



1 Centennial Square Victoria,  
BC V8W 1P6  
E: [grants@victoria.ca](mailto:grants@victoria.ca)

## My Great Neighbourhood Grant Application

**PROJECT TITLE:** Creekside Concert

**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: Soren Henrich

Organization Name: *(if applicable)* Friends of Bowker Creek Society

Mailing Address: 1739 Haultain St., Victoria, V8R 2L1

Telephone: 250-370-4365

Email: friendsofbowkercreek@gmail.com

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

Society Registration Number: S0069262

Contact Name: Soren Henrich

Organization Name: Friends of Bowker Creek Society

Mailing Address: 1739 Haultain St., Victoria, V8R 2L1

Telephone: 250-370-4365

Email: friendsofbowkercreek@gmail.com

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

This event is being planned as part of a series of three Creekside Concerts, which will take place in various public spaces along Bowker Creek. The creek begins on the campus of the University of Victoria and runs through eleven different neighbourhoods and three CRD municipalities before emptying into the Salish Sea. (The other two concerts will take place in Oak Bay and Saanich.)

The concert will be free and open to the public and will feature a local storyteller or poet in addition to a performance by a local musical act, all amplified by a bicycle-powered sound system. This innovative system allows audience members to participate in a unique manner by pedalling stationary generator bicycles to power the stories, poetry and music.

The main motivation that drove us to create this project is the major lack of awareness that most residents of the CRD have of Bowker Creek. More than 60% of the waterway is covered over, including the entire stretch of the creek that runs through the City of Victoria. We want to use the Creekside Concert in Clawthorpe Park to bring Bowker Creek into the consciousness of those who live, work and play in the area. This location was selected because the creek runs underground just a few metres north of the park, after entering a tunnel on the north side of North Dairy Rd.



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**SUSTAINABILITY:** (Placemaking only), what is the intended lifespan for your proposed project?

<1 year

2 years

3 years

4 years

5 years

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

The event takes place on a single day and requires no maintenance. We will not use staging and all equipment for this low-impact event will be transported to the venue by bicycle. We will ensure that the park is left cleaner than when we arrived.

Who will assume responsibility for ensuring these actions are undertaken?

Volunteers and members of Friends of Bowker Creek Society will be responsible for helping to collect compost, recycling and any garbage resulting from the event. Audience members will be encouraged to assist with this effort.

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

We will work in collaboration with the Oaklands Community Association to plan and promote the event, which will be free and open to all members of the public. We hope to also build relationships with members of Songhees Nation and invite them to take part in the event to welcome attendees to their territory and to tell stories about the relationship of Lekwungen people to the watershed. One avenue that is currently being explored for cultivating a relationship with members of the Nation is a collaboration between Creekside Concerts and the Songhees Wheelness cycling program.

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

The project will help Friends of Bowker Creek to pursue its mission to support the restoration and enhancement of Bowker Creek by creating emotional connections between attendees and this oft-forgotten feature of the landscape. The connection to place that results from enjoying a Saturday afternoon listening to stories, poetry and music (and meeting neighbours) will motivate participants to advocate for the protection of this important waterway. The events will also provide us with opportunities to educate the public about the creek and the steps needed to rehabilitate and restore it. Our hope is that improved ecological outcomes will come about as a result of this education work. Another benefit of the event include an enhanced sense of belonging and community for those who participate in the event. In an age when social isolation is a major problem, bringing people from various walks of life together to enjoy free artistic performances and also cultivate a sense of place is vital.

**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.



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

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. Insurance will be obtained through HUB International and we have built the cost into our project budget.

### PROJECT TIMELINE:

Start date: June 2019 Completion date: September 28, 2019

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

### PROJECT LOCATION:

Neighbourhood: Oaklands

Street: Clawthorpe Park (1619 Clawthorpe Ave.)

Address: see above

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
June 2019	-apply for park permit and noise exemption, collaborate with Oaklands Community Association
July 2019	-confirm performers and finalize poster for event
August 2019	-promote event through postering, online listings and local media
September 28, 2019	-execute event
October 2019	-debrief with planning team and prepare project report

### PROJECT COST:

What is the **total cost** of the proposed project (including in kind labour and donated goods and services): \$ 2500

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

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
liability insurance	\$125
noise exemption permit	\$50
artist fees and honoraria	\$650
poster design	\$100
poster printing	\$75
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$1000

Items Provided by Applicant	Amount
food for volunteers (donated gift card from Whole Foods)	\$100
donated rental of bike-powered sound system	\$500
volunteer labour - planning, postering, staffing event (45 hours @ \$20/hr)	\$900
YOUR TOTAL MATCHING CONTRIBUTION	\$1500



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

Date: April 8th 2019

Applicant Group/Resident Lead Name: Soren Henrich

Signature(s): Soren Henrich

☒ 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 indicating their support for 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 and disburse funds to the group they are supporting.





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## My Great Neighbourhood Grant Application

**PROJECT TITLE:** South Jubilee Neighborhood Association Summer Community/Folk Music Festival

**PROJECT TYPE:**

(Check one)

- ☐ Placemaking  
☒ XX 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: Matt Dell, SJNA Coordinator

Organization Name: *(if applicable)* South Jubilee Neighborhood Association

Mailing Address: 1525 Fell Street, Victoria BC

Telephone: 250-532-6276

Email: [board@southjubilee.ca](mailto:board@southjubilee.ca) and [w.mattdell@gmail.com](mailto:w.mattdell@gmail.com)

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

This coming summer, the South Jubilee Neighborhood Association is planning to host our first Community/Folk Music Festival in 5 years. Our neighborhood is undergoing a lot of transformation and growth, and community members are passionate about strengthening bonds between existing community members, and welcoming those new to our area. We want to establish this area as a vibrant, healthy, friendly, artistic and welcoming character neighborhood, a place where all residents feel safe and included.

Prior to 2011, South Jubilee had a long history of vibrant summer community festivals that helped to build community, introduce neighbors, highlight our local parks, and celebrate the summer. Unfortunately, core volunteers that organized these festivals burned out in 2011 and we haven't had a celebration since. In 2019, a new group of young community members are working to host a new South Jubilee Community/Folk Music Festival on Saturday September 7<sup>th</sup> 2019.

Planning for this event is already underway, and the community is extremely excited. Our new motto is "keep it simple," as we want to make this an annual event that doesn't burn-out our volunteers. Our festival will be held at Red Fern Park, and is designed to bring out ALL community members, including families, kids, teenagers, seniors, dog-owners, people with out children, local non-profits, local First Nations, businesses and others.

We have identified 5 key themes for our festival: Kids activities (games, art, food, bouncy castles, sports); adult space (plant swap, book swap, quiet space, shade, produce giveaway); music (featuring local folk artists and volunteer community performers, and open mic), food (Red Barn market BBQ and local coffee/drinks), and dogs (dog dress-up and run way show).



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The South Jubilee Neighborhood association would greatly appreciate financial support through the My Great City Neighborhood grant, to help cover costs for musicians, food, and bouncy castle rentals. This money would go a long way in helping us rebuild vibrancy in our community.

**SUSTAINABILITY:** (Placemaking only), what is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years

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

Who will assume responsibility for ensuring these actions are undertaken?

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

A group of 12 community members, of all ages, has already formed a working group and begun preparations for our event. We plan to involve the community as widely as possible in this event, as it is intended to be "hosted by the community members." Specifically, we have identified about 30 simple volunteer roles and are already seeking community member help for these roles. For example, we will rely on community help to run the kids art activities (e.g. side walk chalk, painting boards, face painting), organize the plant swap, organize some of the food donations and help advertise. We are most excited to include an "open mic" part of our music which will allow any community members to play 3-5 songs on the PA system. This is hugely beneficial to young musicians or bedroom musicians who are looking for an opportunity to play music in front of a crowd. We are hoping to have 30-40 volunteers total for this event, and a turnout of 300-500 people.

Initial discussions for this event at our community meetings show a huge amount of excitement amongst community members, many who are passionate about revitalizing the sense of community in South Jubilee.

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

Currently, there are no significant community building events or activities in South Jubilee. Our residents are in great need of a regular (annual) event that can bring people together, introduce neighbors, and build community. The South Jubilee Neighborhood Association board feels passionately that a big summer Community Festival is exactly the type of event we need to strengthen our community. This event will provide a congregation spot for community members, bring people out of their homes, allow residents the opportunity to volunteer, and create new friendships etc between community members. For example, it is quite difficult to know what children live in our area as the streets are too fast to allow children to roam freely. The younger families on our organizing committee hope this event can let kids learn what friends live in their neighborhood, and introduce parents. There are also many seniors in our neighborhood, so this is an important activity to reduce isolationism and incorporate seniors and others into the broader community. We have invited businesses and non-profits to set-up information tables at the event, which will create further community and highlight the great people who earn a living in our neighborhood.





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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 permit we require is a City "Block Party Permit" so we can block off a small section of Leighton Street to make a larger safe space.

We have consulted with our City Council Liaison Marianne Aiso, and City Staff Kerri Moore (at our April 6<sup>th</sup> meeting), and both said this should be an easy permit to obtain. Our regular city staff person has been away sick for some months so we haven't had more regular communication.

There are no other permits necessary.

We plan to get electricity (for music and bouncy castles) from one of the adjacent homeowners. Two have already volunteered

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

The South Jubilee Neighborhood Association has full insurance for the event through our regular policy. This policy covers our association for any accidents at the event, including volunteer coverage.

