total cost of the proposed project (including in kind labour and donated goods and services):  
**\$ 10,850.00**

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

IA

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:**

<b>Items Funded by Grant</b>	<b>Amount</b>
Building materials	3000.00
Stain for shed	120.00
Generator	1300.00
Food for volunteers during construction	380.00
15% maintenance contingency of total budget or as agreed	200.00
Project retirement cost and 15% maintenance contingency of total budget or as	
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution)</b>	<b>\$5,000.00</b>

<b>Items Provided by Applicant</b>	<b>Amount</b>
Dave Donald's professional design fees \$50/hour x 16 hours	800.00
Building of shed \$20/hour x 120 hours	2400.00
Chain saw and safety equipment	850.00
Tools to be stored in shed for sharing (garden tools, emergency preparedness misc.)	1000.00
Equipment for staining shed	250.00
Shed maintenance (extra nails, stain, shingles)	500.00
Third party liability insurance costs up to \$2 million	50.00
<b>YOUR TOTAL</b>	<b>\$5,850.00</b>



IA

**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.
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Date: **October 13, 2018**

Applicant Group/Resident Lead Name: GAIL BOULGER/ SUSAN FORGET

Signature(s): SEE NEXT PAGE ATTACHED

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 October 5, 2018**

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

## IA

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

Here are the questions we would like you to consider in your final report on your project:

- What were your project objectives and did you achieve them?
- Did your project involve working with residents? How did that go?
- How has your project been received by the community?
- Please provide a financial breakdown of the final budget and explain any changes that were necessary
- Are there any other thoughts or observations you would like to share?
- Please provide some photos of the finished project or the activity.

In addition to this report, please consider accepting an invitation to participate in a future event to share your project experience with other residents.

Please forward your final report to your Neighbourhood Advisor within 30 days of completing your project.

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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)**

## DECLARATION:

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

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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 **October 13, 2018**

Applicant Group/Resident Lead Name: GAIL BOULGER/ SUSAN FORGET

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 October 5, 2018**

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

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

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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

PILOT ST.  
EMERGENCY  
STORAGE SHED  
DESIGN

DESIGNED AND DRAWN  
BY  
DAVE DONALD

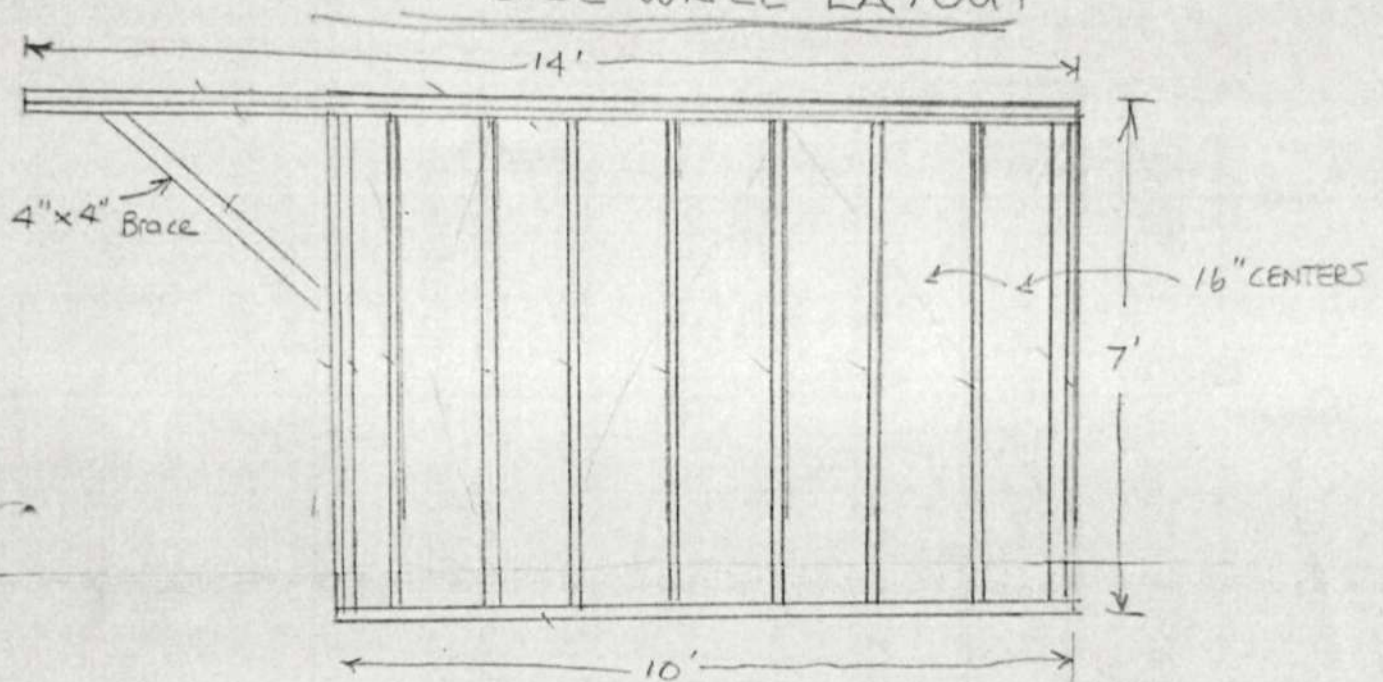
Tues, 11 SEPT 2018

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PAGE 3 - LEFT SIDE WALL LAYOUT  
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PAGE 6 - ROOF LAYOUT  
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REQUIRED TO BUILD PILOT ST.  
EMERGENCY STORAGE SHED

