

2018 Fall Intake
My Great Neighbourhood Grants
Appendix D
- Activity Grants



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

PROJECT TITLE: _____

PROJECT TYPE:
(Check one)

Placemaking

Activity

CONTACT INFORMATION:

Not-for-Profit Organization, or

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

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

PROJECT LEAD:

Contact Name: Kay Gallivan

Organization Name: *(if applicable)* _____

Mailing Address: 2003 Quadra Street

Telephone: 778 899 8125

Email: kaygallivan@gmail.com

PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S-0016907

Contact Name: Peter Sandmark, Executive Director

Organization Name: MediaNet (official name: Independent Media Producers Network Society)

Mailing Address: PO Box 8583 STN CENTRAL, VICTORIA, BC, V8W 3S2

Telephone: 250-381-4428

Email: peter@medianetvictoria.org



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My Great Neighbourhood Grant Application



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My Great Neighbourhood Grant Application

PROJECT DESCRIPTION: Please describe your proposed project.

Our proposed project is a celebration of National Indigenous People's Day on June 21st, in the form of an opening celebration for a commemorative mural depicting late indigenous artist and carver Beau Dick. After Beau Dick passed away, his nephew Alex Taylor-McCallum (a longtime friend of mine and a participant in various youth mural painting initiatives I have facilitated over the years) asked me to paint a mural in his memory. I approached Beau Dick's daughters, Geraldine and Linnea, to ask their blessing for the commemorative mural I had designed, and received positive feedback from them. Linnea expressed that it was important to have the mural painting be accessible to the community and reflective of the values her father espoused, such as respect for indigenous culture and healing through the arts. We came up with the idea of having three community outreach components: a small screening of Beau Dick's documentary, hands-on learning opportunities for aspiring mural painters (especially First Nations mural painters), and a formal mural inauguration/Indigenous People's Day celebration.

The mural will be painted by myself (Kay Gallivan) in collaboration with a to-be determined Indigenous artist (who Beau Dick's daughter, Linnea Dick, has agreed to choose). The second artist will be an aspiring mural painter of First Nations descent who I will teach through the process of painting the mural.

Linnea Dick's role will be to curate the events surrounding the mural painting, to follow territorial protocol and to create an accessible and educational atmosphere.

Concrete Canvas mural festival has agreed to cover the cost of painting this mural, and MediaNet has agreed to donate A/V equipment for the film screening.

We are asking for this My Great Neighbourhood grant to cover costs for the Indigenous People's Day ceremony. Costs include promotion, gifts for elders, travel fees and payment for drummers, dancers, and speakers, and an honorarium for Linnea Dick.

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

<1 year 2 years 3 years 4 years 5 years **10+ years (with proper care of the mural)**

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

Linnea Dick will curate events surrounding painting. Kay Gallivan will paint the mural. Concrete Canvas mural festival has arranged with building owners to ensure that the artwork will remain on the wall for a number of years afterward.

Who will assume responsibility for ensuring these actions are undertaken?

Linnea Dick will be responsible for outreach with local Indigenous community, and for following proper protocol. She will be organizing the June 21st event.

Kay Gallivan will be responsible for painting the mural, and for the youth mentorship aspect of the project.

Concrete Canvas mural festival has arranged care for the murals with the business owners whose walls were painted.



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My Great Neighbourhood Grant Application

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

Our goals for involving the community include:

- Educate the public about Beau Dick's life, activism, and art
- Create an accessible atmosphere for the community to celebrate Indigenous culture
- Create opportunities for emerging artists (especially indigenous emerging artists) to learn about and participate in art and community building

We will do this by curating the following three events:

- A casual, informal opening ceremony/film screening
- A mural painting workshop
- A more formal closing ceremony with a drum ceremony and a talk from an elder

Our ability to provide these community outreach initiatives will be scaled depending on our resources. For the My Great Neighbourhood grant, we are focusing on supporting the closing ceremony.

BENEFITS: How will your proposed project benefit the community?

This event would provide the City with a powerful and unique local celebration for National Indigenous People's Day. Furthermore, hosting this event is crucial to painting the Beau Dick mural in a way that is respectful to Beau Dick's family, as it involves Linnea in the process.

The mural itself (which the event is a necessary component of) would provide a public art installation to the city that celebrates the strength of indigenous art and activism in our community. It would also provide young local Indigenous artists with the opportunity to learn about mural painting.

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

Concrete Canvas mural festival has arranged a site for us to paint and hold the events.

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

The celebration during National Indigenous People's Day will only consist of performances such as live drumming. Nothing that presents risk to people or property will take place during the event.

PROJECT TIMELINE:

Start date: June 1, 2018 Completion date: June 21, 2018

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

PROJECT LOCATION:

Neighbourhood: Neighbourhood: Burnside-Gorge

Street: Government Street



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My Great Neighbourhood Grant Application

Address: 2219 Government Street

WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
April 1st	Selection by Linnea Dick of a mural painter to collaborate with Kay Gallivan
June 7th	Opening Ceremony (small informal gathering, words spoken by whoever would like to, a screening of Maker of Monsters projected on the blank wall, food, prayer, song, drumming)
June 15th	Mural painting workshop (an open workshop for participants to contribute to some small part of the mural with instruction, possible quote from Beau incorporated, technical mentorship by Kay and influence by Beau)
June 21st	Completion of mural, ceremony celebrating the mural and National Indigenous People's Day

PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 8600

Amount requested from the My Great Neighbourhood grant fund: \$ 1000 (must not exceed 50% of total cost)



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My Great Neighbourhood Grant Application

DECLARATION:

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

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

Date: Friday November 2, 2018

Applicant Group/Resident Lead Name: Kay Gallivan

Signature(s): Kay Gallivan

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 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

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

- Michael Hill: mhill@victoria.ca

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

- Kimberley Stratford: 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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- Kimberley Stratford: kstratford@victoria.ca



Oct 12, 2018

To whom it may concern:

I am writing on behalf of MediaNet to express our intent to serve as the non-profit arts organization supporting Kay Gallivan's application to the City of Victoria for a My Great Neighborhood grant.

The project will support cultural events, outreach and educational activities for the Beau Dick Memorial mural, that Kay is working on in collaboration with Beau Dick's family members, and the Concrete Canvas festival.

Kay has been a member of MediaNet for many years, and knows our video gear and computer software well, which we will provide for her project. We will also provide her with administrative support as necessary.

Should you need more information, please feel free to contact me.