### PROJECT TIMELINE:

Start date: Saturday September 7<sup>th</sup>, 11:00AM Completion date: Saturday September 7<sup>th</sup>, 4:00PM

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

### PROJECT LOCATION:

Neighbourhood South Jubilee, Red Fern Park. :

Street: 1700 Leighton Road

Address: 1700 Leighton Road

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
2019-03-23	First official planning meeting. Group of 12 identified all tasks to be complete. Red
April 6 <sup>th</sup> 2019	SJNA community meeting. Community members unanimously support idea of
April 27 <sup>th</sup> , 2019	Second official planning meeting. Will begin to finalize details. Will include a one-



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June 6 <sup>th</sup> 2019	SJNA community meeting. Will present finalized plan, budgets, and timeline to
June 29 <sup>th</sup> 2019	Third official planning meeting. Work to finalize all details. Continue to seek
August 15 <sup>th</sup>	One-page advertisement will be delivered to all homes and condos in
August 2019	Final planning meeting. All details confirmed and partners organized. Detailed
September 7 <sup>th</sup>	Official event.

### PROJECT COST:

What is the **total cost** of the proposed project (*including in kind labour and donated goods and services*): \$ 4040

Amount requested from the My Great Neighbourhood grant fund: \$1650 (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
Bouncy Castle Rental –Fun Time Inflatables (two large castles)	\$750
Folk Musician Fees (4 artists, \$150 each)	\$600
PA System Rental – Long and Mcquade	\$150
Porto-potty rental - Supersave	\$150
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$1650</b>

Items Provided by Applicant	Amount
Shared cost of BBQ food – Red Barn Market	\$500
Shared cost of coffee – Discovery Coffee	\$150
Shared cost of kids drinks – Wrap N Roll	\$100
Popcorn machine rental	\$75
Cotton Candy rental	\$75
Art Supplies - Bank Street Art School	\$100
Volunteer Labor (30 people, 3 hours each, at \$15 an hour)	\$1350
Posters and mail out advertising	\$40
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$2390</b>



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### 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 I am required to return the funds back to the City of Victoria.
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6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: Sunday April 14<sup>th</sup>, 2019

Applicant Group/Resident Lead Name: Matt Dell, South Jubilee Neighborhood Association Coordinator

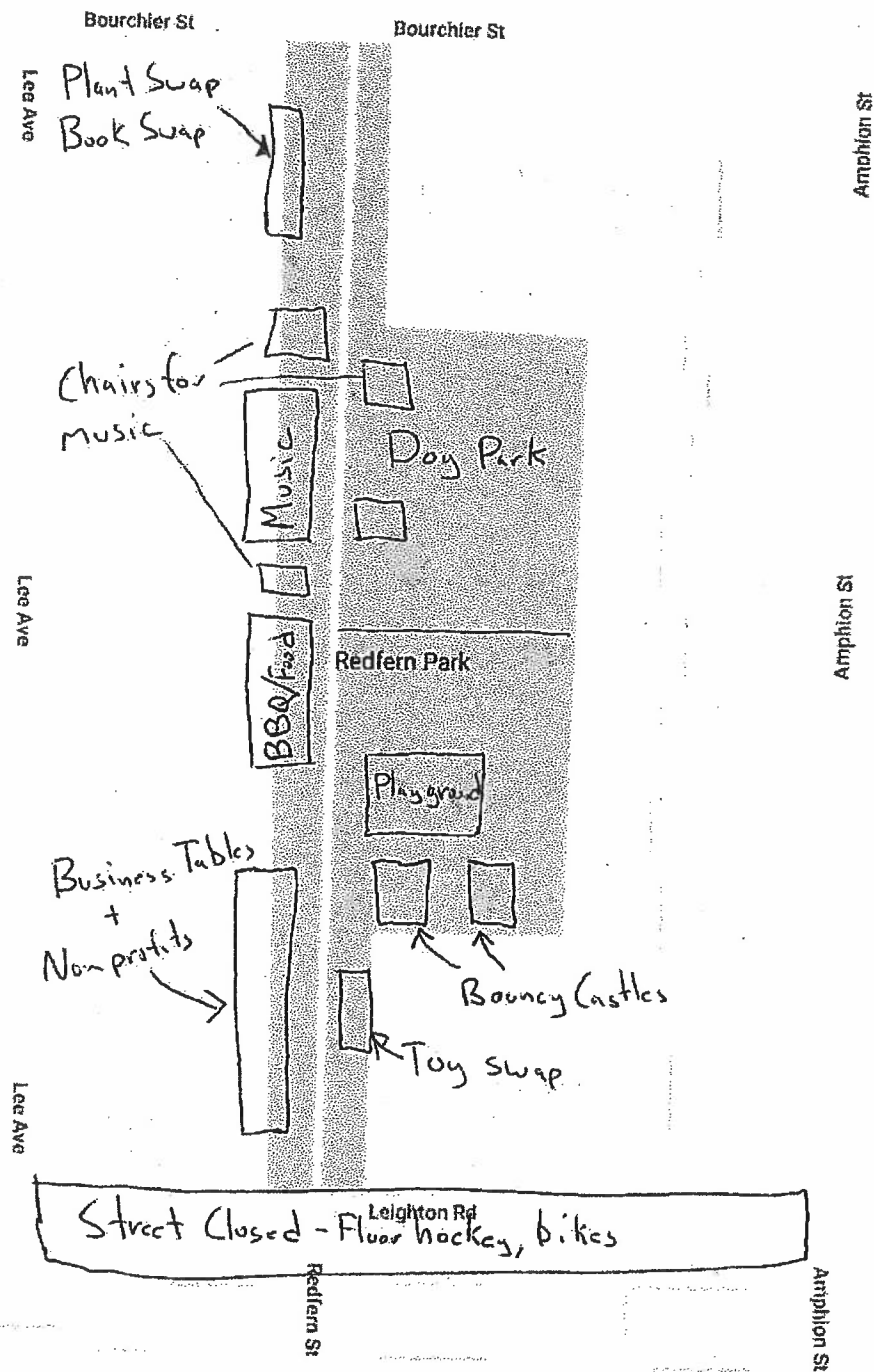
Signature(s):

☒ 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 indicating their support for 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 and disburse funds to the group they are supporting.

South Jubilee Neighborhood Association- Summer Community Folk Music Festival MAP



Please note: This is a tentative map. We have a community member volunteer that has offered to make a full CAD map for the official event schedule.





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## My Great Neighbourhood Grant Application

**PROJECT TITLE:** Bicycle Champions  
(Neighbourhood improvement program)

**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: Susan Stokhof

Organization Name: Bicycle Mayor of Victoria

Mailing Address: #205-455 Sitkum Road Telephone: 250.856.0464 Email: [BicycleMayorYYJ@gmail.com](mailto:BicycleMayorYYJ@gmail.com)

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

Society Registration Number: S - 0064132

Contact Name: Ray Straatsma

Organization Name: Greater Victoria Placemaking Network (Society) GVPN

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

Telephone: 250.294.4346

Email: [info@victoriaplacemaking.ca](mailto:info@victoriaplacemaking.ca) / [straatsma.ray@gmail.com](mailto:straatsma.ray@gmail.com)

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

This is a super fun design competition for children aged 9 to 11 at Sir James Douglas School. The campaign challenges children to think of the bicycle as an important form of transportation, to encourage children to cycle more and to think of solutions to problems children currently experience around cycling.

The idea of the campaign is to get children to come up with a great idea to improve cycling around their school and make it more fun, easier, safer, and more accessible and become a bicycle champion at their school. Ideally the



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## My Great Neighbourhood Grant Application

Bicycle Champions will then try to carry out their idea in or around their school together with other children, teachers and or parents.

The campaign is designed to increase awareness around cycling and safety for children, parents, schools and the city. In addition, the campaign highlights the importance of exercise at school as many research papers indicate that exercising before they start their day at school can positively impact a child's learning ability and will help retain good health not to mention a life long love for cycling.

Working with the teachers we'll choose a theme around cycling at school for which the children come up with solutions. Think of bicycle parking, crowds around the school at the beginning and end of the school day, difficult intersections or unsafe situations with cars. By participating we can ensure that the cycling possibilities around the school are improved.

In the classroom the Bicycle Mayor of Victoria will take the children on a virtual tour through cycling spaces around the world showing the ease in cycling when the environment is built for safety. The students will then be invited for their feedback about which spaces looked inviting and the features they found most appealing. From this each learner will be encouraged to re-imagine cycling to school or cycling around the school by drawing, writing, or even a video of how they would like to see cycling improved.

It is easy to engage learners in problems that involve real situations with personal significance like a safe passage to school. The results of the exercise will provide our learners with a meaningful voice in their community. But also help to end the discourse our city is experiencing between people who drive cars and people riding their bicycles. After all who could say no to a child wanting to ride a bicycle to school.

### **How does the campaign work?**

The campaign focuses on children aged 9 to 11 and encourages them to draw a picture with a story, or even a presentation in which they demonstrate their idea to improve safety around cycling. Choosing the best ideas (perhaps the whole class) and holding a design competition at city hall to further design their concepts.

### **Choosing a Bicycle Champion:**

Once the children's pictures and stories are complete the Bicycle Champions are invited to a design competition (Charrette) where they further design and pitch their concepts to a panel on how to improve cycling for children. Ideally we would hold the design competition at City Hall.