## PILOT ST. EMERGENCY STORAGE SHED

### RIGHT SIDE WALL LAYOUT

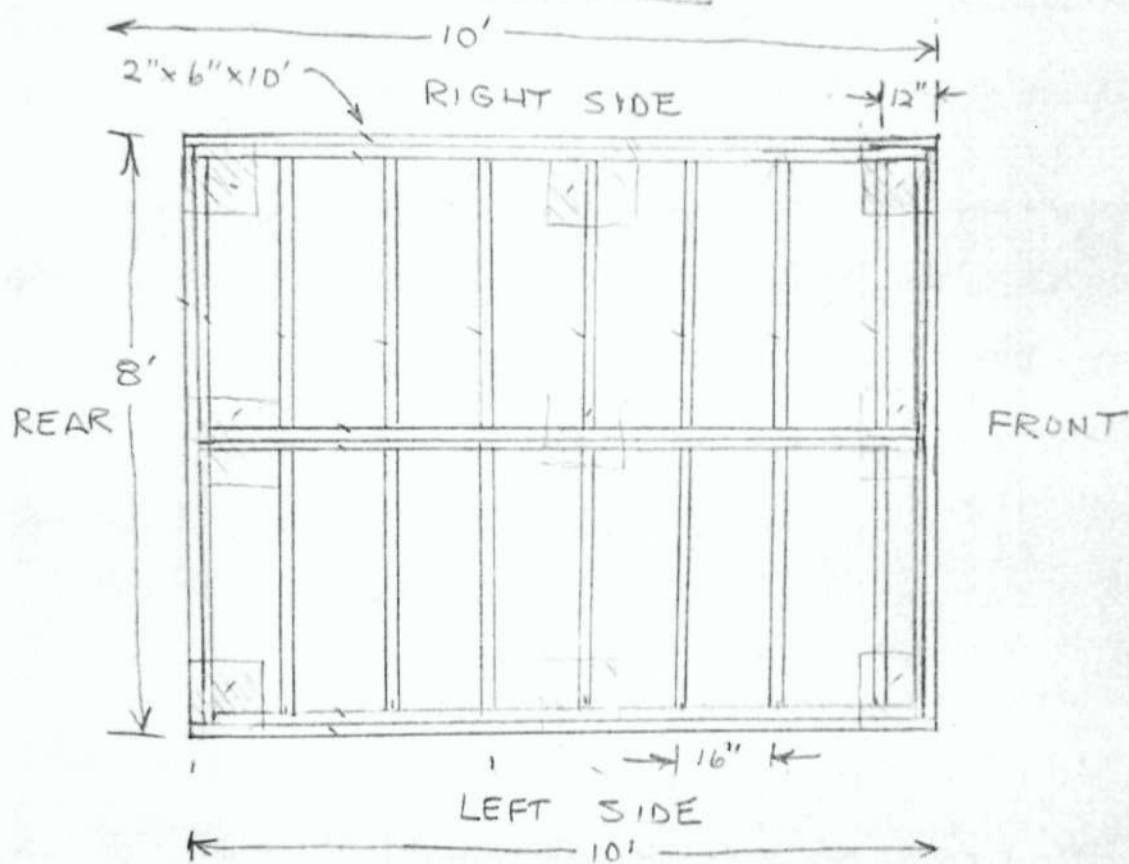


- ✓ 11 - 2" x 4" x 8' SPRUCE BOARDS
- ✓ 2 - 2" x 4" x 14' SPRUCE BOARDS
- ✓ 1 - 2" x 4" x 10' SPRUCE BOARD
- ✓ 1 - 4" x 4" x 4' TREATED POST
- 2 - 1/2" x 4' x 8' EXTERIOR PLYWOOD
- 1 - 1/2" x 2' x 8' EXTERIOR PLYWOOD

NOTE: SCALE APPROX 1cm = 1ft.

# PILOT ST. EMERGENCY STORAGE SHED.

## FLOOR LAYOUT

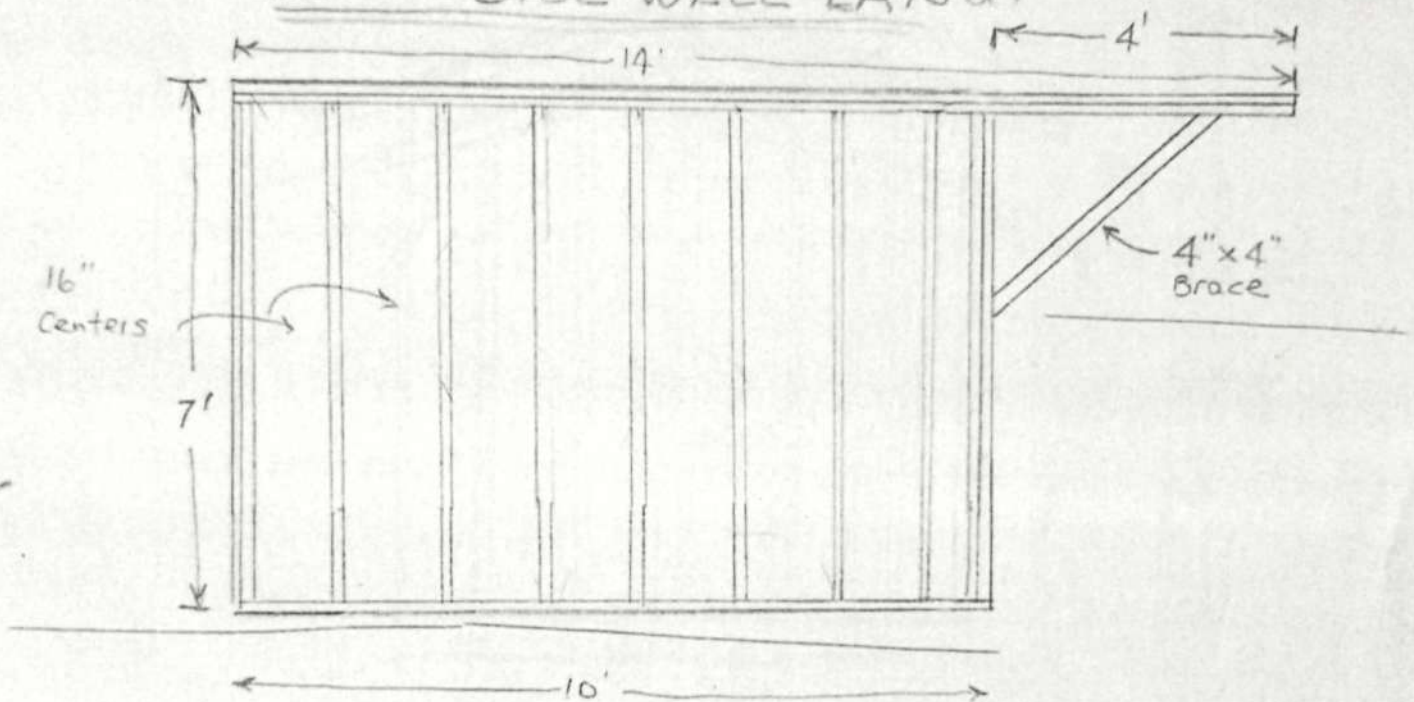


- ? 9 - 16" x 16" Patio Blocks (NOTE: NOT REQ'D IF PUTTING ON CONCRETE PAD)
- ✓ 11 - 2" x 6" x 8' Treated boards
- ✓ 6 - 2" x 6" x 10' Treated boards
- ✓ 2 - 1" x 4' x 8' T&G Flooring
- ✓ 1 - 1" x 2' x 8' T&G Flooring
- ✓ 1 - 50# BOX 3" COATED NAILS