Sincerely yours,

Peter Sandmark
Executive Director
MediaNet/FLUX media gallery



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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

PROJECT TITLE: Chinatown Community Street Festival

PROJECT TYPE:

(Check one)

Placemaking

Activity X

CONTACT INFORMATION:

Not-for-Profit Organization X

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: Nora Butz CCSC Board Secretary

Organization Name: *(if applicable)* Chinese Community Services Centre of Victoria

Mailing Address: 655A Herald Street, Victoria, BC V8W 1R5

Telephone: 778-403-2411

Email: admin@ccscvictoria.ca

Society Registration Number S0069124

PARTNERING NOT-FOR-PROFIT GROUP:

Society registration Number: _____

Contact Name: _____

Organization Name: _____

Mailing Address: _____

Telephone: _____

Email: _____



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My Great Neighbourhood Grant Application

PROJECT DESCRIPTION: Please describe your proposed project:

Street Festival to celebrate Chinese New Year and bring awareness to the centre

Our project intends to launch a much - needed space for Chinese community members, friends and neighbours to drop in to a welcoming and accessible space that will foster physical, cultural and social identities within Victoria's Chinatown and neighbouring communities. This gathering space will foster community engagement, the historic appreciation of the Chinese community and its future as a vibrant, diverse and sustainable inter generational community.

We plan to launch group activities that will bring members together to share art, culture, recreation, provide practical information and workshops on health and well-being, accessing services such as MSP, seniors and family benefits, assistance with income tax/legal matters, senior living and life skills.

SUSTAINABILITY: What is the intended lifespan for your proposed project - 3 years is the length of current lease

How will your project be maintained through its lifecycle and retired after its intended lifespan?
Community consultation, donations and fund-raising

Who will assume responsibility for ensuring these actions are undertaken? CCSC Board Directors and community

COMMUNITY INVOLVEMENT: How will your proposed project involve the community during and following implementation?
We have held focus groups and consultations on the needs and suggestions on how best to serve and attract participation. We intend to continue our outreach and consultations, solicit more volunteers and invite community members to step forward with youth and seniors alike.

BENEFITS: How will your proposed project benefit the community.
Centre and its activities will encourage a creative and resilient community that is active, looking to the future and at the same time appreciating the historic develop of Chinatown and a diverse Chinese community many who did not live in Chinatown in the past but whose families identify with and have visited Chinatown for family and community celebrations.

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

All approvals for the renovation of the historic establishment at 655A Herald Street have been approved and meet regulatory requirements for safety and building standards.



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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).

Lease holder insurance has been obtained for the premises/facility. Liability insurance has been obtained to cover Board members and volunteers.

We do not intend to provide services involving high risk or vulnerable populations.

PROJECT TIMELINE:

Start date: 1 December 2018__ Completion date: __30 Nov 2019__

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

PROJECT LOCATION:

Neighbourhood: __Victoria, BC__

Street: __Herald
Street

Address: __655A__

WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestones
January – February 2018	Grand Opening Street Festival to coincide with Chinese New Year

PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ _10,600_

Amount requested from the My Great Neighbourhood grant fund: \$ _1000_ (must not exceed 50% of total cost)



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My Great Neighbourhood Grant Application

DECLARATION:

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

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

Date: 11 October 2018

Applicant Group/Resident Lead Name: Nora Butz

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 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

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

- Michael Hill: mhill@victoria.ca



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My Great Neighbourhood Grant Application

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

- Kimberley Stratford: 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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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)
3. Complete the application form and send it to grants@victoria.ca

PROJECT TITLE: Creating Connections Through Health & Wellness

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 Names: Jeannette Sloan and Judy Skidmore

Organization Name: *(if applicable)* _____

Mailing Address: 101 – 105 Gorge Road East, Victoria V9A 6Z3

Telephone: 250-388-7739

Email: Jeannette.sloan@gmail.com

PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: 135261972RR0001

Contact Name: Rachel O'Neill

Organization Name: Burnside Gorge Community Association

Mailing Address: 471 Cecilia Road, Victoria V8T 4T4

Telephone: 250-382-5251

Email: rachel@burnsidegorge.ca



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My Great Neighbourhood Grant Application

PROJECT DESCRIPTION: Please describe your proposed project.

Social Community Program – Creating Connections Through Health & Wellness

We are planning four specific days of activities to engage all our residents – some activities will continue

- Emergency Preparedness
- Card & Game Tournament
- Drugs & Cannabis Up-date
- Garden Creation

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

<1 year 2 years 3 years 4 years 5 years **many years (specify)**

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

Working Committees will be established to plan and implement each program – these committees can continue from year to year as new ideas evolve.

Who will assume responsibility for ensuring these actions are undertaken?

The Social Committee of our Strata Council

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

Specific dates will be announced for the four main social activities.
Committees have been set up to plan and implement each activity.
Flyers and posters will keep all residents informed.
All residents will be encouraged to participate.

BENEFITS: How will your proposed project benefit the community?

Neighbours will meet neighbours
Friendly competition will bring people together and promote fun and laughter
The educational component will be an added factor in most of these interactions.



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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 our Strata Council

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

N/A

PROJECT TIMELINE:

Start date: February 2019 Completion date: December 2019

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

PROJECT LOCATION:

Neighbourhood: Treelane Estates

Street: Gorge Road East

Address: 103 & 105

WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
Sept 30 th	Open meeting for brainstorming ideas
Oct 9 th	Meeting to establish committees for four activities
Oct 12 th	Some reports sent in from committee captains
	Others have more research going on this month
Oct 15 th	Application for grant submitted
Feb 2019	Open meeting – Card & Game Tournament begins
Mar 2019	Open Meeting – Emergency Preparedness
April 2019	Garden Committee begins preparations for Community Gardens
MAY 2019	OPEN MEETING - DRUGS & CANNABIS INFORMATION EVENING

PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 2800

Amount requested from the My Great Neighbourhood grant fund: \$ 1,000 (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
Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)	
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$

Items Provided by Applicant	Amount
YOUR TOTAL MATCHING CONTRIBUTION	\$



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My Great Neighbourhood Grant Application

ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
Posters, flyers, ink	\$100
Games & Equipment	\$200
Garden Plants and supplies	\$300
Coffee/Tea/Biscuits and sandwiches	\$100
Miscellaneous (honorarium and/or other expenses)	\$140
Burnside Gorge Association	\$160
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$1,000