This event should be facilitated by a third-party, who supports the children and is able to take the children's original ideas and work with them on sketching and creating a mock-up of their idea that demonstrates a safer way for children to cycle to school. The mock-up ideally results in some kind of action by the City.

Bicycle Champions are chosen based on the idea they submit that will increase safety of cycling to school. The school Bicycle Champion is then chosen by a panel of bicycle advocates such as the City Mayor Lisa Helps, the Bicycle Mayor of Victoria, teachers, businesses, council members and media. During the selection of the Bicycle Champion, a jury will look at the creativity of the idea, the feasibility of carrying it out within a year, and the effectiveness of the eventual result the idea creates.





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The Bicycle Mayor and the Bicycle Champion (if they want to do this) will present the chosen design to the Mayor and Council and request the funds to design this safety mechanism around Sir James Douglas School. Leave display of artwork available for other schools to go to City Hall and review what the children accomplished. Raises awareness of the Bicycle Champion initiative and bring awareness around cycling and safety for children, parents, schools and the city.

The election of the school Bicycle Champion can raise awareness around the importance of cycling in our city. This pilot project is scalable and can include every elementary school in the district with the eventual idea of electing a Child Bicycle Mayor who would represent children in the city to continue creating safe cycling for children.

Ideally we will have prizes (donated from local bike shops) for all of the children who enter and something special for the chosen idea that gives the child the title of Bicycle Champion of the School.

### Scalability:

This idea is based on the BYCS Bicycle Heroes campaign. The idea of the Bicycle Heroes campaign is that we involve all elementary schools across the district. Choosing the top 5 designs from each school and running the design competition and follow a similar process. We are piloting a lite version of this program. This program is based off of the successful Bicycle Heroes campaign from the City of Amsterdam where in 2018 they elected the worlds first Child Bicycle Mayor.

The idea of both campaigns is to draw attention to the need to have children cycle safely to their schools. Hearing the voices of children and making this a really great feel good story will help remove the discourse between people driving motor vehicles and people riding bicycles. Allocate appropriate road space for all road users and continue building separated cycling infrastructure for people on bicycles, who deserve the same road safety that people driving have. Cycling infrastructure also creates better sidewalks and safer intersections for people who walk and roll on the streets. Build a city with children in mind and we build a city for everyone. Returning the streets to the people and creating a safe way for children to ride independently to school is the goal. Who doesn't want children to be happy, safe and independent?

**SUSTAINABILITY:** (Placemaking only), what is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years

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

Who will assume responsibility for ensuring these actions are undertaken?

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



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The idea of the campaign is to get children to come up with an idea to improve cycling around their school and make it more fun, easier or safer and accessible for all. The campaign is designed to increase awareness around cycling and safety for children, parents, schools and the city. Build with children in mind and you build a community for everyone.

Choosing a theme around cycling at school for which the children come up with solutions. Think of bicycle parking, crowds around the school at the beginning and end of the school day, difficult intersections or unsafe situations with cars. Consider how cycling in the city looks like from the eyes of a child or consider their greatest idea for improving cycling in the city, all through the eyes of a child. By participating we can ensure that the cycling possibilities around the school are improved. This has lasting effects on the community as a whole after school and weekends and the results can be utilized for the whole community. The campaign challenges children to think of the bicycle as an important form of transportation, to encourage children to cycle more and to think of solutions to problems children currently experience around cycling.

The campaign is designed to increase awareness around cycling and safety for children, parents, schools and the city. In addition, the campaign highlights the importance of exercise at school as many research papers indicate that exercising before they start their day at school can positively impact a child's learning ability and will help retain good health not to mention a life-long love for cycling and movement.

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

Improving cycling conditions around the school affects everyone in the community. This campaign could result in improved intersection safety, or improved conditions that were once unsafe situations with cars. This project focuses on all children in the community, not just the children who attend the school; it also improves conditions for adults as well. Contributes to neighbourhood improvement, education for safe cycling, and enhances quality of life for the residents and visitors to the neighbourhood.

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

Approvals will need to come from the school board/teachers to work with the learners. The results of the design competition may result in discussions with City Hall on road safety around the school.

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

- None that I'm aware of

### PROJECT TIMELINE:

Start date: May 2019 Completion date: May 2020

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

### PROJECT LOCATION:

Neighbourhood: Sir James Douglas Elementary

Street: Moss St

Address: 01 Moss St, Victoria, BC V8V 4N2



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## My Great Neighbourhood Grant Application

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
	Project Start
April 23 - 30	Meeting with Alison James, Head of Strategy, City Hall – <ul style="list-style-type: none"> <li>Plan media event with Mayor Helps at Sir James Douglas School</li> <li>Provide introduction to school board</li> </ul>
April 26 – May 3	Meeting with school board (PAC) – introduce Bicycle Champion program and receive approval to work with teachers at Sir James Douglas School (September)
May 27 – June 2	Bike to School Week media event with Mayor Lisa Helps at Sir James Douglas School <ul style="list-style-type: none"> <li>Introduction to the Bicycle Mayor of Victoria at Sir James Douglas School</li> <li>First meeting with the learners during Bike To School Week – introduce the Bicycle Mayor to the Children</li> </ul>
June 3 – 30	Confirm and book professional facilitator: <ul style="list-style-type: none"> <li>November 2019</li> </ul>
	Arrange and book room at City Hall for design competition – date booked
June 3 – 30	Arrange for and confirm judges for the design competition
July – Sept 1	Seek community partners to donate gifts to the children
September 13	Meeting with teacher/champion of program at Sir James Douglas School <ul style="list-style-type: none"> <li>Introduction to Bicycle Champion program</li> <li>Plan / sketch out the details of the program</li> <li>Letter to parents introducing Bicycle Champion program, invite them to design competition along with their children on the decided Saturday at City Hall</li> </ul>
	Confirm the following: <ul style="list-style-type: none"> <li>Room at City Hall for design competition</li> <li>Judges for design competition</li> <li>Professional facilitator</li> <li>Volunteers for the design day</li> </ul>

September 27 – October 24	<b>Meeting with learners: (one month to finish art work)</b> <ul style="list-style-type: none"> <li>• Introduce the learners to the Bicycle Champion program – get them excited</li> <li>• Take the children on a virtual tour through cycling spaces around the world showing the ease in cycling when the environment is built for safety</li> <li>• The learners will then be invited for their feedback about which spaces looked inviting and the features they found most appealing.</li> <li>• From this each learner will be encouraged to re-imagine cycling to school or cycling around the school by drawing, writing, or even a video in which they demonstrate their idea to improve the safety around cycling to school and how they would like to see it improved.</li> <li>• Reminder letter to parents of the upcoming design competition</li> </ul>
October 25	<b>Return visit to school:</b> <ul style="list-style-type: none"> <li>• Design ideas complete</li> <li>• Children present their ideas</li> </ul>
October 28	<b>Confirm</b> <ul style="list-style-type: none"> <li>• Room at City Hall for design competition</li> <li>• Judges for design competition</li> <li>• Professional facilitator</li> <li>• Volunteers for the design day</li> </ul>
Nov 8 – December 31 (Milestone)	<b>Hold Design competition at city hall (Saturday Nov 8?)</b> <ul style="list-style-type: none"> <li>• Bicycle Champion chosen based on the idea that will increase safety of cycling to school</li> <li>• Display art work for the month of November</li> </ul>
Next available city council meeting (Mayor and Council – Committee of the Whole)	<b>Present the chosen design to the Mayor and Council and results of the competition.</b> <b>Request the funds to design this safety mechanism around Sir James Douglas School, if it makes sense to do so.</b>
January 2 <sup>nd</sup>	<b>Collect children's art work – return to school</b>
January 2 <sup>nd</sup> (Milestone)	<b>Project wrap up</b>
Jan – May	<b>Final report writing and submission to City Hall</b>
May 2020	<b>Project close</b>

### PROJECT COST:

What is the **total cost** of the proposed project (*including in kind labour and donated goods and services*): \$ 2680  
Amount requested from the My Great Neighbourhood grant fund: \$1000 (must not exceed 50% of total cost)



1 Centennial Square Victoria,  
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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
Include any funding required to maintain and/or retire the project	
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
Lunch - food beverages for all volunteers / learners	\$300
Space at City Hall to run the design workshop	Free
Space at City Hall to display children's/learner's ideas	Free
Poster campaign and marketing for event advertising	\$150
Art supplies (Program materials - craft supplies)	\$400
15% administration costs	\$150
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$1000

Items Provided by Applicant	Amount
Professional facilitation costs – professional services to work with children 8 hours at \$60 per hour	\$480
6 Volunteers @ 10 hours \$20 per hour	\$1200
Prized for all learners – community donations (prizes not in cash)	\$1000
YOUR TOTAL MATCHING CONTRIBUTION	\$2680



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

Date: April 14, 2029

Applicant Group/Resident Lead Name: Susan Stokhof

Signature(s): susan Stokhof

☒ 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 indicating their support for 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 and disburse funds to the group they are supporting.