NOTE: SCALE APPROX 1 cm = 1ft

## PILOT ST. EMERGENCY STORAGE SHED

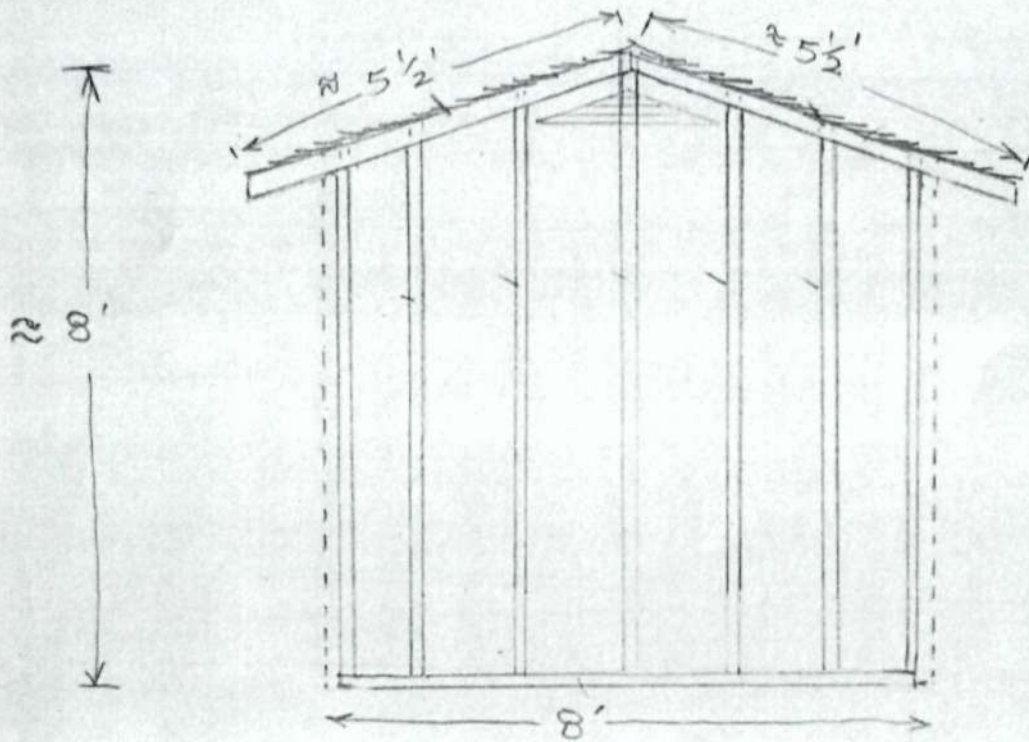
### LEFT SIDE WALL LAYOUT



- 11 - 2" x 4" x 8' SPRUCE BOARDS
- 2 - 2" x 4" x 14' SPRUCE BOARDS
- 1 - 2" x 4" x 10' SPRUCE BOARD
- 1 - 4" x 4" x 4' TREATED POST
- 2 - 1/2" x 4' x 8' EXTERIOR PLYWOOD
- 1 - 1/2" x 2' x 8' EXTERIOR PLYWOOD

NOTE: SCALE APPROX 1 cm = 1 ft.