Items Provided by Applicant	Amount
14 volunteers @ 5 hours each @ \$20/hr	\$1,400
2 volunteers @ 10 hours each @ \$20/hr	\$ 400
Space for meetings	free
Venues for events	free
YOUR TOTAL MATCHING CONTRIBUTION	\$1,800



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Date: October 15, 2019

Applicant Group/Resident Lead Names: Jeannette Sloan & Judy Skidmore

Signature(s): _____

I have completed the Readiness Checklist

LIST OF ATTACHMENTS:

- Design information, including site map and visuals of Project or Activity location
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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

PROJECT TITLE: Emerson St. Neighbourhood Community Building

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: Amalis Riera

Organization Name: *(if applicable)* _____

Mailing Address: 1715 Emerson St, Victoria, BC, V8R2C2

Telephone: 250-208-3128

Email: rabelmuss@hotmail.com

PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S-5262

Contact Name: Jennifer Jakobsen

Organization Name: Silver Threads Service

Mailing Address: 2340 Richmond Road, Victoria, BC, V8R4R9

Telephone: 250-388-4268

Email: jenjakobsen@silverthreads.ca



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

My Great Neighbourhood Grant Application

PROJECT DESCRIPTION: Please describe your proposed project.

- Community potluck at Silver Threads multipurpose room in March
- Block Party in July
- Community potluck at Silver Threads multipurpose room in November

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?

N/A

Who will assume responsibility for ensuring these actions are undertaken?

N/A

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

Neighbours will be invited to planning meetings
Invitations will be delivered to resident's mail boxes and by email
Events will be promoted through the North Jubilee Neighbourhood Association

BENEFITS: How will your proposed project benefit the community?

The project will improve connections between neighbours.
The connections will particularly benefit block watch, isolated seniors, families with children and overall connection.
Safety and security will be improved in the community as knowing each other cultivates a sense of belonging and watching over each other.
This will also build a connection with Silver Threads and City Recreation.



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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.)

Block party permit.

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

We will purchase liability insurance to protect us in the case of injury.
Insurance comes as part of the block party permit for the outdoor event.

PROJECT TIMELINE:

Start date: January 2019 Completion date: December 2019

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

PROJECT LOCATION:

Neighbourhood: North Jubilee

Street: Emerson

Address: Silver Threads at 2340 Richmond Road, Victoria, BC, V8R4R9 and Cul-de-Sac zone for block party

WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
March 1 st , 2019	Planning meeting for Potluck 1
March 16, 2019	Potluck 1
May 15, 2019	Planning meeting 1 for Block Party
June 15, 2019	Planning meeting 2 for Block Party
July 3 rd , 2019	Planning meeting 3 for Block Party
July 13, 2019	Block Party
November 1 st , 2019	Planning meeting for Potluck 2
November 16, 2019	Potluck 2

PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 2,000

Amount requested from the My Great Neighbourhood grant fund: \$ 1,000 (must not exceed 50% of total cost)



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My Great Neighbourhood Grant Application

ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
Multipurpose room rental \$30/hour x 3 x 2 = \$180	180
Insurance (annual coverage)	150
Kitchen use flat fee \$25 x 2 = \$50	50
Snacks and refreshments for potlucks	90
Block Party Permit	35
Live Music	300
Tents (\$13.80 x 4), tables (\$3.75 x 5) and chairs (\$0.80 x 20) rentals	90
Snacks and refreshments for block party	105
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$1000

Items Provided by Applicant	Amount
50 hours volunteer labour at \$20/h = \$1000	1000
Planning meeting for Potluck 1 – 2 h x 3 people = 6 hours	120
Potluck 1 setup – 30 min x 4 people = 2 hours	40
Potluck 2 take down – 30 min x 4 people = 2 hours	40
Planning meeting 1 for Block Party – 2 h x 3 people = 6 hours	120
Planning meeting 2 for Block Party – 2 h x 3 people = 6 hours	120
Planning meeting 3 for Block Party – 2 h x 3 people = 6 hours	120
Block Party setup – 1 hour x 6 people = 6 hours	120
Block Party take down – 1 hour x 6 people = 6 hours	120
Planning meeting for Potluck 2 – 2 h x 3 people = 6 hours	120
Potluck 2 setup – 30 min x 4 people = 2 hours	40
Potluck 2 take down – 30 min x 4 people = 2 hours	40
YOUR TOTAL MATCHING CONTRIBUTION	\$1000



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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 4th, 2018

Applicant Group/Resident Lead Name: Amalis Riera

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 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

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

- Michael Hill: mhill@victoria.ca

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

- Kimberley Stratford: 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

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

- Michael Hill: mhill@victoria.ca

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

- Kimberley Stratford: kstratford@victoria.ca



1 Centennial Square Victoria,
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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
 - 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 providing the funding to the applicant and ensuring that grant conditions are met).
3. Complete the application form and send it to 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 registered not-for-profit organization.

PROJECT LEAD:

Contact Name: **James Davis**

Organization Name: *(if applicable)*

Mailing Address: **1461 Ocean View Road, Victoria, BC, V8P 1J8**

Telephone: **250-888-8526**

Email: **victoriabicyclemusicfestival@gmail.com**

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, BC, V8S 5J1**

Telephone: **250-382-4604 x104**

Email: **vmcdonell@fairfieldcommunity.ca**

PROJECT TITLE: **Victoria Bicycle Music Festival**



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My Great Neighbourhood Grant Application

PROJECT DESCRIPTION: Please describe your proposed project.

2019 will mark the third annual Victoria Bicycle Music Festival (BMF), a free, family-friendly, pedal-powered, community event. We are excited to bring the event to Fairfield, where the festival will kick off in Pioneer Square on July 21st. It will feature independent local musicians and a bicycle-powered sound system, which allows audience members to participate in a unique manner by pedalling stationary generator bicycles to power the music. The BMF is a mobile event and after two sets of music audience members, volunteers, performers and crew will cycle to Robert Porter Park (transporting the sound gear and instruments with them on cargo bikes and trailers, where the festival will continue with three more performances.

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

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

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

The event takes place on a single day and requires no maintenance. We do not use staging or tents and all equipment for our low-impact event is transported to the venue by bicycle. We will ensure that the public spaces that we animate are left cleaner than when we arrived.

Who will assume responsibility for ensuring these actions are undertaken?

Dedicated volunteers will be responsible for helping to collect compost, recycling and any garbage resulting from the event. Audience members will be encourage to assist this effort.