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## My Great Neighbourhood Grant Application

**PROJECT TITLE:** Oaklands and The Grind Basketball Street Party

**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: Per Sekhon and Terrell Evans

Organization Name: *(if applicable)* Sponsored by Oaklands Community Association (informal Group – The Grind Basketball)

Mailing Address: 204-1510 Hillside Avenue, Victoria, BC V8T 2C2

Telephone: 250-995-2554

Email: persekhon@shaw.ca

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

Society Registration Number: BN882929946RR0001

Contact Name: Sarah Murray

Organization Name: Oaklands Community Association

Mailing Address: 2827 Belmont Avenue Victoria, BC V8R 4B2

Telephone: 250-370-9101

Email: community@oaklandsca.com

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

We would like to host a Neighbourhood Basketball Street Party at Oaklands Community Centre in June 2019 to bring our community together to enjoy an afternoon of basketball, music, food, and community connectedness. The goal of the street party is to generate engagement of families to look beyond the mainstream perception of youth sports being always about competition and winning but more about how playing a sport together can enhance relationships in our community, build connections across all social, economic, and cultural demographics in our neighbourhood and generate enthusiasm amongst our community to live active and healthy lives and build relationships which center around positive sportsmanship. The Street party will be designed to have mini tournaments amongst various age groups along with skills development for younger children interested in the sport. This is a pilot activity in hopes we can do yearly. We will ask all those attending to bring one non-perishable food item to donate to the Mustard Seed Food Bank -Sports and Community engagement in action





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## My Great Neighbourhood Grant Application

**SUSTAINABILITY:** (Placemaking only), what is the intended lifespan for your proposed project?

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

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

We would like to host a one time event in the month of June which will link into the drop in basketball program and other programming at Oaklands Community Centre. The goal is to bring awareness to the many avenues to participate post street party.

Who will assume responsibility for ensuring these actions are undertaken?

Per Sekhon and Terrell Evans will work closely with volunteers and Oaklands Community Association to ensure the street party is organized and a success the day of the event

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

The Community is the pillar of our project. Many families and children in the neighbourhood have expressed great interest in their children playing basketball (currently the fastest growing sport) and finding ways for them to connect with each other as they seem to be scattered all throughout the city and do not necessarily play or know each other. An initial interest poll (verbally) was taken from children participating in the Oaklands Community Association drop in basketball program, the children of Oaklands Community School, and the children who participate in the community based The Grind program. We have a number of people interested in volunteering and participating in the street party. A follow up evaluation will be done with those participating by having a volunteer engage with those who attend to ask a few questions on their experience. We hope that this evaluation will reveal what worked well and areas for enhancement.

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

The Basketball street party will bring families and most importantly children of all ages together to play a sport they either love or are curious to play. It is the most affordable and accessible sport to all demographics and gives a sense of positivity and accessibility to everyone. It is a sport that these families can continue to play in any outdoor court in the neighbourhood and the hopes are that we will connect and mobilize ourselves to create informal gatherings which bring people out of their homes, be outside, and nurture positive sportsmanship and team spirit amongst kids – one team, one goal (philosophy of The Grind Basketball)

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

We will need to get authorization from School District 61 to use their outdoor courts/property.



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## My Great Neighbourhood Grant Application

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

Our sponsor, Oaklands Community Association has generously provided their insurance coverage which includes the outdoor courts space. We plan to have First Aid Attendants onsite during the street party.

### PROJECT TIMELINE:

Start date: \_\_\_\_\_ May 2019 \_\_\_\_\_ Completion date: \_\_\_\_\_ June 2019 \_\_\_\_\_

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

### PROJECT LOCATION:

Neighbourhood: \_\_\_\_\_ Oaklands \_\_\_\_\_

Street: \_\_\_\_\_ Belmont Avenue \_\_\_\_\_

Address: \_\_\_\_\_ 2827 Belmont Avenue \_\_\_\_\_

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

**NOTE: We would love to host the activity before families leave for summer vacations**

Date	Milestone
May 1, 2019	Delegate all duties to specific volunteers – action plan list with deliverables by dates below
May 8, 2019 onward	Create flyers, Instagram, social media, outreach to neighbourhood businesses Begin promotion and marketing of Street Party (Continuous to day of event) Promote amongst children who want to register as teams
May 15, 2019	Secure all Food truck vendors, DJ, rental of property, all rental equipment and supplies purchased and finalize blueprint of venue details (ie. placement of trucks, tables etc)
May 15, 2019	Organize team schedules and have three point shootout and skills challenge
May 22, 2019	Finalize and orient all volunteer roles and responsibilities for day of event
May 22-June 7, 2019	Follow up on any outstanding action items
June 8, 2019	Oaklands Basketball Street Party



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## My Great Neighbourhood Grant Application

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### PROJECT COST:

What is the **total cost** of the proposed project (*including in kind labour and donated goods and services*): \$ 2800.00

Amount requested from the My Great Neighbourhood grant fund: \$ 1000.00 (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.

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
Marketing material (posters/printing)	\$50
Referees	\$50
Three pop up tents for rental for one day	\$50
Speaker system with microphone and DJ	\$200
Garbage bags, gloves, pens, table clothes	\$100
Lunch for volunteers	\$200
Waste disposal	\$200
Site Rental	\$150
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$1000

Items Provided by Applicant	Amount
Social Media promotion, photography, and videography	\$200
Volunteers 10 @ 6 hours @ \$20 per hour	\$1200
Insurance	\$250
Tables and Chairs	\$100
Vests and garbage pickers	\$50
YOUR TOTAL MATCHING CONTRIBUTION	\$1800



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

Date: April 15, 2019

Applicant Group/Resident Lead Name: Per Sekhon

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

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including site map and visuals of Project or Activity location **\*\*Basketball Courts at Oaklands Community School and Centre**
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner indicating their support for 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 and disburse funds to the group they are supporting.



## My Great Neighbourhood Grant Application



PROJECT TITLE: Senior's Yoga and Afternoon Tea (Pilot 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: Kirsty Sewell

Organization Name: (if applicable) Fernwood NRG

Mailing Address: 1240 Gladstone Ave, Victoria

Telephone: 250-381-1552 Email: kirsty9@outlook.com or info@fernwoodnrg.ca

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

Society Registration Number: S-14959

Contact Name: Kirsty Sewell

Organization Name: Fernwood NRG

Mailing Address: 1240 Gladstone Ave, Victoria

Telephone: 250-381-1552 or 250-891-3627

Email: kirsty9@outlook.com or info@fernwoodnrg.ca

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

**Pilot Project (10 weeks):**

*Senior's Yoga Class Followed by Afternoon Tea*

**Sample Menu:**

*Cucumber and mint tea sandwiches*

*Ham with mustard tea sandwiches*

*Watercress and egg salad finger sandwiches*

*Lemon Pound Cake*



## My Great Neighbourhood Grant Application



**SUSTAINABILITY:** (Placemaking only), what is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years

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

Who will assume responsibility for ensuring these actions are undertaken?

FERNWOOD NRG

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

- BRING NEIGHBOURS TOGETHER
- CREATE INVITING ATMOSPHERE TO INCREASE SOCIAL CONNECTIONS IN VULNERABLE RESIDENTS

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

- ENHANCE QUALITY OF LIFE
- PROMOTE CENTER PROGRAMMING
- ENCOURAGE VOLUNTEERISM IN SENIORS
- FOOD SECURITY
- IMPROVE MENTAL AND PHYSICAL HEALTH

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

NA

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

Fernwood NRG Insurance Policy

### PROJECT TIMELINE:

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

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



## My Great Neighbourhood Grant Application



Please complete following budget (budget examples can be viewed on the website)

Items Funded by Grant	Amount
4 White tablecloths	~80.
Tea Service (second hand store)	~50.
Tiered Serving Tray (second hand store)	~50.
6 yoga mats	120.
Food	300.
Professional Yoga Instructor	400.
For Placemaking, include any funding required to maintain and/or retire the project	
<b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>	<b>\$1000.</b>

Items Provided by Applicant	Amount
Space (70./week x 10 weeks)	700.
Volunteers (3x20x10)	600.
Donated Food (40x10)	400.
Food prep by kitchen staff (30x10)	300.
Social media, marketing, graphics by communications staff (3x20)	60.
Facilitator (84x10)	840.
<b>YOUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$2900.</b>





## My Great Neighbourhood Grant Application



### PROJECT LOCATION:

Neighbourhood: Fernwood NRG

Street: Gladstone Avenue

Address: 1240 Gladstone Avenue

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
May 14, 2019	First Yoga and Tea

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$3900.

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



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

Date: April 8, 2019

Applicant Group/Resident Lead Name: Kirsty Sewell

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 indicating their support for 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 and disburse funds to the group they are supporting.



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## My Great Neighbourhood Grant Application

**PROJECT TITLE:** The People's Apothecary Summer Herbal Workshops

**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: Krista Poulton

Organization Name: *(if applicable)* Pacific Rim College and Quadra Village Community Centre

Mailing Address: 229-560 Johnson St, Victoria BC V8W 3C6

Telephone: 250-896-2291 (Krista)

Email: krista.peoplesapothecary@gmail.com and quadravillage.gardens@gmail.com

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

Society Registration Number: Federal Charity # 101476083RR0001 // Society # S-0010895

Contact Name: Nicola Gunter (Garden Coordinator)

Organization Name: Quadra Village Community Centre (Downtown Blanshard Advisory Committee)

Mailing Address: 901 Kings Rd, Victoria BC V8T 1W5

Telephone: 250-388-7696

Email: quadravillage.gardens@gmail.com

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

Our project is a series of educational, hands-on herbalism workshops provided to the community and held at The People's Apothecary Community Garden over the summer of 2019. These workshops will include an overview of specific plants, their medicinal uses, and an opportunity to harvest and create medicinal tinctures for participants to take home. Our intent is to increase education and health in a community context. The workshops will be taught by Pacific Rim College students in the Herbalism program. Anyone in the community can attend, free of charge (so that they are most accessible). We are looking for support in order to cover supplies associated with hosting these workshops.