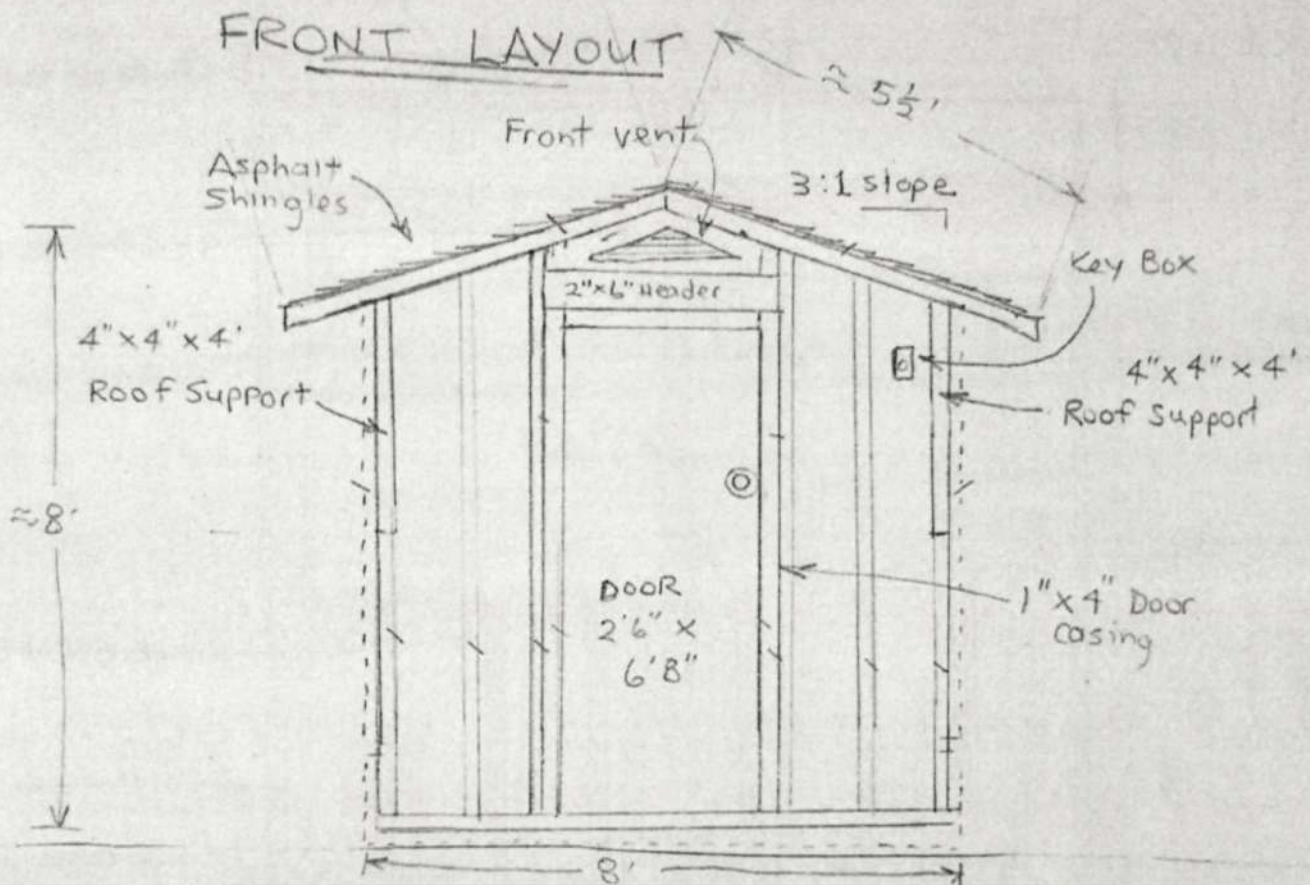


PILOT ST EMERGENCY STORAGE SHEDREAR LAYOUT

- 10 - 2" x 4" x 8' STUDS
- 1 - 3:1 Gable vent (small)
- 2 - 1/2" x 4' x 8' exterior plywood

NOTE: SCALE APPROX 1cm = 1ft

# PILOT ST EMERGENCY STORAGE SHED

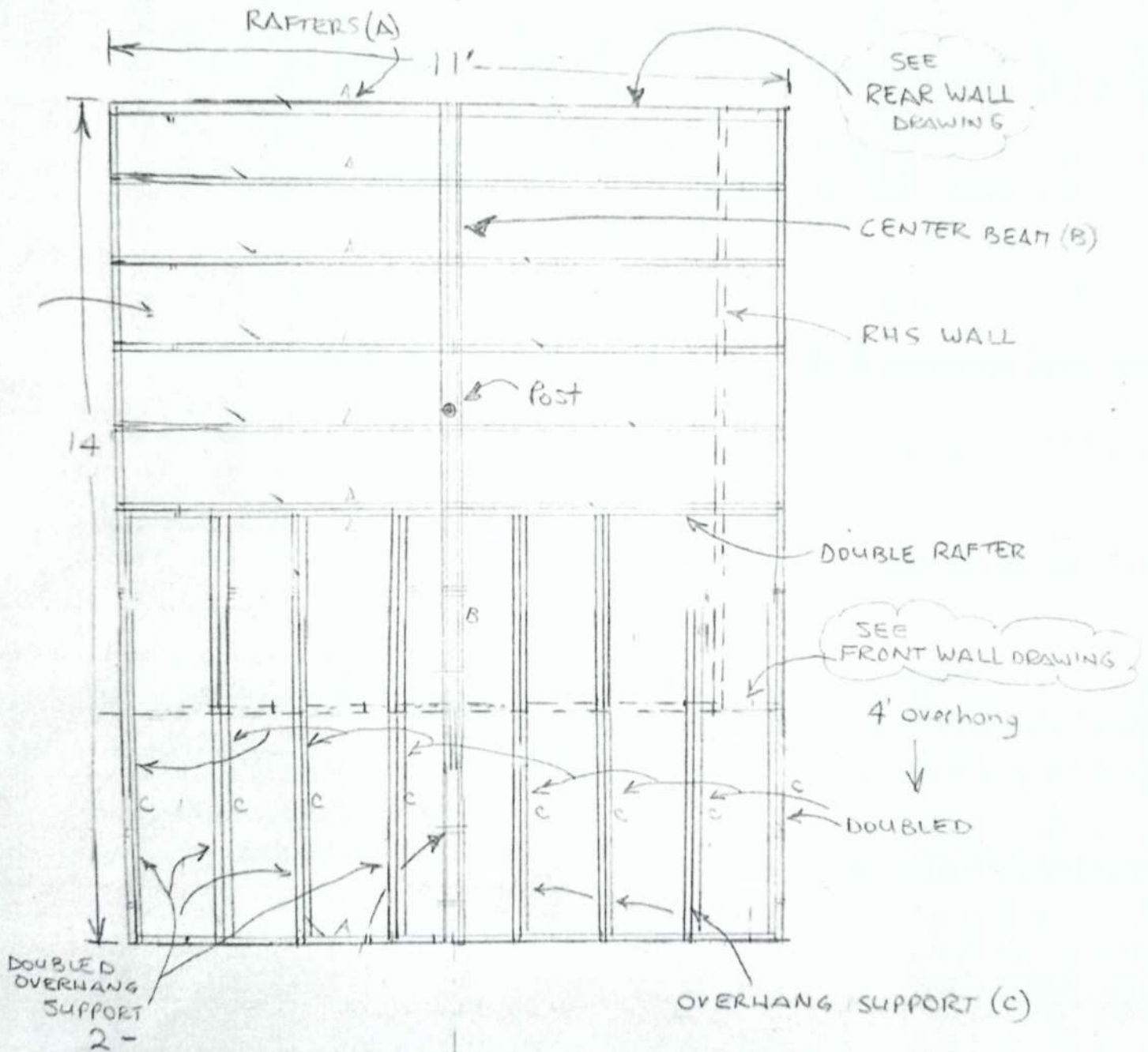


- 1 SMALL 3:1 SLOPE GABLE VENT
- 1 COMPLETE 6'8" EXTERIOR DOOR ASSEMBLY
- 1- DOOR KNOB C/W KEYED DEAD BOLT ASSEMBLY
- 11 - 2" x 4" x 8' SPRUCE BOARDS
- 1 - 2" x 6" x 8' SPRUCE BOARD
- 1 - KEY BOX
- 2 - 1/2" x 4' x 8' EXTERIOR PLYWOOD

NOTE: SCALE APPROX 1 cm = 1ft.

PILOT ST. EMERGENCY STORAGE SHED

ROOF LAYOUT



11'x15' Roof = 154 sqft plus 14' of ridge capping

8 - 2" x 4" x 12' RAFTERS (A)

3 - 2" x 6" x 14' CENTER BEAM (B)

16 - 2" x 4" x 8' OVERHANG SUPPORT (C)

1 - 4" x 4" x 8' Post

ROOFING STAPLER C/W STAPLES

NOTE: SCALE APPROX  
1cm = 1ft.

