

## **Appendix A. Grant Policy**

### **A. PURPOSE**

The purpose of the My Great Neighbourhood Grant Policy is to guide the allocation of grants that impact public space and support community activities.

### **B. OBJECTIVES**

The objectives of the My Great Neighbourhood Grants is to bring neighbours together to animate under-utilized community space that will leave a positive physical legacy in public spaces and to support community development through action and education.

### **C. DEFINITIONS**

Great Neighbourhood projects that qualify for this funding fall into two separate categories:

Placemaking projects have the following characteristics:

- They are initiated by local residents.
- They animate under-utilized community spaces.
- They create gathering spots that bring people together.
- They are partnerships between the community and the City of Victoria.
- The community takes the lead in these projects. City staff provides advice in design, development, installation and construction.
- They can be a pilot project.
- They must be completed within one year upon receiving funding.
- They contribute to neighbourhood pride and enhance quality of life.

Activity projects have the following characteristics:

- They are initiated by local residents.
- They engage and/or educate community members.
- They promote community development and community programming.
- They serve as a neighbourhood improvement campaign.
- The community takes the lead in these projects. City staff provides advice in regulatory guidelines
- They can be a pilot project.
- They must be completed within one year upon receiving funding.
- They contribute to neighbourhood pride and enhance quality of life.

My Great Neighbourhood Placemaking and Activity grants require a 100% matching contribution by the community. The City will fund up to \$5,000 to match the equivalent contribution the neighbourhood makes for a Placemaking grant and up to \$1,000 for an Activity grant. The matching contribution can be a combination of volunteer labour, donated services, donated materials and supplies and other funds raised. A rate of \$20/hr will be used to calculate the match made with volunteer labour. If professional services are provided, the professional donating their services will provide the value of their contribution.

#### **D. ELIGIBILITY CRITERIA**

The program is open to all not-for-profit organizations including community and neighbourhood associations and schools. Ad hoc, informal organizations and businesses may also apply for funding by partnering with a local not-for-profit group. The not-for-profit group is required to submit the application, and if approved, will receive the funding. The project must be within Victoria to be eligible for funding.

The applicant must meet all the following criteria to apply for a grant:

- Registered non-profit organization in good standing in the Province of BC or registered charitable organization in good standing with the Canada Revenue Agency
- Each application can submit one application per intake period (Registered non-profit organization in good standing can support multiple groups)
- Organization can reside outside of Victoria
- The project must be in Victoria and benefit residents of the City of Victoria
- Evidence of clear mandate and competent administration
- Not in arrears with the City of Victoria
- Not in bankruptcy or seeking creditor protection
- Projects must be completed within one year upon receiving funding
- Reporting requirements
- Must outline match from the community
- Must outline how the project will be maintained

Eligible expenses for Placemaking funding include:

- Materials (paint, equipment, wood, etc.)
- Insurance fees
- Equipment rentals
- Professional labour costs

Eligible expenses for Activity funding include:

- Program materials (craft supplies, food)
- Insurance fees
- Equipment rentals
- Professional facilitation costs
- Room rental fees

Ineligible expenses include all other applicant expenses not related to the project including:

- Fundraising
- Direct financial assistance to individuals or families
- Maintaining ongoing programs, services or events
- Funding staff positions and staff training / professional development costs
- Deficit or debt repayment
- Commercial activities and related costs
- Projects on private property
- Purchase of land or buildings
- Travel and accommodation expenses

The following items are required as part of the application package:

- Placemaking project - design information, including site map and visuals of location

- Activity project – program or event outline, including site map and visuals of location
- If the application is not from a recognized not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

Applicants are limited to one placemaking project and one activity grant per annual intake. For a multi-phased project to be considered, a substantial new element must be introduced with each application. This program limits a maximum of three (3) proposals for the same project area. Applications for new projects will be prioritized over recurring applications, factoring in quality of application.

#### **E. EXAMPLES OF PROJECTS**

Placemaking Projects can include:

- Community garden enhancement
- Boulevard enhancement
- Neighbourhood gathering place
- Community pathway
- Decorative lighting display
- Community art display
- Neighbourhood branding initiative
- Interpretive signage
- Community lending installation
- Playground enhancement
- Playable space
- Other projects that animate public space

Activity Projects can include:

- Social Connection community program
- Educational community program
- Neighbourhood improvement program
- Neighbourhood diversity program
- Temporary site transformation (pop ups)
- New neighbourhood parties (not previously established)

#### **F. GRANT REVIEW PROCESS**

The first intake period will be in the spring. Applications will be accepted for the duration of six weeks. If funds remain, a second intake period will begin in the fall and will also be open for six weeks. All grants are awarded using a competitive process.

The process of reviewing the grants includes the following steps:

1. Intake period opens
2. Applications submitted by deadline
3. Staff review applications for eligibility
4. Staff conduct a technical review of the applications to ensure they meet City of Victoria standards and bylaws
5. Applications that impact public space will be vetted through appropriate departments to assess the project or program feasibility

6. The City's unions will be notified of eligible applications for their review and notification of any staff considerations
7. Eligible applications will be presented to the Committee of the Whole
8. Council awards the grants
9. Awards announced
10. Successful recipients will have up to one year to complete their project.
11. Recipients report on grant use and deliverables as projects are completed. Council will be updated through the quarterly report.

#### **G. DECISION MAKING**

Staff will review all applications and evaluate based on the eligibility requirements and technical review. All eligible grant applications will be presented to Council for review. City Council will decide on all grant allocations.

#### **H. GRANT LIMITATIONS**

Not all applicants meeting the eligibility requirements will necessarily receive a grant. Grants are one-time approvals and are not an automatic ongoing source of annual funding.

#### **I MAINTENANCE AND PROJECT LIFESPAN**

Successful Placemaking projects will be maintained for a mutually agreed upon lifespan not to exceed 5 years in total by the community organization once completed. Maintenance may be renewed beyond the initial term through mutual agreement of the City and the community organization. If the item created through the project falls into disrepair, requires replacement or becomes a safety concern it will be removed by the City of Victoria. Activity projects will be maintained for a period of up to six months by the community organization once activated.

#### **J MONITORING AND REPORTING**

Each grant recipient will be required to submit a post-program report as specified by the City of Victoria.

#### **K. TIME EXTENSIONS AND REPAYMENT OF GRANTS**

If the grant will not be used for the stated purpose, the full amount must be returned to the City of Victoria.

At the discretion of the Neighbourhood Team, a three-month extension may be granted for placemaking projects; a second three-month extension may be granted under extenuating circumstances. If after eighteen months (one year to complete and six months of extension) the project is not complete, the City will ask for the grant funds to be returned.

At the discretion of the Neighbourhood Team, one three-month grant extension for an activity may be granted under extenuating circumstances.