

APPENDIX A



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Crossing Guards Association
Mailing Address: 1225 Glyn Oak Pl. Victoria BC V8Z 5J4
Contact Person: Audrey Smith Email: admin@gvcga.com
Telephone: 250-744-1506 Website: _____

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____
Mailing Address: _____
Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☒ Yes ☐ No Society Registration Number: S 0069545
Are you a registered Charity? ☐ Yes ☒ No Charity Registration Number: _____

*Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered

Organization mission/mandate (500 characters)

To increase/maintain pedestrian safety crossing busy streets on safe routes to school by providing trained adult crossing guards to heighten awareness and support young pedestrians.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Greater Victoria Crossing Guard Association was formed in June 2018 to replace the management previously provided by Beacon Community Services. The staff in crosswalks are our members. Our purpose is to safeguard our young to keep pedestrian's safety as well as increase confidence in pedestrian safety.

How many paid staff at organization? Full Time: _____ Part Time: 34.5 in all
How many volunteer staff at organization? 2 Total volunteer hours: 150

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? Yes ☐ No ☒
What is the organization's annual budget? Overall of Greater Victoria 225,000 approx.
Did your organization receive a grant from the City of Victoria in the prior year? Yes ☐ No ☒ Not this type of grant
If yes, has the Final Report been completed? Yes ☐ No ☐ Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	\$ Amount	Use
District of Saanich	84300.00	Pay staff, insurance & management co.
Township of View Royal	32420.00	Pay staff, insurance & management co.
Harbour Authority	6500.00	Pay staff, insurance & management co.
Macaulay PAC	20000.00	Pay staff, insurance & management co.
District of Oak Bay	13100.00	Pay staff, insurance & management co.
Total Funding Sources	156420.00 \$0.00	



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SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
To provide adult supervision	Maintaining staffing
maintain or increase sense of safety	anecdotal evidence - stories from staff
raise awareness of shared roads	reduced conflict with vehicles as reported by staff
increase crosswalk traffic	staff reports, informal
increase community connectedness	community notices when a crossing guard is away

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
 - a. Capacity of an organization to deliver the project (20%)
 - b. Evidence of need (20%)
 - c. Community impact (30%)
 - d. Project feasibility (30%)

Project or program title: Public school crossing guards

Who is your target audience? all road users

Brief description of the project or program and why the grant is needed. (1250 characters)

The intersection and crosswalks near schools are part of safe routes to schools. Every year a new group of beginners walk to school. They need help in learning how to cross a road safely. Drivers benefit from the presence of a crossing guard as it helps regulate the flow of motor vehicle traffic at points of conflict. Adult crossing guards can be seen from a greater distance and can judge the stopping distance required. All road safety is a municipal responsibility. The grant pays for the management, staff and equipment.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the [2015-2018 Strategic Plan](#)).

- | | |
|---|--|
| <input checked="" type="checkbox"/> Engage and Empower the Community (3.22) | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital (2.56) |
| <input type="checkbox"/> Create Prosperity through Economic Development (3.00) | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11) |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness (3.67) | |

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- | | |
|---|--|
| <input type="checkbox"/> Engage and Empower the Community (3.22) | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital (2.56) |
| <input type="checkbox"/> Create Prosperity through Economic Development (3.00) | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11) |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness (3.67) | |



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Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Confidence in a safe route to school with support at high-traffic crossings increases the use of non-motor vehicle modes of transportation. These types of transportation (walking, cycling, skateboard etc.) are a more healthy mode of commuting. It allows for more personal connections with people we pass and the environment. We become more connected. Being more connected increases our sense of belonging which increases our overall wellness. The community is strengthened.

How many will benefit from the project or program? 20,000+

What percentage of Greater Victoria residents benefit from this project or program? 75 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved \$537,500 Strategic Plan Grant awards ranging from \$1,000 to \$50,000 with the average grant awarded of just under \$9,500.

Total project or program amount requested: \$ 69,000.00 - (\$6,225.89 savings in 2018)

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
Project or Program Costs		
Overall Staffing 204000		
VICTORIA Portion 30.5%	62,220	10.5 crossing guards pd minimum wage 2 hrs per school day for 10 months
A. Total Project or Program Expenses	62,220.00	
Administration		
Insurance 6500		
VICTORIA Portion 30.5%	260.00	Both liability & additional beyond WCB
Management	6520.00	Hiring, training, equipment, admin, meeting, communications, payroll
B. Total Administrative Expenses	6,780.00	
Total Expenses (A+B)	69,000.00	
Administrative costs are capped at a maximum of 18% of total budget.	6,000.00	
Total percentage of administrative costs	11.00%	



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding	69000.00	grant applied for		
City of Victoria				
A. Total Government Funding	69000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	\$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	69000.00			

Partial funding may be available. Will the project occur without full funding by the grant?

☐ Yes ☒ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below.
(500 characters)

Without full funding crossing guard services will be reduced. Crossing guard services have been funded through municipal grants or budget line items for over 20 years. There is no other funding source at this time.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: Jan 2019 To: Dec 2019

Project or program location: Fairfield & Irving, Shelbourne & Ryan, Goswami & Hillside, Bay & Forbes, Cook & Princess, Quadra & Tolmie x2, Fairfield & Moss & Michigan & near Douglas, Hillside & Shelbourne
near Schools: Margaret Jenkins Elem., Lansdowne Middle, Oakland's Elem., George Jay Elem., Quadra Elem., Sir James Douglas, & South Park Elem.



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Project or program timeline and major milestones.

Date	Milestone
June 28, 2019	Another year without pedestrian injury due to car vs pedestrian
Sept 6, 2019	First week of school over & drivers slowing down, community re-connecting with the crossing guards.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 3 Total volunteer hours required: 200

Can the project or program occur without volunteer support? ☐ Yes ☒ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☒ Website
- ☐ Newspaper Advertisement
- ☒ Social Media
- ☒ Newsletter

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

The organization will be in compliance with all applicable municipal policies and bylaws
The organization will publicly acknowledge the grant awarded by the City
The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity

The organization is not in arrears with the City
The organization is not in bankruptcy or seeking creditor protection
The grant application meets all the eligibility requirements of the City's Grant Policy

Audrey L. Smith
Signature

GVCGA President
Position

Audrey L. Smith
Name

Jan 28, 2019
Date