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

The BMF engages community members in a very different way than most music festivals because the people power nature of the event means that the performers depend on members of the audience to keep the music going. This, along with the fact that musicians perform standing on the grass rather than on a stage, breaks down barriers that often exist and allow participants to feel much more involved. We strive to create a welcoming atmosphere for residents to dance, eat and enjoy music together and work to make the event accessible for a wide age range of participants, including many families. New this year, we will also be providing the opportunity for festival attendees to make their own bicycle-powered smoothies, and hope to include fruit harvested from the Porter Park food forest.

BENEFITS: How will your proposed project benefit the community?

David Binder, an accomplished Broadway producer, eloquently described the important role that festivals play in the life of a city: "Festivals promote diversity, they bring neighbours into dialogue, they increase creativity, they offer opportunities for civic pride, they improve our general psychological well being. In short, they make cities better places to live." In keeping with this, we believe that the free, community-based events that we organize help to bring people together in a way that makes Victoria a better place to live. The event also promotes active, sustainable transportation in a celebratory and inviting way and serves as a platform for demonstrating renewable power, leading to a greener city for all Victorians.



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My Great Neighbourhood Grant Application

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

We will require a special event permit and a noise exemption permit from the City of Victoria.

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

Although the event does not present any major risks to those who attend, we will be required to purchase liability insurance in order to receive our special event permit. We have purchased such insurance in the past and have built the cost into our project budget.

PROJECT TIMELINE:

Start date: October 2018 Completion date: July 21, 2019

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

PROJECT LOCATION:

Neighbourhood: Fairfield

Street: Pioneer Square (975 Quadra Street) and Robert Porter Park (1350 Fairfield Road)

Address: see above

WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
October 2018	-select festival date and locations in collaboration with FGCA
November 2018 - January 2019	-develop relationships with other community partners
January - February 2019	-contact potential performers, meet with FGCA Streetlife Ctte.
March - April 2019	-begin promotions and coordinate logistical details
May 2019	-finalize festival lineup and design poster and handbills
June 2019	-distribute posters and handbills and post event details online
July 2019	-send press release to local media
July 21, 2019	-run an awesome festival and have lots of fun

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: \$ 1000



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My Great Neighbourhood Grant Application

ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Cost
sound technician (6 hours @ \$25/hr)	\$150
noise exemption permit	\$50
poster design	\$200
artist fees for performers	\$500
administrative fee (Fairfield Gonzales Community Association)	\$100
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	\$ 1000

Items Provided by Applicant	Cost
liability insurance (potentially provided as in-kind support by FGCA)	\$250
donated rental of generator bikes (Tune Your Ride)	\$600
donated rental of bike-powered sound system and sound gear (Tune Your Ride)	\$250
food for volunteers (gift card donated by Whole Foods)	\$250
additional artist fees for performers (paid for by sponsorship from CAPE)	\$500
volunteer labour - postering, staffing event (50 hours @ \$20/hr)	\$1000
poster printing (provided as in-kind support by FGCA)	\$100
donated rental of bike trailer (Recyclistas)	\$50
OUR TOTAL MATCHING CONTRIBUTION	\$ 3000



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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: James Davis

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 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

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

- Michael Hill: mhill@victoria.ca

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

- Kimberley Stratford: kstratford@victoria.ca

Thank you for your application!



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
the place to connect

October 12, 2018

Dear City of Victoria,

Re: Great Neighbourhood Grant application for Bicycle music festival

I am writing to express the Fairfield Gonzales Community Association's support for the My Great Neighbourhood activity grant to fund a Bicycle Music Festival in Fairfield Gonzales.

The Bicycle Music Fest further our goals of increasing sustainability and connectedness in our community, and we are excited to see it coming to our neighbourhood for 2019. We also see a mutual benefit in partnering with the Fairfield Food Forest to help bring awareness to the commons garden. We have met with the applicant to establish the viability of the event and our partnership.

As the sponsoring non-profit we agree to partner with this group of community members and to receive and administer funds in order to implement the project. Our BC society number is S-0011840.