PILOT ST. EMERGENCY STORAGE SHEDMISC. MATERIALS

\_\_\_\_\_ GALLONS OF PAINT TO COVER  
APPROXIMATELY 300 SQ FT OF  
EXTERIOR PLYWOOD

- 1 ROLL TYVEK BUILDING PAPER
- 1 ROLL RED TYVEK TAPE
- 3 SHEETS  $\frac{1}{4}$ " x 4' x 8' EXTERIOR PLYWOOD  
FOR SOFFITS

MATERIALS FOR 3 SHELVES ALONG  
ONE 10' WALL

- 1 BATTERY LIGHT ASSEMBLY  
^  
OPERATED

LIST OF BLOCK MEMBERS REVIEWING  
AND APPROVING THE DESIGN OF  
THE PILOT ST EMERGENCY STORAGE  
SHED.

#	NAME	ADDRESS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10	1 BATTERY LIGHT ASSEMBLY	
11		OPERATED
12		
13		
14		
15		
16		
17		
18		
19		
20		



Location of Shed on Property



VicMap

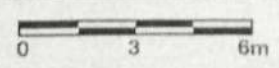
Search



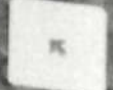
I want to...



2017 Ae...



1:500



PILOT ST EMERGENCY STORAGE SHED  
SUMMARY LIST OF ALL MATERIALS NEEDED

#	DESCRIPTION	FLOOR LAYOUT	SIDES	REAR	FRONT	ROOF	MISC
1	2" x 6" x 8' Treated boards						



BC Healthy Communities  
People. Place. Potential.

October 12, 2018

To the City of Victoria

**RE: My Great Neighbourhood Grant Application- Pilot Street Community Emergency Preparedness and Tool Library Shed**

Dear City of Victoria Grant Review Team,

Please accept this letter of support for the Pilot Street Community Emergency Preparedness and Tool Library Shed project. The Pilot St Emergency Preparedness Committee has met with the City Liaison (Kimberley Stratford), responsible for projects in James Bay and they have also generated over \$5,000 of in-kind support toward this timely and important project.

Our organization is focused on building healthier communities across the province and this project is an excellent local level example of bringing together neighbours to generate stronger social connections for the purpose of emergency preparedness. We have the infrastructure to provide administrative support (disbursements of payments for materials, etc listed in the budget) and support for final reporting. We will also be happy to promote these activities through our social media and other communications channels.

If you have any further questions please feel free to contact BC Healthy Communities.

Sincerely,

Judy Brownoff  
President & Chair  
BC Healthy Communities Society





I want to...



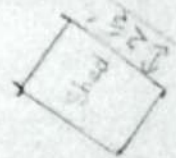
255



Pilot St

85

House

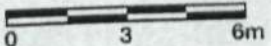


2 1/2' Shed = 8' x 10'  
20' setback from side line.  
10' setback from back line  
setback behind house.

75



Street &...



1:500





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: Selfhood

### 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: Regan Shrumm

Organization Name: *(if applicable)* Art Gallery of Greater Victoria

Mailing Address: 1040 Moss Street, Victoria, BC. V8V 4P1

Telephone: 250-384-4171 x 220

Email: rshrumm@aggv.ca

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S-0003274

Contact Name: Michelle Jacques

Organization Name: Art Gallery of Greater Victoria

Mailing Address: 1040 Moss Street, Victoria, BC. V8V 4P1

Telephone: 250-384-4171 x 224

Email: mjacques@aggv.ca



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## My Great Neighbourhood Grant Application

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

From October 20 to November 26, twelve youth participants from Threshold Housing will work with local emerging artists Mohammedh Ali Kahn and Libby Oliver. Threshold Housing is a non-profit organization that gives youth from the ages of 15 to 26 a transitional home, mentorship, and job shadowing. The participants will create work based on the theme of identity and self-representation through workshops on mediums like photography, graphic design, and poetry. Through the six weeks of workshops, the participants will then create a finalized self-portrait, which will be on display at a pop-up exhibition at the Art Gallery of Greater Victoria from December to February.

During the exhibition, the audience will then get to vote for their three favourite artworks. These three artworks will be then created into temporary wall vinyls and placed in three different prominent locations around the Threshold Housing sites from February to April 2019.

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

X<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 Art Gallery will be working with Fast Signs for the artwork vinyls. Fast Signs can produce wall vinyls that have a laminate finish that can protect against all types of elements, including the sun and rain, as well as paint and graffiti. The project lead, Regan Shrumm, will be responsible for looking after and maintaining the vinyl. As the vinyl will be located near Threshold Housing's units, they will be regularly viewed by both Threshold staff and youth, who will notify the Art Gallery in case anything occurs. Once the project has finished, Fast Signs will remove and dispose of the vinyls.

Who will assume responsibility for ensuring these actions are undertaken?

Regan Shrumm will be the project leader for the workshops, opening, and vinyl installation. She will work with other members of the Art Gallery of Greater Victoria staff on elements such as exhibition installation and marketing. Oliver and Kahn will be in charge of facilitating the workshops, with Threshold Housing staff assisting during the workshops. The twelve youth participants will be responsible for making the artworks, which will be on display in the exhibition as well as three will be selected to turn into vinyl. Shrumm will work with Oliver, Kahn, and Fast Signs to make sure the artworks are finalized before they are turned into vinyl. Fast Signs will be contracted to install and remove the vinyls.

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

The community will be involved at every level of the project. The youth participants and staff from Threshold Housing were involved around deciding the theme and planning of activities for the workshop. The youth will also be creating the final artworks rather than the professional artists. During the exhibition, the Art Gallery visitors will be welcomed to vote on their favourite artwork. Visitors to the Art Gallery will also get to interact with the artwork by commenting how they identify with the self-portrait. These comments will then be on display next to the artworks during the exhibition. Finally, the general public will be able to view three of the artworks as vinyls. The three vinyls will be on display at busy intersections, such as the Vic West Community Centre, where there is a combination of foot, bike, and vehicle traffic. Each vinyl will have a label which will include information about the artist (if the artist gives their permission) and project.



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## My Great Neighbourhood Grant Application

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

With each selected artwork that is turned into vinyl, there will be a vinyl label, which will include information about the artist, the artwork, and the project, so the public will have more contexts. The participating youth from Threshold Housing are currently living in transitional housing, but many of them were once at-risk of homelessness. While the youth do benefit from Threshold Housing programming, such as group yoga and hiking, they currently do not have an arts program. Through the six workshops, the youth will be able to learn new artistic skills through Oliver and Kahn. By having both the opening as well as the installed vinyl, the participants will have increased self-esteem and confidence. Since the artworks will be all on the theme of self-identity, it will give the participants an opportunity to amplify their voices in the community.