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## My Great Neighbourhood Grant Application

**SUSTAINABILITY:** (Placemaking only), what is the intended lifespan for your proposed project? n/a

<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?

n/a as seeking activity grant

Who will assume responsibility for ensuring these actions are undertaken?

Krista Poulton with support of the Quadra Village Garden Coordinator and Celine Cuevas (Pacific Rim College student).

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

The People's Apothecary is a community garden with medicinal plants that can be accessed by the community at large, year-round, and is maintained by community support. Community members weed, beautify, harvest, and help take care of the garden.

The summer workshops are aimed to provide hands-on knowledge of harvesting plant medicine and promoting overall health and wellbeing. These workshops are accessible to anyone in the community, free of charge. We will utilize the expertise of local students from the Pacific Rim College program who will share their herbalism and health knowledge with the community. Historically, events held at the garden also bring people together, making residents feel more connected to other members in their neighborhood. We like to offer snacks and beverages, which always serves as a catalyst to conversation and gathering.

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

Also known as herbal medicine, herbalism refers to the use of plants and other natural substances for healing, preventing and treating illness and improving health. With a holistic approach to health, herbal medicine addresses the physical, mental, emotional, and spiritual aspects of an individual. We want to decentralize medicine – herbs are the medicine of the people, and healing with plants should be free, accessible, and community-based. We want to make medicinal plants accessible to everyone, creating alternatives to Western medicine and corporate pharmaceuticals. By providing education and workshops to the greater community, our aim is to promote better individual health which in turn creates healthier communities. Our events tend to bring community together, connecting like-minded individuals. Overall, it will strengthen and aliven the community through urban gardening culture and skill-building.

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

With the purchase of the People's Apothecary lot by the School District we will be in contact with them to ensure property owner permission(s).



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## My Great Neighbourhood Grant Application

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

With botany and herbal plant use there is some advisory regarding certain cautions, but our workshops will be led by trained and in-training herbalists who will provide necessary advisories and answer any questions or concerns.

### PROJECT TIMELINE:

Start date: June 2019 Completion date: August 2019

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

### PROJECT LOCATION:

Neighbourhood: Quadra Village

Street: 2549 Quadra Street

Address: Victoria, BC

### WORKPLAN SCHEDULE:

(tentative dates, but will host a minimum of 6 workshops)

Date	Milestone
May 2019	Prepping and maintenance of garden
June 2019	Collaboration and planning of upcoming workshops
June 13, 2019	Herbal Workshop #1
June 27, 2019	Herbal Workshop #2
July 11, 2019	Herbal Workshop #3
July 25, 2019	Herbal Workshop #4
August 8, 2019	Herbal Workshop #5
August 15, 2019	Herbal Workshop #6

### PROJECT COST:

What is the **total cost** of the proposed project (*including in kind labour and donated goods and services*): \$ 900

Amount requested from the My Great Neighbourhood grant fund: \$ 450 (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
n/a	

Items Provided by Applicant	Amount
n/a	



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## My Great Neighbourhood Grant Application

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
Workshop #1 food, beverages and supplies (including materials for tincture or salve-making)	\$75.00
Workshop #2 food, beverages and supplies (including materials for tincture or salve-making)	\$75.00
Workshop #3 food, beverages and supplies (including materials for tincture or salve-making)	\$75.00
Workshop #4 food, beverages and supplies (including materials for tincture or salve-making)	\$75.00
Workshop #5 food, beverages and supplies (including materials for tincture or salve-making)	\$75.00
Workshop #6 food, beverages and supplies (including materials for tincture or salve-making)	\$75.00
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$450.00

Items Provided by Applicant	Amount
Herbalism Students In-kind/volunteer hours (6 sessions @ \$20/hr for 3 hours per sessions)	\$360.00
Volunteers to prep garden (10 volunteers @ \$20 hour for 3 hours)	\$600.00
YOUR TOTAL MATCHING CONTRIBUTION	\$960.00



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## My Great Neighbourhood Grant Application

### DECLARATION:

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

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

Date: April 12, 2019

Applicant Group/Resident Lead Name: Nicola Gunter

Signature(s): Nicola Gunter

☒ 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 indicating their support for 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 and disburse funds to the group they are supporting.





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## My Great Neighbourhood Grant Application

**PROJECT TITLE:** Raynor Park Pear Tree Harvest Celebration

**PROJECT TYPE:**

(Check one)

☐ Placemaking

☒ X Activity

**CONTACT INFORMATION:**

☒ X Not-for-Profit Organization, or

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

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

**PROJECT LEAD:**

Contact Name: Patti Parkhouse

Organization Name: *(if applicable)* Victoria West Community Association, Vic West Food Security Collective

Mailing Address: 521 Craigflower Road Victoria V9A 6Z5

Telephone: 250-686-0856

Email: vicwestgarden@yahoo.ca

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

Society Registration Number: S-0008974

Contact Name: Justine Semmens

Organization Name: Victoria West Community Association

Mailing Address: 521 Craigflower Road Victoria V9A 6Z5

Telephone: 250-590-8922

Email: president@victoriawest.ca

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

A majestic old pear tree stands tall in Vic West's Raynor Park. The tree is believed to be part of the first farm operated by Puget Sound Agriculture Company farm owned by the Hudson Bay Company to supply food for Fort Victoria. Still today that tree produces hundreds of pounds of fruit but unfortunately due to its great height, the fruit cannot be harvested from the ground or ladder. Instead the fruit falls to the ground wasted making and attracts insects that are a pest to the children in the adjacent playground and park users.

This year the Vic West Food Security will be partnering with the City Parks Department (pending Council and management approval) or local business to provide staff and a truck equipped with a bucket lift to harvest the pears for distribution to the public during a three-hour celebration - the Raynor Park Pear Tree Harvest Celebration in August. The exact day in August is still to be determined pending partnership with Parks or local business.

The public will be invited through social media and event poster displayed in the park area to celebrate and receive the tree's historic gift of food. Local musicians will entertain and a local chef from Fry's Bakery will offer up pear-inspired treats...the recipes will be offered to inspire. A display will tell the tree's story and offer the public to leave their own stories of fruit trees on a Vic West Fruit Map.



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## My Great Neighbourhood Grant Application

**SUSTAINABILITY:** (Placemaking only), what is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years

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

Who will assume responsibility for ensuring these actions are undertaken?

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

Community volunteers will plan and run the event. Local musicians will perform during the event. Community will gather in the park to celebrate and learn local history; and in exchange, receive free freshly harvested pears.

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

The public harvest event will identify a special place in our community by celebrating a landmark tree that tells the history of our neighbourhood. The community will gain free access to local food that usually goes to waste and litters the park. Unclaimed fruit will be donated to a food bank or food rescue organization.

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

- Special Event permit
- Noise By-Law Exception Permit
- If the partnership with Parks Department is not finalized, then formal approval for local business to access Raynor Park will be required. Note: Parks management has given informal approval through email.

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

A safety zone around the tree and truck will be marked to restrict public access during harvest. The pears will be distributed to the public after the fruit harvest is completed and the truck is removed from the park.

### PROJECT TIMELINE:

Start date: \_\_\_\_\_ August 2019 \_\_\_\_\_ Completion date: \_\_\_\_\_ August 2019 \_\_\_\_\_

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

### PROJECT LOCATION:

Neighbourhood: \_\_\_\_\_ Victoria West \_\_\_\_\_



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## My Great Neighbourhood Grant Application

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

Address: \_\_\_\_\_ Raynor Park \_\_\_\_\_

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
June 2019	Finalize partnership with Parks Department or local business for staff and equipment
June 2019	Research local history and finalize content for event display
July 2019	Coordinating Team to finalize event details
July 2019	Start event promotion via social media and posters
August 2019	Event/activity

### PROJECT COST:

What is the **total cost** of the proposed project (*including in kind labour and donated goods and services*): \$ \_\_2200/\*2700\_\_\_\_\_

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.

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Amount
Include any funding required to maintain and/or retire the project	
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
Professional graphic artist for event poster	100
Event Food	500
Event musicians	300
Noise By-law exemption fee	50
Display materials	50
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$1000

Items Provided by Applicant	Amount
Event coordination 40hrs@\$20	800
Event volunteers 5hrs@\$20 for 7	700
Chef services 3hrs	300
Research volunteers 10hrs@\$20 for 2	400
*If partnership with Parks is not approved then donation from local business of lift equipment and operator for 1 hour	500
YOUR TOTAL MATCHING CONTRIBUTION	\$2200 or *\$2700



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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 I am required to return the funds back to the City of Victoria.
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6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: \_\_\_\_\_

Applicant Group/Resident Lead Name: \_\_\_\_\_

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 indicating their support for 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 and disburse funds to the group they are supporting.



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## My Great Neighbourhood Grant Application

**PROJECT TITLE:** Singing in the Streets 2019

**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: Barbara Clausen Mailing Address: 2940 Graham Street, Victoria V8T 3Z6 Tel: 604.805.2807 Email: babaclausen@gmail.com

**PARTNERING NOT-FOR-PROFIT GROUP: QUADRA VILLAGE COMMUNITY CENTRE**

Society Registration Number: S-0010895 Contact Name: Kelly Greenwell Organization Name: Quadra Village Community Centre

Mailing Address: 901 Kings Road, Victoria V8T 1W5 Telephone: 250.388.7696x221 Email: kelly@quadravillagecc.com

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

Singing in the Streets is a local one day neighbourhood event, which was first held in 2016. It is a neighbourhood street party with food, live music by local performers, and opportunities to socialize. With this application we are proposing to expand the event's reach and activities. Last year over 100 people came out to reconnect or meet for the first time, and 12 musical groups entertained, including both professional and amateur, with young local musicians highlighted.