Sincerely yours,

Vanya McDonell

Co-Executive Director

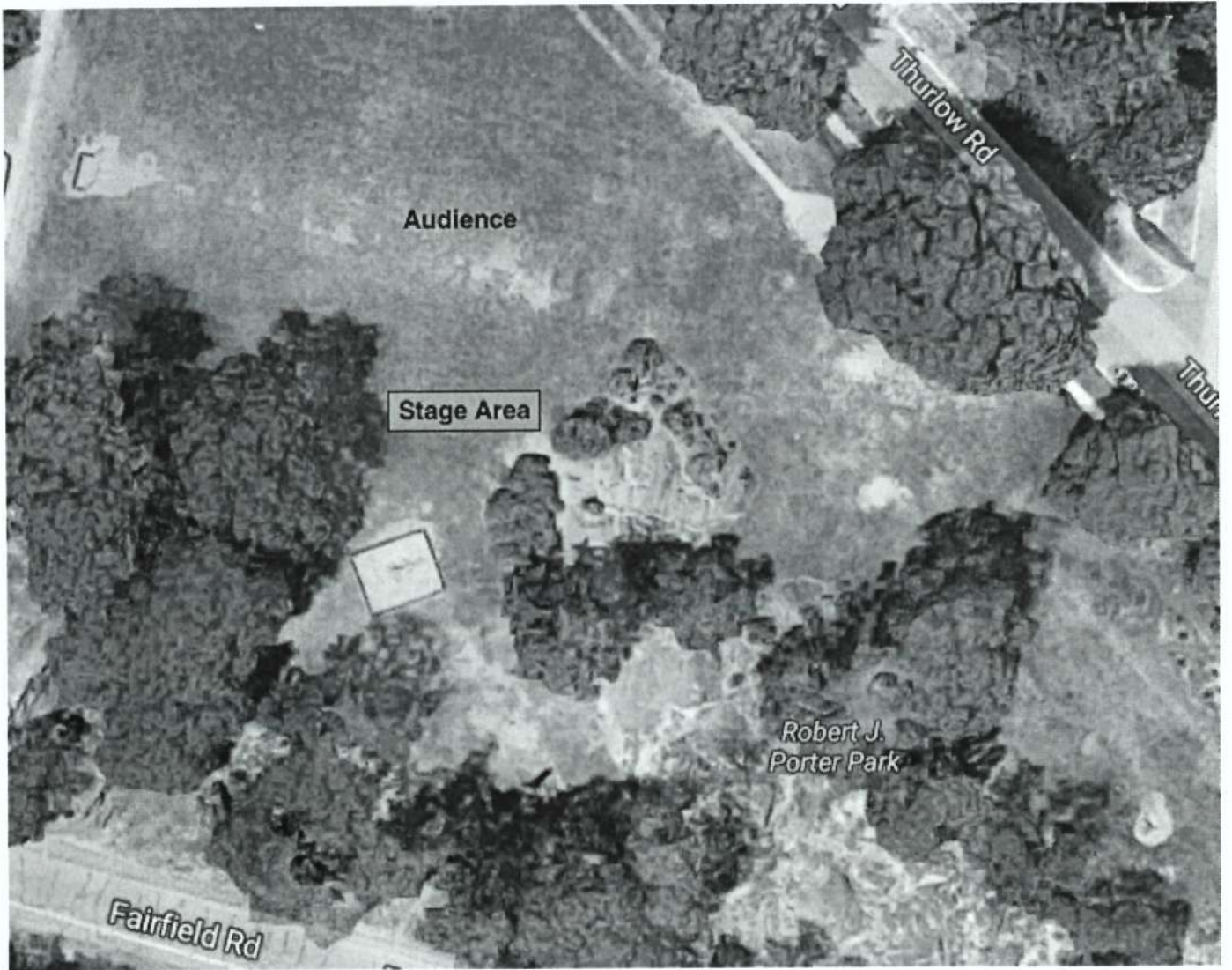
1330 FAIRFIELD RD. VICTORIA, BC V8S 5J1

Tel. 250.382.4604 Fax 250.382.4613

www.fairfieldcommunity.ca

place@fairfieldcommunity.ca





Audience

Stage Area

Thurlow Rd

Fairfield Rd

Robert J.
Porter Park



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

PROJECT TITLE: Christmas Carols and Lights in Fernwood Square

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: Joey Scarfone Organization Name: n/a Mailing Address: 1284 Gladstone Avenue Suite E2

Telephone: 778-533-0726 Email: jscar@shaw.ca

PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S-0010687 Contact Name: Kristin Atwood, Board Secretary

Organization Name: Fernwood Community Association Mailing Address: 1923 Fernwood Rd, Victoria, BC V8T 2Y6

Telephone: 250-885-0234 Email: kmatwood@ucalgary.ca

PROJECT DESCRIPTION: Please describe your proposed project.

In partnership with the Fernwood Community Association, decorate the gazebo located in Fernwood Square on Gladstone Avenue with lights and, for a limited period of time during December (e.g. two Saturday afternoons (e.g. 3-7pm)) host caroling and refreshments (hot apple cider, hot chocolate). The event would be drop-in with singers performing throughout the afternoon and volunteers from the neighbourhood association staffing a table with refreshments. There would be no cost to participate. Donations would be accepted for the Anawim Companion Society, a day home for street people located in the adjacent neighbourhood of North Park. As part of advertising for the event, we will invite attendees to bring donations of socks, hats and gloves; food that Anawim will help distribute to other charitable organizations in the Victoria region, or cash. An effort will be made to coordinate charitable activities with other local organizations such as Victoria High School, who may be undertaking similar activities.



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My Great Neighbourhood Grant Application

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 activity is limited in scope and would be 'retired' through ceasing activities and removing the decorations after the holiday season. Maintenance would be through volunteer efforts organized by the Project Lead. Choir groups will be booked prior to the first session so that a schedule of singers can be maintained.

Lights purchased to decorate the gazebo will be retained by the Fernwood Community Association for use in future events. Any beverages that are not consumed will be donated to Theatre Inconnu for use in their intermission self-serve concession.

Who will assume responsibility for ensuring these actions are undertaken?

As Project Lead, Mr. Scarfone will be responsible for purchasing lights; gazebo set-up for each activity including setting up the refreshment table; locating and scheduling caroling groups/ musicians; and for taking down the decorations by the end of the day on January 3, 2019.

The Fernwood Community Association will be responsible for creating and printing posters to advertise the event; for social media advertising; for managing donations to Anawim House (including coordinating with other organizations as required); and for securing the required event permits.

Mr. Scarfone and the Fernwood Community Association will jointly share responsibility for securing business donations for beverages; securing the use of beverage urns; distributing printed posters; securing volunteers to staff the refreshment table; and for purchasing beverages from cash donations as required.

Any additional tasks that arise will be negotiated between Mr. Scarfone and the Fernwood Community Association Board.

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

Local businesses will be invited to participate through donations of supplies (either directly or through purchases) so that refreshments can be provided. For example, we have already received confirmation of support from the Vining St. PARTY Society.

Local musicians will be contacted and invited to join the roster of singers. Students at Victoria High School who wish to perform will also be encouraged to do so. The activity will be communicated through email lists to the Fernwood Community Association members and the Fernwood NRG members. Posters around the square, in local businesses, and at the Community Centre on Gladstone Avenue will advertise the times for the activities and invite neighbours to attend. The project lead and volunteers will use time between performances to remind neighbours of the local Christmas shopping opportunities, as well as announcing other events, such as Christmas performances at the Belfry Theatre.

BENEFITS: How will your proposed project benefit the community?

Local businesses, including arts spaces, will benefit through the creation of an activity in Fernwood Square that will bring people out to the space. The Fernwood Community Association and the Fernwood NRG can use the opportunity to raise awareness for their organizations. Community members will have an opportunity to gather as neighbours at a festive and low-barrier event with no cost to themselves. The inclusion of decorative lights around the gazebo will contribute to a festive atmosphere and create a pleasant walking experience for community members moving through the pedestrian square.



CITY OF VICTORIA

1 Centennial Square Victoria,
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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 only approvals required will be an event permit for Fernwood Square, which the Fernwood Community Association will apply for once the dates are confirmed.

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

The project represents very little risk. We do not believe there will be any additional liability beyond what is already covered by the Fernwood Community Association's existing insurance policy.