In terms of benefiting the community, this project helps foster an improved understanding of vulnerable youth. Often there is a stigma with vulnerable youth that is an obstacle to overcome for housing, jobs, and education. By demonstrating the artistic skills of these youth, the Art Gallery's ambition is to help break down the stigma. During the exhibition opening, the public have a chance to talk to the youth about their artwork and experience; this gives an opportunity that many visitors may not otherwise have. Unfortunately, not everyone is able to access the Art Gallery due to barriers, including financial. By having the vinyls out on public display, all will have a chance to access the artwork, including youth who may be currently experiencing homelessness, and may not know about Threshold Housing.

Finally, the Art Gallery will attempt to find walls that have been tagged or previously tagged. By covering up graffiti, the Art Gallery hopes to beautify neighbourhoods and help build a sense of 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.)

For the vinyl installation, three property owners will have to give permission. If this grant is approved, the Art Gallery will work with the City of Victoria's Arts and Culture section to use a similar letter as the mural permission letter used in *Concrete Canvas*. In addition, I will work with the three neighbourhood associations where we plan to place the vinyl (Vic West Community Association, Fairfield Gonzales Community Association, and the Community Association of Oak Bay) to ask them about the placement of the artwork. The Art Gallery currently has three proposed areas, but understands that we want to help the neighbourhood improve visually, so we would be grateful for feedback and location ideas.

Oliver, Kahn, and Threshold Housing have all confirmed their commitment to the project and its timeline.

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

The workshops and pop-up exhibition have no element of risk to either people or property. Both the Art Gallery of Greater Victoria and Threshold Housing have a commercial general liability insurance during the workshops and pop-up exhibition. This insurance includes bodily injury and property damage liability, products and completed operations aggregate, personal and advertising injury liability, and medical payments.

The vinyl installations do have some risk both to people and property; however, these risks are quite low. The vinyl will be installed through a professional installation team through Fast Signs, so it will do it safely and properly. In addition, the vinyl is a durable long-lasting product that will not affect the wall once it is removed. There is a possibility that the vinyl may be tagged by graffiti, but with the anti-graffiti laminate, the vinyl can easily be cleaned.



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## My Great Neighbourhood Grant Application

### PROJECT TIMELINE:

Start date: October 20, 2018 Completion date: March 31, 2019

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

### PROJECT LOCATION:

Neighbourhood: **Confirmed:** Rockland, (Art Gallery of Greater Victoria- Exhibition) South Jubilee (Threshold Housing- Workshops)  
**To Be Confirmed:** Vic West, Fairfield Gonzales, and Oak Bay (Vinyl installations)

Street: **Confirmed:** Moss Street (Art Gallery of Greater Victoria- Exhibition) and Fort Street (Threshold Housing- Workshops)  
**To Be Confirmed:** Craigflower Road, Oak Bay Avenue, Fairfield Road (Vinyl installations)

Address: **Confirmed:** 1040 Moss Street (Art Gallery of Greater Victoria- Exhibition) and 1524 Fort Street (Threshold Housing- Workshops)  
**To Be Confirmed:** Vic West Community Centre (502 Craigflower Road), Abstract Developments (1955-1965 Oak Bay Avenue), Sheffield Express (1093 Fairfield Road) (Vinyl installations)

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
July 3 to September 28, 2018	Oliver and Kahn work with Threshold youth and staff on lesson plans
October 20 to November 26, 2018	Six workshops, facilitated by Libby and Ali, held weekly at Threshold
December 3, 2018	A public opening at the AGGV that showcases all of the participants' work. The work will continue to be on display until February 23, 2019.
December 4, 2018 to January 31, 2019	Three artworks are selected and turned into vinyl
February 1 to April 26, 2019	Three vinyls are installed and placed on display
April 29-30, 2019	Fast Signs removes the vinyl

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 11,928

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
Three temporary vinyls with anti-graffiti laminate (Fast Signs estimation: \$600 per vinyl that are each 5' x 5')	\$1,800
Vinyl installation and removal (Fast Signs estimation: 9 hours total at \$100 per hour)	\$900
Materials used during the workshops to create artworks (6 workshops @ \$120 per workshop)	\$720
Food for workshops and public opening (6 workshops @ \$60 and \$170 for opening)	\$530
Marketing materials (posters, social media, PR) with Metropole Industries for designing, printing, and distributing	\$300
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
Honorariums for participating youth ( \$25 per youth @ 12 youth)	\$300
Threshold workshop room rental (in-kind) (\$200 per workshop @ 6 workshops)	\$1,200
Art Gallery of Greater Victoria event rental for exhibition opening (\$400 for four hours)	\$400
Threshold staff time (in-kind) (3 volunteers @ 15 hours @ \$20 per hour)	\$900
Artist fees for Libby Oliver and Ali Kahn (2 artists @ 6 workshops @ \$304 per workshop (standard CARFAC fee))	\$3,648
Art Gallery of Greater Victoria volunteers for opening- 3 volunteers @ 8 hours @ \$20 per hour	\$480
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$6,928</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: October 15, 2018

Applicant Group/Resident Lead Name: Regan Shrumm

Signature(s): \_\_\_\_\_  
*Regan Shrumm*

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 October 5, 2018**

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

### FINAL REPORT GUIDELINES

Here are the questions we would like you to consider in your final report on your project:

- What were your project objectives and did you achieve them?
- Did your project involve working with residents? How did that go?
- How has your project been received by the community?
- Please provide a financial breakdown of the final budget and explain any changes that were necessary
- Are there any other thoughts or observations you would like to share?
- Please provide some photos of the finished project or the activity.

In addition to this report, please consider accepting an invitation to participate in a future event to share your project experience with other residents.

Please forward your final report to your Neighbourhood Advisor within 30 days of completing your project.

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

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

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

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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)



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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
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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:** Banfield Park Disabled Access Picnic Table and Special Events Stage

### 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: Jack Meredith

Organization Name: *(if applicable)* Victoria West Community Association (VWCA)

Mailing Address: 1003 McCaskill Street, Victoria, BC, V9A 4C1

Telephone: 250-588-2525

Email: jackmeredith@shaw.ca

### PARTNERING NOT-FOR-PROFIT GROUP:

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

Contact Name: Justine Semmens

Organization Name: Victoria West Community Association

Mailing Address: 521 Craigflower Road, Victoria, BC, V9A 6Z5

Telephone: 250-590-8922

Email: president@victoriawest.ca



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## My Great Neighbourhood Grant Application

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

The Banfield Park Disabled Access Picnic Table and Special Events Stage project is to install a 10 foot by 20 foot concrete slab in place of the existing broken slab (approximately 8 foot by 12 foot). The Disabled Access Table /Stage will be located adjacent to the ramp down to the Banfield Park dock (at the foot of Styles Street). This provides easy access for both disabled persons and for musicians to bring in instruments.