Changes this year will be a welcoming table with name tags to encourage newcomers to socialize, a specific timeline that includes organized activities for children to attract more families with children, and more time to share food. We will also concentrate on increasing the diversity of our musical offerings (and therefore our participants). We propose to do this by approaching local schools, businesses and cultural organizations. There is a Jewish organization, a Hindu temple, an African store, a Caribbean café, a Persian café and a mosque in our neighbourhood. We will connect with these as well as with Quadra School, which has a First Nations Drum Circle and an Arabic Choir, and invite them to participate.

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

Who will assume responsibility for ensuring these actions are undertaken?



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## My Great Neighbourhood Grant Application

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

There is an organizing committee of neighbours, some of whom have been instrumental in planning past Singing in the Street events, and some of whom are new to the neighbourhood. The plan for this year includes expanded activities designed for children, a pot luck dinner and social, and musical performances by local musicians, both professional and amateur, with an emphasis on young performers and a concerted effort to engage musicians from different cultural communities living in the Hillside-Quadra area. Past iterations of this event have been really successful, bringing together both older and newer residents and celebrating the musical talent we have right here. The committee members will plan the event, and enlist other members of the neighbourhood to help with distributing information, event set up, a welcoming table with name tags and community information, children's activities, organizing the pot luck, and clean up.

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

The Hillside-Quadra community is diverse and growing, and we propose to invite and involve those not previously engaged in this neighbourhood celebration. Name tags and a dedicated time slot for a pot luck dinner will encourage socializing for adults, and the children's activities will encourage more families with children to attend. The proposed musical offerings by a diversity of cultural groups will promote cultural understanding. We believe this event is a wonderful opportunity for neighbours to reconnect or meet for the first time, enjoy unstructured social time, and experience the satisfaction of being part of the vibrancy and diversity of the neighbourhood. We will be closing off the streets adjacent to the event with City of Victoria approval to emphasize the importance of reclaiming public space and prioritizing people over cars. As people spill onto the streets we take back the public realm that is still dominated by private vehicles. The event is called "in the streets" on purpose. The area has experienced an increase in cut-through traffic that the neighbourhood would like addressed through calming measures.

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

City of Victoria permit to close the streets adjacent to the event, neighbours sign off on closing the streets.

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

We will obtain the applicable insurance policy necessary for this event.

**PROJECT TIMELINE:**

Start date: Sept 14 2019 Completion date: Sept 15 2019

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





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## My Great Neighbourhood Grant Application

### PROJECT LOCATION:

Neighbourhood: Hillside-Quadra

Street: Intersection of Graham and Topaz, closing the 2800 and 2900 blocks of Graham, and the 1000 and 1100 blocks of Topaz

Address: Intersection of Graham and Topaz

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
April	Apply to My Great Neighbourhood Grant program
May, June, July, August	Develop expanded working committee of neighbourhood members
	Apply to City for street closures, tables, chairs, tents and insurance
	Outreach to cultural organizations, musical groups and local young musicians
	Book donated and rental equipment (tents, chairs, tables, sound equipment)
	Plan children's activities and purchase materials
	Distribute information flyers to all neighbours and obtain consent for street
	closing and car removal, request pot luck dishes to share
	Request gifts and gift cards from local merchants
	Distribute flyer advertising event, post free listings in local newsletters and elists
	Reminder to local neighbours about street closures and potluck contributions
September 14	Set up chairs, tables, tents, sound equipment
	Singing in the Streets 2019!
	Clean up
September 15	returns

### 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

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
Include any funding required to maintain and/or retire the project	
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
Materials and supplies (kids activities, garbage bags, paper napkins, paper for printing posters)	100
Musicians' honoraria (8 musicians/groups @\$100 each)	800
Table and chair rental	50
Insurance	50
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$1000

Items Provided by Applicant	Amount
Coordinator (10 hours @\$20/hour)	200
Sound technician (5 hours @\$20/hour)	100
Donated sound equipment	150
Donated tents	150
Printing	50
Poster and flyer distribution (2.5 hours @\$20/hour)	50
Goods provided by local merchants (gift baskets, gift cards, etc)	200
Transport	100
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.
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7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 10, 2019

Applicant Group/Resident Lead Name: Barbara Clausen

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 indicating their support for 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 and disburse funds to the group they are supporting.



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## My Great Neighbourhood Grant Application

**PROJECT TITLE:** Rock Bay Creek Revival Community Watershed Celebration

**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: **Carolyn Knight** Organization Name: **Rock Bay Creek Revival** *(if applicable)*

Mailing Address: 1784 Carrick Street Victoria BC V8R 2M2

Telephone: 250.595-7205 Email: [cjdknight@gmail.com](mailto:cjdknight@gmail.com)

**PARTNERING NOT-FOR-PROFIT GROUP: FERNWOOD COMMUNITY ASSOCIATION**

Society Registration Number: **S-0010687**

Contact Name: Tony Sprackett ( Vice President) Organization Name: **Fernwood Community Association**

Mailing Address: 1923 Fernwood Road, Victoria, BC V8T 2Y6 Telephone: 250.384-7441 Email: [office@thefca.ca](mailto:office@thefca.ca)

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

The Rock Bay Creek Revival Project is a multi-year community arts-based watershed awareness initiative started and led by local artists in 2016, with the intention of bringing neighbourhood awareness to the long-culverted Rock Bay Creek which rises in Fernwood and flows into Rock Bay. The initiative is sponsored by the Fernwood Community Association in cooperation with Hillside Quadra Community Centre and its Neighbourhood Action Committee. Funded by two previous My Great Neighbourhood Grants, 2016 and 2017, this project funding request is to celebrate completion of wayfinding art signs now installed by City of Victoria staff.

This has been achieved through arts-infused outreach and education, interpretive walks, free public art-making workshops, presentations and LOST RIVERS film screenings in community centres, a church, and at Movie Monday. The Project aims to provide opportunities to raise awareness about watershed thinking and actions in response to climate change imperatives. The artists and neighbours of Fernwood and Hillside Quadra, in collaboration and with endorsement and guidance of Esquimalt and Songhees Nations' Chiefs and Councils and cultural leaders, have created three interpretive art signs now installed in three locations that act as wayfinding markers along the historic culverted Rock Bay Creek. To complete Phase 1 of the initiative, The RBCR Project is planning a one-day vibrant community event to celebrate the successful installation of the three art signs with ribbon cuttings at each: Sign No.1, SE corner Vining St at Stanley Avenue; Sign No.2, picnic area at Alexander Park; and Sign No.3, Blackwood Park. We envision a walk, following a mapped route, along the creek's path starting at Sign No.1, walking to the event hub at Sign No.2 for the Opening Ceremony, remarks and thanks to project partners, special guests, participants, volunteers, suppliers, and City of Victoria staff. Celebration activities at Alexander Park will include Indigenous-led cultural ceremonial protocol presentations, a water acknowledgement ceremony, a hands-on interactive 3D watershed demonstration



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## My Great Neighbourhood Grant Application

model, musical performances by a community choir and local acoustic musicians. The finale will take place at Sign No.3 where we will celebrate with a short recognition and final ribbon cutting. Volunteers will perform all the required set up, pack down, and clean up at the three event sites; all permits and insurance requirements will be met prior to event day, scheduled in recognition of World Rivers Day, September 29, 2019. Date to be confirmed, likely Saturday, September 28, 1:00-4:00pm.

**SUSTAINABILITY:** (Placemaking only), what is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years

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

Who will assume responsibility for ensuring these actions are undertaken?

Rock Bay Creek Revival Project group will assume responsibility for all event day activities.

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

The event day is the capstone celebration of a multi-year initiative that has seen many previous outreach and hands-on arts-based educational opportunities for neighbours of Fernwood and Hillside Quadra plus project outreach for residents of Oaklands, North Park and Burnside Gorge, to learn about watershed health through arts-based approaches. The project has facilitated public art making such as drawing, print-making, suminagashi ink arts, and photography, particularly at community partnering events (Quadra Village Day and Fernfest, 2016 and 2017) and a short video by University students' about Rock Bay Creek. The art made in free workshops creates one layer of the multi-layered designs on all three signs. Hundreds of people were made aware of Rock Bay Creek Revival at public events, at presentations and by participation of children, youth, and university student volunteer engagement. Focus Magazine featured an article; Black Press covered the project in lead up to workshops; and CBC Radio-Victoria twice interviewed RBCR group members. During the celebration we expect 50-100 participants to take part. After the celebration, the three vibrant interpretive art signs will awaken the public to the creek beneath our feet. We expect further inter-community linkages to watershed thinking to emerge in future project phases.

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

Celebrating watershed health through arts-based and cultural activities will provide residents opportunities to consider old and new ideas about water use in this time of climate change; to consider how our neighbourhoods can convene for fun and for action; to consider how to improve the quality of water entering the marine ecosystem we all depend upon; and to reach out into and across neighbourhoods in support of healthy, active, vibrant communities. We believe people benefit by arts-based approaches to community and social development, through opportunities for cultural sharing, and by inviting our neighbours to share our interest in watershed resilience. Taking an arts based approach introduces an element of fun to serious environmental issues expanding the reach beyond those who are already concerned about water issues.