PROJECT TIMELINE:

Start date: _____ November 15, 2018 _____ Completion date: _____ January 3, 2019 _____

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

PROJECT LOCATION:

Neighbourhood: _____ Fernwood _____

Street: _____ Gladstone Avenue _____

Address: _____ Fernwood Square _____

WORKPLAN SCHEDULE: (please note that caroling sessions dates may change depending on the availability of caroling groups/ musicians)
(Please add more lines if necessary)

Date	Milestone
November 13 2018	FCA Board meeting – event planning/check-in will be an agenda item
November 15 2018	Secure commitment from choir group(s)
November 30 2018	Ensure all supplies gathered and install lights
December 1 2018	Turn on lights on gazebo
December 8 2018	First caroling session
December 22 2018	Second caroling session
January 1 2019	Turn off lights on gazebo
January 3 2019	Remove lights and store any leftover supplies at FCA building

While the project budget and timeline assume 2 afternoons of caroling, the exact number of activities, dates, and times of each performance will depend on our ability to schedule caroling groups/ musicians to perform as well as the alignment of dates with other activities in the neighbourhood. For example, the Fernwood NRG may host a Christmas dinner at the recreation centre and if so, it would be advantageous to align the caroling activity with that event. These details will be confirmed throughout the month of October and at the FCA Board meeting on November 13, 2018, but further information was unavailable at the time that this grant application was due.

PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 2,100.00

Amount requested from the My Great Neighbourhood grant fund: \$ 980.00 (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
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

ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
Honoraria to choir groups (for 4 hours) - \$325 x 2 sessions	\$650.00
Posters and print advertising	\$50.00
Christmas lights (estimated from Canadian Tire, including timer) – these will become property of the FCA	\$200.00
Sponsored ad on Facebook (using maximum budget method)	\$80.00
Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)	n/a
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$980.00

Items Provided by Applicant	Amount
Hot Apple Cider and Hot Chocolate packets (donated by local businesses – estimated from Thrifty Foods)	\$320.00
Beverage Urns x 4 (provided for use by Fernwood Community Association and Fernwood NRG – est. equivalent cost to purchase from Walmart)	\$160.00
Volunteers for electronic and social media advertising outside of Facebook ad (2 hrs/ week x 4 weeks x \$20/hr)	\$160.00
Volunteers at event (2 people x 3 hrs per session x 4 sessions x \$20/hr)	\$480.00
YOUR TOTAL MATCHING CONTRIBUTION	\$1120.00



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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: October 11, 2018

Applicant Group/Resident Lead Name: Joey Scarfone and Kristin Atwood, Secretary, FCA Board

Signature(s):

I have completed the Readiness Checklist

LIST OF ATTACHMENTS:

- Design information, including site map and visuals of Project or Activity location – see final page

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. – **Not applicable (the FCA is a partner on the project)**

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

Please submit this application with all applicable attachments to 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

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

- Michael Hill: mhill@victoria.ca

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

- Kimberley Stratford: kstratford@victoria.ca



1 Centennial Square Victoria,
BC V8W 1P6
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My Great Neighbourhood Grant Application

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

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

- Michael Hill: mhill@victoria.ca

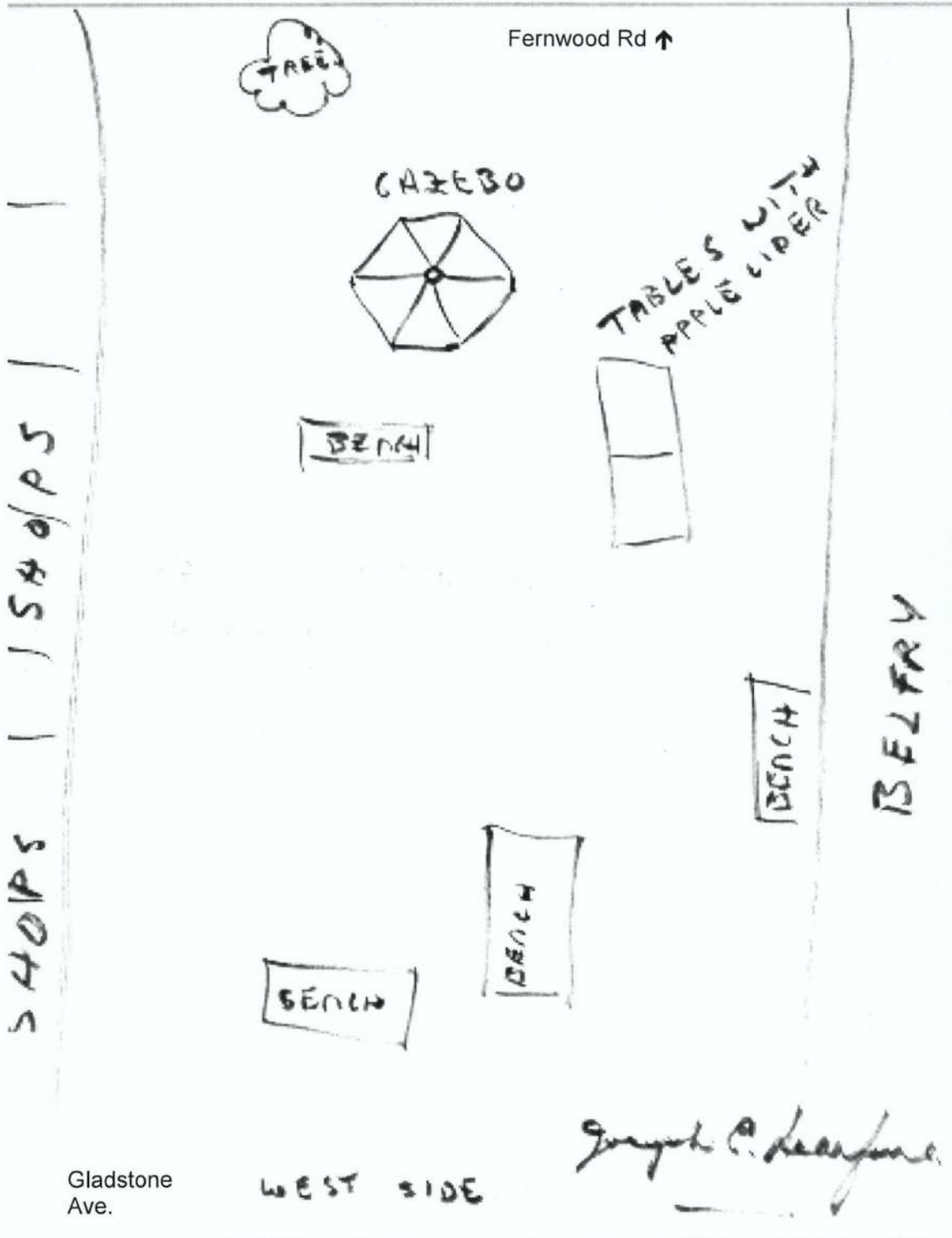
Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: kstratford@victoria.ca



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My Great Neighbourhood
Grant 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

PROJECT TITLE: JAMES BAY'S GOOD NEIGHBOUR FESTIVAL

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: LINDA CARLSON, JBNA and ANNE LOGIE, JBNH

Organization Name: *(if applicable)* JAMES BAY NEIGHBOURHOOD ASSOC and JAMES BAY NEW HORIZONS

Mailing Address: c/o 43 LEWIS STREET VICTORIA BC V8V 2E9

Telephone: 250 217-6452 (LINDA CARLSON)

Email: lindacarlson@telus.net and annelogie@shaw.ca



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My Great Neighbourhood Grant Application

PROJECT DESCRIPTION: Please describe your proposed project.