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

<1 year      2 years      3 years      4 years      5 years      30 years (specify)

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

The Banfield Park Disabled Access Picnic Table and Special Events Stage will be a reinforced concrete platform with a removable disabled access picnic table that will require minimal maintenance over its lifetime. There will be sloped grass up to the platform for disabled access that would enable lawn mowing around the platform would not be significantly more difficult than the existing conditions.

Who will assume responsibility for ensuring these actions are undertaken?

The project manager will ensure the project is constructed as described. The lawn mowing adjacent to the stage would be done in the same fashion as existing lawn mowing.

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

The Banfield Park Disabled Access Picnic Table and Special Events Stage project will be a relatively simple project, similar to building a slab for a patio or small garage with the addition of a removable disabled access table. Community members would be encouraged to come out and help hand excavate the site, prepare forms, place the concrete and finish the concrete. Once completed, the Disabled Access Picnic Table would be open to use by everyone in the community. In addition, community members wanting to put on events could apply to the City to use the platform for a stage using the City's special events permit process.

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

Once completed, the Banfield Park Disabled Access Picnic Table and Special Events Stage would be available for use by everyone in the 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 understand the only formal approval that is needed is from the City of Victoria, Parks Department. Of course, community consultation is essential including the VWCA, local neighbours, the disabled community, etc.



CITY OF VICTORIA

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## My Great Neighbourhood Grant Application

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

This project, like all construction projects involves risks associated with using hand and power tools. Risks will be mitigated, by ensuring everyone participating has PPE and receives training in their jobs. All use of power tools will be by people who own those tools and are approved by the project manager as competent to do so. A volunteer will be chosen to act as the Project Safety Supervisor and will have the authority to stop the project if any safety issues are noted. Insurance will be obtained for the project construction.

**PROJECT TIMELINE:**

Start date: April 1, 2019 Completion date: July 1, 2019

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

**PROJECT LOCATION:**

Neighbourhood: Victoria West

Street: Foot of Styles Street

Address: 521 Craigflower Road

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

Date	Milestone
April 6, 2019	Excavation & approval of parks
April 20, 2019	Placement of forms & approval of parks
April 27, 2019	Placement of reinforcement & approval of parks
April 27, 2019	Placement & finishing of concrete

**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)



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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
Concrete (5 cubic meters)	\$1,800
Reinforcing (re-bar and mesh)	\$500
Forms (lumber, stakes, supplies)	\$300
Gravel	\$500
Hauling gravel)	\$400
Hauling waste	\$400
Insurance	\$300
Removable/Accessible Bench	\$800
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$5,000</b>

Items Provided by Applicant	Amount
Site Preparation & Excavation labour 75 person-hours (25 people for 3 hours) at \$20/hour	\$1,500
Building forms labour - 50 person-hours (10 people for 5 hours) at \$20/hour	\$1,000
Building forms - journeyman contractor donated time to source materials, train & supervise volunteers.	\$500
Installing reinforcement, pouring and finishing concrete 40 person-hours (10 people for 4 hours) at \$30 per hour	\$1,200
Project Management 40 hours (1 person) at \$20/hour	\$800
	\$5,000
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$5,000</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: October 1, 2018

Applicant Group/Resident Lead Name: VWCA - Justine Semmens/Resident Lead - Jack Meredith

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

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

### FINAL REPORT GUIDELINES

Here are the questions we would like you to consider in your final report on your project:

- What were your project objectives and did you achieve them?
- Did your project involve working with residents? How did that go?
- How has your project been received by the community?
- Please provide a financial breakdown of the final budget and explain any changes that were necessary
- Are there any other thoughts or observations you would like to share?
- Please provide some photos of the finished project or the activity.

In addition to this report, please consider accepting an invitation to participate in a future event to share your project experience with other residents.

Please forward your final report to your Neighbourhood Advisor within 60 days of completing your project.

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

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E grants@victoria.ca

# My Great Neighbourhood Grant Application

[submit form](#)

## HOW TO APPLY:

1. Review Application Readiness Checklist
2. Assemble Eligibility Documentation  
Attach the following required documentation to ensure eligibility and completion of the 2017 Grant Application Form.
  - Design information, including site map and visuals 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 providing the funding to the applicant and ensuring that grant conditions are met.
3. Complete application form in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)

## 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 recognized not-for-profit.

## PROJECT LEAD INFORMATION:

Contact Name: Allie Goodfellow  
Organization Name: (if applicable) Olive Common Committee  
Mailing Address: 185 Olive Street, Victoria, BC, V8S3H4  
Telephone: 250-995-0396  
Email: agoodfellow@shaw.ca

## PARTNERING NOT-FOR-PROFIT GROUP INFORMATION:

Society Registration Number: S-0011840  
Contact Name: Vanya McDonell  
Organization Name: Fairfield Gonzales Community Association  
Mailing Address: 1330 Fairfield Road, Victoria, BC, V8S5J1  
Telephone: 250-382-4604  
Email: vmcdonell@fairfieldcommunity.ca



1 Centennial Square  
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## My Great Neighbourhood Grant Application

PROJECT TITLE: Olive Street Common-History and Beautification project

PROJECT DESCRIPTION: Please describe your proposed project.

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

- <1 year     2 years     3-5 years

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

Who will assume responsibility for ensuring these actions are undertaken?

Allie Goodfellow and neighbourhood residents.

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

Community involvement during:  
1) Neighbours to collaborate on design and artist to be contracted for beautification to the Sea Can Container. Neighbours to do actual painting and other labour for the beautification project.  
2) Neighbours to consult with historian and to assist in developing an online historical summary. Neighbours to collaborate on design and graphic artist to be contracted to develop historical story board to be mounted in the common.  
Community involvement following implementation:  
~~Neighbours maintain the online historical summary, maintain the paint on the Sea Can Container, and maintain the historical story board while utilizing~~

BENEFITS: How will your proposed project benefit the community?