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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 work with City of Victoria Recreation & Culture Department staff to secure permit required for two sites Alexander and Blackwood Park locations at which a 10X10 pop up tent and tables and chairs will be used.

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

We will ensure event insurance will be included in budget, and will confirm premium with City Finance Department as required. We will have sufficient number of identified volunteer walking route ambassadors, as well as enough volunteers at each site to maintain safety

### PROJECT TIMELINE:

Start date: July 2, 2019 Completion date: December 15, 2019

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

### PROJECT LOCATION:

Neighbourhood: Fernwood and Hillside Quadra

Street: Vining St at Stanley Ave; Alexander Park, Blackwood Park.

Address: 1829 Stanley Ave; Oregon St at Walnut; Haultain St at Cook St.

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
July 2- 5-2019	Create List of Invitations
July 8-15	Confirm City Departments: Finance: Insurance; Recreation& Culture: Event Permit
July 15-22	Invite Guests/ Elders
July 23-31	Book Performers; Invite volunteer participants
Aug 1-9	Prepare Advertising – Write PSA/Design and print posters/handbills
Sept 3-6	Distribute posters/handbills/ Send PSA to Media
Sept 9-13	Solicit donor contributions / create Thank You list/ make cards
Sept 16-20	Confirm volunteers - orientation/ guests/ equipment/ supplies
Sept 23-27	Gather Celebration Event equipment/ supplies/list of confirmed volunteers
Sept 28 or 29	Event Day/document Day/ set up/ facilitate celebration/pack down/return equipment
December 2019	Prepare Event Final Report and submit to City project liaise



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## My Great Neighbourhood Grant Application

### PROJECT COST:

What is the **total cost** of the proposed project (*including in kind labour and donated goods and services*): **\$ 2,620**

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: \*\*\*\*\*SEE ACTIVITY Project Budget\*\*\*\*\*

Items Funded by Grant	Amount
Include any funding required to maintain and/or retire the project	
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	

Items Provided by Applicant	Amount
YOUR TOTAL MATCHING CONTRIBUTION	



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

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
Event Insurance – City Finance Department “User Group” rate; covers 2 Parks	65
Event Permit- City Recreation and Culture Department fee: Estimated permit fee for 2 parks/1-day	100
Cultural Gifts to Elders – blankets for 4	120
Cultural Performers- Honorarium for singers & dancers	165
Acoustic Performer 1 and Acoustic Performer 2 : Each @ \$110	220
3D Watershed Map and hosting – Rental of hands-on interactive 3D map for stormwater education	150
Event Advertising and Promotion – Design, print posters, handbills, make thank you cards	60
Event Refreshments – for 12 volunteers and 50-100 participants	135
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$1,000

Items Provided by Applicant	Amount
Donated vehicle : ½ day before event for equipment/ supplies pick up, ½ day for event	100
Tables and Chairs – in-kind contribution FCA	80
2 Tents – Use of for event in Alexander and Blackwood Parks	50
12 volunteers @ 5 hours each=60 volunteer hours @ \$20/hr	1,200
FCA in-kind donation of printing, + admin time to send invitation to listserv, posting to website	100
Table covers/ flowers/décor/ beverage cups/paper serviettes – in-kind donation snacks/cookies local provider	70
Garbage and recycling receptacles/ recycling	20
YOUR TOTAL MATCHING CONTRIBUTION	\$1,620



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

Date: April 15, 2019

Applicant Group/Resident Lead Name: Rock Bay Creek Revival/ Carolyn Knight

Signature(s): *Carolyn Knight*

☐ ☒ 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 indicating their support for 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 and disburse funds to the group they are supporting.



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## My Great Neighbourhood Grant Application

**PROJECT TITLE:** New Urbanism Film Festival Night

**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: Carolyn Gisborne

Organization Name: *(if applicable)* Walk On, Victoria

Mailing Address: 5-444 Michigan Street, Victoria BC V8V 1R5

Telephone: 250-514-9506

Email: carolyngisborne@gmail.com

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

Society Registration Number: S - 38671

Contact Name: Kathy Kay

Organization Name: Victoria Independent Film & Video Festival

Mailing Address: 1215 Blanshard St., Victoria BC V8W 3J4

Telephone: 250 389 0444

Email: director@victoriafilmfestival.com

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

We are hoping to host a film festival evening focusing on the built environment, walkability, and placemaking. The audience would view a series of short films and participate in a dialogue about Victoria's built environment. The series of films would be licensed from the New Urbanism Film Festival ([newurbanismfilmfestival.com](http://newurbanismfilmfestival.com)), which has access to a large library of films to select from.

The evening would include a panel discussion/Q & A hosted by local experts. It would also include an opportunity to engage with representatives from stakeholder groups that relate to downtown Victoria and to issues related to the built environment.



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## My Great Neighbourhood Grant Application

**SUSTAINABILITY:** (Placemaking only), what is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years

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

N/a. It will be a one-night event.

Who will assume responsibility for ensuring these actions are undertaken?

Walk On, Victoria volunteers will execute the project in partnership with the Victoria Film Festival Society.

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

The public will be invited to the event. They will be invited to participate in the Q&A session and will be invited to meet representatives from local stakeholder groups.

Local stakeholder groups will be invited to attend and to distribute materials and sign up members. We hope to have in attendance a variety of representatives from organizations such as the Downtown Residents Association, Greater Victoria Cycling Coalition, Greater Victoria Placemaking Network, ourselves (Walk On, Victoria), disability/accessibility advocates, and business-related organizations.

We hope that audience members will come away from the event with a new perspective on the built environment. By providing opportunities to meet with local groups, we also hope attendees will discover ways they can become involved as citizens in shaping our built environment.

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

Attendees will enjoy an opportunity to learn about some of the many reasons the built environment matters. They will be better equipped to understand and evaluate change to the built environment, more likely to participate in consultations, and more likely to understand how different people experience the city in different ways. Attendees will also develop a new appreciation for walkability, placemaking, and other outcomes of the built environment.

**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.



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## My Great Neighbourhood Grant Application

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

There are no foreseen risks to people or property for this event.

### PROJECT TIMELINE:

Start date: October 6, 2019 Completion date: October 6, 2019

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

### PROJECT LOCATION:

Neighbourhood: Downtown

Street: Douglas Street

Address: 808 Douglas St, Victoria, BC V8W2B6

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
June 2019	Identify potential panelists and stakeholder groups
August 2019	Secure commitments from panelists and stakeholder groups
August 2019	Design promotional strategy and materials
October 2019	Host event
November 2019	Evaluate success of event

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 2000

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.

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Amount
Include any funding required to maintain and/or retire the project	
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
License fee (for films)	\$435
Venue rental (4 hours, includes staff time)	\$500
Event promotion	\$75
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$1000

Items Provided by Applicant	Amount
Volunteer hours/planning (20 hours at \$20 per hour)	\$400
Volunteer hour during event (20 hours at \$20 per hour)	\$400
In-kind contribution (billboard advertising at the Vic theatre, newsletter inclusion, media support)	\$200
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.
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7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 11, 2019

Applicant Group/Resident Lead Name: Carolyn Gisborne

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 indicating their support for 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 and disburse funds to the group they are supporting.



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## My Great Neighbourhood Grant Application

**PROJECT TITLE:** Inner Harbour Interactive Storytelling Project

**PROJECT TYPE:** Activity

**CONTACT INFORMATION:**

Not-for-Profit Organization

**PROJECT LEAD**

<b>Contact Name</b>	Denton Pendergast
<b>Organization Name</b>	Victoria Harbour History Society Society Board of Directors: Mr. Bill Conconi Mr. Ian Izard QC Mr. Gene Miller
<b>Mailing Address</b>	406-890 Academy Close
<b>Telephone</b>	250-813-0019
<b>Email</b>	<a href="mailto:denton@launchsite.ca">denton@launchsite.ca</a>

**DOWNTOWN VICTORIA BUSINESS ASSOCIATION**

Society Registration Number	S-48478
<b>Contact Name:</b>	Jeff Bray
<b>Organization Name:</b>	Downtown Victoria Business Association
<b>Mailing Address:</b>	20 Centennial Square, Victoria, BC, V8W 1P7
<b>Telephone:</b>	250-386-2239
<b>Email</b>	<a href="mailto:jeff@downtownvictoria.ca">jeff@downtownvictoria.ca</a>

**PROJECT DESCRIPTION**

**Public Engagement**

1. We propose deploying volunteers on two different days on Government Street's Upper Causeway to draw attention and share to the stories behind the 70 historic plaques on balustrade.
  - a. On both days there will be late morning deployment of two volunteers, followed by an early afternoon deployment of three different volunteers.
  - b. In addition, Denton Pendergast will serve as supervisor on all four shifts
  - c. The first deployment will occur on Saturday, 20 July, along the course of the plaques.
  - d. The second deployment will occur on 01 September deployment will be focused on the this year's Classic Boat Festival.
2. Each volunteer will undergo a two hour story-telling session to prepare them to share the overall story of the plaques and will be able to tell the story behind a couple of specific plaques.
3. The team will engage with passers by and hand out illustrated information sheets and stickers.
4. Volunteers will wear a distinctive T shirt to identify and differentiate them from the crowd.
5. We are attempting to rent space in the Maritime Museum of BC for a PowerPoint presentation on the plaques during the Classic Boat festival.

**Speaking Engagement**

1. Mr Pendergast will arrange for and present 12 custom PowerPoint presentations on the plaques to a variety of local service clubs and seniors' organizations, the first of which will be on 10 May to a group of James Bay seniors.