JAMES BAY'S GOOD NEIGHBOURS FESTIVAL

James Bay Neighbourhood Assoc and James Bay New Horizons plan to co-host an all-ages community event to celebrate our positive relationships with neighbours and all that is wonderful about our community by inviting the South Park Elementary Schools, James Bay Community School, the James Bay Community Project, the James Bay United Church, the James Bay Market Society and local business to participate in JAMES BAY'S GOOD NEIGHBOURS FESTIVAL.

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

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

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

We anticipate that the 2019 Good Neighbours Festival will develop into an annual event.

Who will assume responsibility for ensuring these actions are undertaken?

James Bay New Horizons and James Bay Neighbourhood Association, as co-hosts, will ensure actions are undertaken.

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

JBNH and JBNA will invite participation from other community groups and businesses as well as individuals who have particular interests and skills. We will establish a Steering Committee of Board members of JBNH and JBNA to manage budgets and oversight of committees. We plan to use the City of Victoria's MGNG to hire an event coordinator.

We will establish project committees with interested members of the community to manage

- Recruitment of volunteers for event
- Determining location plans for participant booths
- Entertainment
- Set up/take down

BENEFITS: How will your proposed project benefit the community?

Good Neighbours Festival will offer an opportunity for all community groups, residents and businesses in James Bay to come together to achieve a successful event, to connect and celebrate with one another, and build sustained relationships for the future.



CITY OF VICTORIA

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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.)

Permissions as required from the City for events at various locations.

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

The two sponsors (JBNA and JBNH) already carry insurance that should cover this event; however, if that is insufficient supplementary event insurance will be purchased.

PROJECT TIMELINE:

Start date: October 30, 2018 Completion date: May 30, 2019

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

PROJECT LOCATION:

Neighbourhood: JAMES BAY

Street: Irving Park on Menzies Street, Capital Park on Superior Street, James Bay United Church on Michigan Street

WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
Oct 30, 2018	Steering Committee meeting sets scope of event
November 14, 2018	Event announced JBNA meeting, invitation to volunteers
November 16, 2018	Invitations provided to community partners
November 16, 2018	New Horizons announcement and invitation to volunteers
January 7, 2019	Event coordinator hired
February 15, 2019	Participants, sponsors confirmed
March 4, 2019	Notice in The James Bay Beacon
April 5, 2019	Final details confirmed, permits secured, sign off ready to go.
May 5, 2019	Event date
May 31, 2019	Final wrap up and debrief are completed

PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$4,500.00

Amount requested from the My Great Neighbourhood grant fund: \$ 1,000.00 (must not exceed 50% of total cost)



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My Great Neighbourhood Grant Application

DECLARATION:

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1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
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Date: October 12, 2018

Applicant Group/Resident Lead Name: LINDA CARLSON

Signature(s): *Linda Carlson*

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 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

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

- Michael Hill: mhill@victoria.ca

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

- Kimberley Stratford: kstratford@victoria.ca



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My Great Neighbourhood Grant Application

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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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

PROJECT TITLE: SOFA SURPRISE

PROJECT TYPE:

(Check one)

- Placemaking
- Activity (YES)

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: **STEVE WOOLRICH**

Contact Name: STEVE WOOLRICH

Organization Name: *(if applicable)* RETHINK URBAN (RU) / GREATER VICTORIA PLACEMAKING NETWORK (GVPN)

Mailing Address: #108, 90 REGATTA LANDING

Telephone: (250) 580-4255

Email: steve@rethinkurban.com

PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S - 0064132

Contact Name: RAY STRAATSMA

Organization Name: GREATER VICTORIA PLACEMAKING NETWORK (GVPN)

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

Telephone: Ray Straatsma: 250-818-9266 / Jim LaMorte: 250-213-9221

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



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My Great Neighbourhood Grant Application



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My Great Neighbourhood Grant Application

PROJECT DESCRIPTION: Please describe your proposed project.

ACTIVITY – Our project is based on a successful initiative that began in Hamburg, Germany and has spread to other cities. It's typically called Sofa Surprise and has the potential to generate positive activity on the street through live music (acoustic when practical). We believe in inspiring people to enjoy the public realm. Our project will be a spontaneous gathering sparked by playful activity that leads to a full musical performance that is meant to entice people in the area to simply listen/feel the music in an open-air venue. Plans will support 3 events in 3 different locations. One would include the 900 block of Pandora Avenue (to support the ongoing work of the Mayor's Pandora Task Force.)
 Other two locations to be determined (possible sites include new plaza on west of Johnson Street Bridge, or plaza at Crystal Gardens/regional bus depot). These 'Sofa Surprises' will be approx. 45 to 60 minutes long and incorporate a number of props such as a sofa, chairs or other seating, end tables, some modest staging and lighting (if practical).

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?

Planning for each event will be coordinated by partner consultants with RU and various board members and/or volunteers with GVPN. Local musicians will be contacted in advance and perform at various locations based on the activity outlined above (weather permitting).

Who will assume responsibility for ensuring these actions are undertaken?

RU staff and GVPN directors and/or volunteers.

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

Music (especially live) is a known activity-generator that most (if not all) people enjoy. Those in close proximity to these spontaneous events will initially be curious as various props are set up at each event. Musicians will then engage with the audience that gathers for a live experience that is sure to please.

BENEFITS: How will your proposed project benefit the community?



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My Great Neighbourhood Grant Application

On the surface, Sofa Surprise events and similar planned (but seemingly spontaneous) activities in other cities around the world are intended as public entertainment. However, our two organisations see these events as much more than music; it's also about bringing people together in the public realm and encouraging them to participate and enjoy the various amenities in their city. It will create more interest in those areas that are activated and has the potential to inspire citizens in Placemaking activities, and other projects that bring more arts and culture to our neighbourhoods.