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

**PROJECT TITLE:** Olive Street Common-History and Beautification project

**PROJECT DESCRIPTION:**

Placemaking project involves two principle activities:

1. Beautify the Olive Street Common by preparing a design and painting the Emergency Response Container (Sea Container).
2. Integrate existing research materials, from several known sources, into a natural and social history of the Olive Street Common. This work will result in both a narrative and graphical account of this history.

Bring neighbours together to:

- 1) Beautify the Sea Can Container which sits on the common and houses the emergency preparedness supplies
- 2) Engage a historian to collect and compile the history of the common and design a visual representation-story board to be mounted in the common and online summary that is accessible to all neighbours and Victorians. e describe your proposed project.

**SUSTAINABILITY: What is the intended lifespan for your proposed project?** 3-5 years

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

Sea Can Container to be maintained by neighbours. If re-painting is required then Olive Common committee will re-engage city.

Historical Story board and online history summary to be maintained by neighbours. Updates to online summary will be made as necessary. Otherwise Historical project has no lifespan expiry.

There are no safety concerns with any of the deliverables 1) Sea Can Container, 2) Story Board, 3) Online Summary

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

Allie Goodfellow and neighbourhood residents.

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

Community involvement during:

- 1) Neighbours to collaborate on design and artist to be contracted for beautification to the Sea Can Container. Neighbours to do actual painting and other labour for the beautification project.
- 2) Neighbours to consult with historian and to assist in developing an online historical summary. Neighbours to collaborate on design and graphic artist to be contracted to develop historical story board to be mounted in the common.

Community involvement following implementation:

Neighbours maintain the online historical summary, maintain the paint on the Sea Can Container, and maintain the historical story board while utilizing this unique community space.

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

Benefits of the Olive Street Common-History and Beautification project will include:

- \*Brings together neighbours and community to better utilize this special space
- \*Beautification of the common-enhances the space for more meetings, play, events-paint-ins
- \*Champion example of community coming together to create and maintain a unique community space

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

Consultation with Provincial Emergency Preparedness unit

Consultation with historian John Adams

Collaboration with Artist and Graphic Artist

**LIABILITY: Are there elements of the project that present risk to people or property and therefore require dedicated insurance coverage?**

Very little risk

Neighbours will be painting the Sea Can Container. The surrounding area will be evaluated and monitored for safety concerns while the painting happens during July 2019 (2 days)



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## My Great Neighbourhood Grant Application

LIABILITY: Are there elements of the project that present risk to people or property and therefore require dedicated insurance coverage?

**PROJECT TIMELINE:**

Start date: January 2019

Completion date: September 2019

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

**PROJECT LOCATION:**

Neighbourhood: Fairfield

Street: Olive Street

Address: Between 185 and 179 Olive Street

**WORKPLAN SCHEDULE:**

Date	Milestone
January 2019	Engage Historian to begin collecting and developing historical summary
February 2019	Engage neighbours in developing online tool for historical summary
March 2019	Engage Graphic Artist to develop story board
April 2019	Engage Artist to develop a design for Sea Can Container
May 2019	Consultation with neighbours on: design for Sea Can Container, graphic story board, and online
June 2019	Preparation for painting of Sea Can Container and mounting of story board
July 2019	Online historical summary posted, story board mounted, and neighbours paint and complete Sea

**PROJECT COST:**

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 10000.

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



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## My Great Neighbourhood Grant Application

**SAMPLE BUDGET:** Example of placemaking project expenses for neighbourhood tool shed

Items Funded by Grant	Cost
Mark Johnson design fees: \$75 per hour x 5 hours prep	\$375
Lumber and materials for tool shed construction	\$1300
Concrete pour for foundation	\$500
Professional services for window installation	\$500
Stain and trim paint	\$250
Tool purchase for shed	\$1575
Project retirement (if necessary)	N/A
15% maintenance contingency of total budget (\$1500 max)	\$500
<b>TOTAL REQUESTED (must not exceed Total Matching Contribution below)</b>	<b>\$5000</b>

Items Provided by Applicant	Cost
50 hours Volunteer labour @ \$20 per hour	\$1000
15 hours Professional Services labour @ \$40 per hour	\$600
15 hours of power equipment rental from Home Depot @ \$25 per hour	\$375
10 sheets of plywood, 30 2x6's donated materials	\$700
Community Centre room rental for meetings 3 @ \$50 per meeting	\$150
Money raised from neighbourhood ice cream social	\$500
Fiskars tool grant	\$450
Money donated from Neighbourhood association	\$1200
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$5000</b>

**SAMPLE BUDGET:** Example of activity project expenses for community clean up weekend event

Items Funded by Grant	Cost
Landfill charge for waste disposal	\$400
Lunch - food and beverages for all volunteers	\$200
Three 10 x 10 pop up tents rental for one day	\$50
Garbage bags, disposable gloves purchase	\$30
Gas for truck	\$50
Poster campaign for event advertising	\$35
<b>TOTAL REQUESTED (must not exceed Total Matching Contribution below)</b>	<b>\$765</b>

Items Provided by Applicant	Cost
Donated flatbed ½ ton pick-up truck usage for half day	\$50
12 volunteers @ 4 hours @ \$20 per hour	\$960
Vests, garbage pickers	\$50
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$1150</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 will be carried out when and as described in the application. If there are significant changes to the project or if the project 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 implementation and for all life cycle costs described above.
5. The project 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 summarizing the project, objectives achieved and final budget, including details of expenses 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: October 15, 2018

Applicant Group/Resident Lead Name: Allie Goodfellow

Signature(s):

- I have completed the Readiness Checklist
- I have attended a mandatory pre-application meeting with City staff.

### LIST OF ATTACHMENTS:

- Design information, including site map and visuals 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 needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

Please submit this application by email with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) no later than **midnight on June 4, 2017**. Applicants may be contacted for further information.

Any questions may be directed to [grants@victoria.ca](mailto:grants@victoria.ca)

Thank you for your application!



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## My Great Neighbourhood Grant Application

### FINAL REPORT GUIDELINES

Here are the questions we would like you to consider in your final report on your project:

- What were your project objectives and did you achieve them?
- Did your project involve working with residents? How did that go?
- How has your project been received by the community?
- Please provide a financial breakdown of the final budget and explain any changes that were necessary
- Are there any other thoughts or observations you would like to share?
- Please provide some photos of the finished project or the activity.

In addition to this report, please consider accepting an invitation to participate in a future event to share your project experience with other residents.

Please forward your final report to your Neighbourhood Advisor within 30 days of completing your project.

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)