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. Where activities take place on City of Victoria property, arrangements and permits will be pursued as necessary.

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.

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: For example: 900 Block of Pandora Avenue _____

Address: _____

WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
April 2019	Confirm event schedule and locations (draft, then final).
April 2019	Confirm locations and necessary permits with City of Victoria, other partners and/or sponsors



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My Great Neighbourhood Grant Application

April 2019	Confirmation of musicians, honoraria, event date/times
May 2019	Acquisition of street furnishings for events (including storage)
May 2019	Prepare logistics and other staging for three events
May 2019	Recruit volunteer or paid photo/videographer for documentation
June 2019	Event #1
July 2019	Event #2
August 2019	Event #3
May-August	Promote, share event(s) via social media

PROJECT COST:

What is the total cost of the proposed project (*including in kind labour and donated goods and services*): \$ 3,000

Amount requested from the My Great Neighbourhood grant fund: \$ 1,000 (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.

ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
Honoraria for 3 to 4 musicians (\$250 to \$300 each - - 40 to 50% funded by MGN grant)	\$500
Video and photo documentation of event(s) (20 to 25% funded by MGN grant)	\$250
Purchase and/or rental of street furnishings (sofa, chairs, staging)	\$150
GVPN Administration (Accounting, Budget, Report Back)	\$100
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$ 1000

Items Provided by Applicant	Amount
Volunteer hours from ReThink Urban team (15 hours x \$25/hr)	\$375
Volunteer hours from GV Placemaking Network team (15 hours x 25/hr)	\$375
<i>(Vol. hours above include: logistics, planning, purchasing, recruiting performers & sponsors)</i>	
Honoraria for 3 to 4 musicians (\$250 to \$300 each) (add. contributions from GVPN or partner/sponsor)	\$500
Video and photo documentation of event(s) (add. contributions from GVPN or partner/sponsor)	\$750
YOUR TOTAL MATCHING CONTRIBUTION	\$ 2000



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My Great Neighbourhood Grant Application



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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:

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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: Steve WOOLRICH / Ray Straatsma / Greater Victoria Placemaking Network

Signature(s): 

YES I have completed the Readiness Checklist

LIST OF ATTACHMENTS:

- SEE Links in email 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 by **October 15, 2018**.

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

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- Gary Pemberton: gpemberton@victoria.ca

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

- Michael Hill: mhill@victoria.ca

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

- Kimberley Stratford: 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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Downtown-Harris Green, Fernwood, North Park, Victoria West

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My Great Neighbourhood Grant Application

TRA 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

PROJECT TITLE: Logo Redesign Community 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: Supriya Crocker

Organization Name: Victoria West Community Association

Mailing Address: 521 Craigflower Road, Victoria, BC V9A6Z5

Telephone: 250-415-8125

Email: vicepresident@victoriawest.ca

PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S0008974

Contact Name: Johanne Thompson Organization

Name: Victoria West Community Association Mailing Address: 521 Craigflower Road, Victoria, BC V9A6Z5 Telephone: 250-590-8922

Email: coordinator@victoriawest.ca



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My Great Neighbourhood Grant Application

PROJECT DESCRIPTION: Please describe your proposed project.

Redesigning the Victoria West Community Association (VWCA) Community Identity to better resonate with residents. This activity will increase awareness, interest and participation in the activities of the community association.

- Updated logo for centre, website, social media
- Updated logo to be available for use in future posters, merchandise, events, community projects
- Bringing community input together on what VicWest feels and looks like; unveiling and celebrating our new logo

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?

Maintained via VWCA activities (i.e. Projects, communications, centre activities)
Updated logo will be retired as the VWCA determines.

Who will assume responsibility for ensuring these actions are undertaken?

VWCA-Supriya Crocker

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

- Visual Identity Redesign committee will engage community members not currently on VWCA committees
 - Community input/engagement opportunities include:
 - A digital mood board (community members submit an image that portrays the feeling/idea/philosophy on what VicWest looks/feels like (VicWest brand awareness))
 - Social media campaign informing community and asking for input
 - Printed mood board at community centre
 - Unveiling event of redesigned logo open to all community members
 - Support other initiatives to move forward (i.e. street banners, welcome signs) by having an

BENEFITS: How will your proposed project benefit the community?

- Redesigned logo to provide stronger visual identity for VicWest community. Present an identity that resonates with community and increases their level of engagement in the neighbourhood
 - Build members sense of pride with relevant and contemporary logo design and branding
- VWCA committees to have access to an updated logo to further animate community spaces/projects
 - Gather community to celebrate new logo at unveiling event



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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.)

- None. VWCA board has voted and approved 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)

n/a

PROJECT TIMELINE:

Start date: October 2018 Completion date: March 2019

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

PROJECT LOCATION:

Neighbourhood: Victoria West

Street: Craigflower Road

Address: 521 Craigflower Road

WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
October 2018	Logo Redesign and Branding group formalizes; initial action/tasks delegated. Send RFP for Professional designer, receive/review proposals
November 2018	Launch and maintain campaign for community input.
November/December 2018	Complete community input campaign and digital community mood board. Determine designer.
December/January 2018	Design Process with VWCA, Designer, VicWest community
January 2018	Finalize Logo and order new sign replacement. Review/assign remaining funds for printed materials/event
February 2019	Community Event: Logo Unveiling Celebration
March 2019	Final Report

PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 6020

Amount requested from the My Great Neighbourhood grant fund: \$ 1000 (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.

ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
New sign (with updated logo on exterior reader board)	400
Installation of New sign	100
Community Unveiling Event (Printed materials, food, drinks, janitorial services)	300
Promotional Materials (Communication of project to community. Poster in community. Printed mood board/information area in community centre.)	200
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$1000

Items Provided by Applicant	Amount
Volunteer Labour for project (5 volunteers at 20 hours) at \$20 per hour	2000
Volunteer Labour for planning/hosting Logo Unveiling Event (4 volunteers at 4 hours @\$20 per hour)	320
Logo and Brand Design Professional Services	2300
VWCA staff (1 staff, 20 hours at \$20 per hour)	400
YOUR TOTAL MATCHING CONTRIBUTION	\$5020



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: October 12, 2018

Applicant Group/Resident Lead Name: VWCA-Supriya Crocker

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.

Please submit this application with all applicable attachments to 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

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

- Michael Hill: mhill@victoria.ca

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

- Kimberley Stratford: 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.

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