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## My Great Neighbourhood Grant Application

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

**Before:**

1. The Victoria Harbour History Society will recruit and train four volunteers to inform the public of the importance of the Upper Causeway's 70 plaques
2. On 10 May, Mr. Pendergast has arranged to give a PowerPoint supported story-telling session to the James Bay Seniors at the James Bay Community Project.
3. We will design the project's information sheets and stickers and have both printed.

**During:**

1. In two shifts on each of two different days the volunteers plus supervisor will devote at total of 36 person-hours engaging the public in story telling
2. Mr. Pendergast will serve as supervisor on all four shifts
3. Over the two days the volunteers will pass out 1,000 information sheets and 500 "Know your harbour history" stickers

**After:**

1. From June, 2019 through May, 2020 Denton Pendergast of the Victoria Harbour History Society will arrange and give monthly talks on the stories behind the plaques to local service clubs and senior citizen groups.

**We have the support of the following organizations:**

1. The Downtown Victoria Business Association
2. The Greater Victoria Harbour Authority
3. The Victoria and Esquimalt Harbour Society
4. The Maritime Museum of British Columbia
5. The Thermopylae Club
6. The Hallmark Heritage Society
7. Carole James, MLA

**BENEFITS**

1. Our volunteers will have heightened the awareness of well over 1,000 passers by of the importance of one of Victoria's largest and most important heritage locations
2. Well over 100 local service club members and senior citizens will have been made aware of many of Victoria's founding stories that lie behind the plaques through Mr. Pendergast's 12 PowerPoint presentations.

**APPROVALS**

1. The Greater Victoria Harbour Authority, the site's landlord, has approved the project.

**LIABILITY**

**Are there aspects of your project that present risk to people or property during the activity?**

We do not foresee our activity posing any risk to either people nor to property

**How will risk be managed during the lifespan of the activity?**

The project's risk of liability is very low during the public engagement phase of the project, though we will be asking the Maritime Museum of BC to include our volunteers under their policy for the time they are on duty

**PROJECT TIMELINE:**

Start date: May, 2019

Completion date: May, 2020

**PROJECT LOCATION:**

Neighbourhood: Downtown

Street: Government Street

Address: 700 block



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## My Great Neighbourhood Grant Application

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

1. 01 June:
  - a. develop plaque story-telling PowerPoint
  - b. Present first Service Club / Seniors' Centre speaking engagement
2. 15 June:
  - a. complete recruitment and training of six story-telling volunteers
  - b. design and print information handout
  - c. design and print stickers
  - d. Confirm more Service Club / Seniors' Centre speaking engagement
3. 20 July:
  - a. two on-site distribution session by six volunteers
4. 01 September
  - a. two on-site distribution sessions by six volunteers
  - b. present plaque story-telling PowerPoint at the Classic Boat Festival
5. 15 September
  - a. confirm balance of Service Club / Seniors' Centre speaking engagements
6. 30 September
  - a. Submit project report to the My Great Neighbourhood committee

### PROJECT COST:

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

1. Wages	\$1,625.00	
2. Costs	373.34	
3. Donated by applicant	647.50	\$2,645.84

### ACTIVITY PROJECT BUDGET:

#### Items funded by grant

1. Train four volunteers	12 hrs @ \$35.00 per	\$420.00	
2. Volunteer hours	16 hrs @ \$20.00 per	320.00	
3. Volunteer management and backup	8 hrs @ \$20.00 per	160.00	
4. Develop plaque story-telling PowerPoint	6 hrs @ \$35.00 per	210.00	
5. Design of print information handout	3 hrs @ \$35.00 per	105.00	
6. Speaking engagements	12 hrs @ \$35.00 each	420.00	\$1,635.00

#### Project Costs

7. Printing of information handout	1,000 units tax in	\$120.96	
8. Printing of "Know your harbour history" stickers	500 units tax in	152.38	
9. T shirts	5 units tax in	100.00	\$ 373.34

**Total Project Cost** **\$2,008.34**

Amount requested from the *My Great Neighbourhood* grant fund **\$1,004.17**

Matching contribution requested from the Downtown Victoria Business Association **\$1,004.17**



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## My Great Neighbourhood Grant Application

### Items Provided by Applicant

1. Arrange speaking engagements	6 hrs @ \$35.00 per	\$210.00	
2. Recruit six story-telling volunteers	9 hrs @ \$35.00 per	315.00	
3. Design of "Know your harbour history" stickers	2 hrs @ \$35.00 per	70.00	
4. Present PowerPoint at Victoria Classic Boat Festival	1.5 hrs @ \$35.00 per	52.50	\$ 647.50

### DECLARATION:

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

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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 I am required to return the funds back to the City of Victoria.
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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: 05 April, 2019

Applicant Group (Victoria Harbour Society) / Resident Lead Name: Denton Pendergast

I have completed the Readiness Checklist

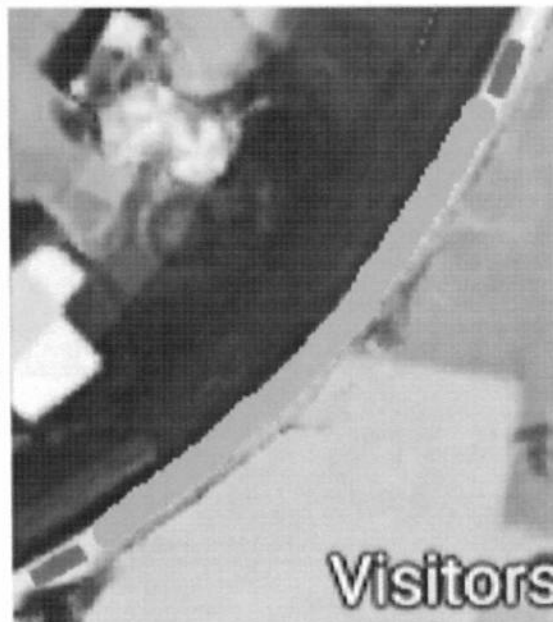
### LIST OF ATTACHMENTS:

Please see the next page for the interactive location map and a sample of one of four informational plaques

## SITE MAP



**Captain Cook  
location**



**Speakers' Corner  
location**

Please note: If our grant application is successful each of the informational plaques will include the City logo in acknowledgement of your support.



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## My Great Neighbourhood Grant Application

**PROJECT TITLE:** Scare on McNair

**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: Jenn Neilson Organization Name: *(if applicable)* N/A

Mailing Address: 1356 McNair Street Telephone: 778-676-7328 Email: jenn.neilson@gmail.com

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

Society Registration Number: 101476083 RR0001 Contact Name: Kelly Greenwell Organization Name: Downtown Blanshard Advisory Committee

Mailing Address: 901 Kings Rd. Victoria, BC V8T 1W5 Telephone: (250) 388-7696 Email: Kelly@quadravillagecc.com

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

First annual community Halloween celebration!

- Costume contest
- Neighbourhood scavenger hunt
- Light refreshments
- costume parade from H-Q through Summit Park to McNair
- jack-o-lantern parade Nov 1
- projector and screen

**SUSTAINABILITY:** (Placemaking only), what is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years

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

Who will assume responsibility for ensuring these actions are undertaken?

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

This project will bring local families together in a part of town where people generally go elsewhere to celebrate Halloween (we only had 3 Trick-or-Treaters last year, even though many more kids live within a few blocks). Families will contribute finger foods, participate in the costume contest, and bring their Jack 'o lanterns for the parade the next morning.



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## My Great Neighbourhood Grant Application

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

This project will make the local community aware that there are many more children living and playing close by than they realize, which will have a traffic calming effect. It will help neighbours get to know each other, and will enable local residents to discover the newly-installed access to Summit Park from the end of McNair Street.

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

Property owner permission from residents on the street. Street closure is not necessary.

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

N/A

**PROJECT TIMELINE:**

Start date: Oct 31, 2019 Completion date: Nov 1, 2019

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

**PROJECT LOCATION:**

Neighbourhood: Hillside-Quadra

Street: McNair Street

Address: 1356 McNair Street

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

Date	Milestone
Sept 30	Invite guests on Facebook and via email. Begin to distribute flyers.
Oct 30	Prepare food
Oct 31	Set up and tear down
Nov 1	Host Jack 'o lantern parade
Nov 5	Clean up Jack 'o lanterns

**PROJECT COST:**

What is the **total cost** of the proposed project (including in kind labour and donated goods and services): \$ 2480

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

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Amount
Landfill charge for waste disposal (including Jack 'o lanterns)	\$30
Lunch for volunteers and snacks and hot apple cider for all attendees	\$320
Three 10 x 10 pop up tents rental for one day	\$60
Garbage bags, compostable dishes	\$30
Flyer and poster campaign for event advertising	\$55
150' Extension cord	\$150
Large folding table	\$75
Portable projector screen with tripod stand	\$125
Signage	\$65
Prizes for costume contest	\$75
Glow sticks for kids	\$15
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$1000.00

Items Provided by Applicant	Amount
Graphic design of flyer and poster @ \$20/hr x 4 hrs	\$80
Social media marketing, poster and flyer distribution, event planning, volunteer coordination @ \$20/hr x 40 hrs	\$800
Use of projector for ½ day	\$50
Thematic lighting to illuminate the new stairs to Summit Park	\$150
DJ or live music and corresponding equipment for the event	\$200
Patio heater	\$200
YOUR TOTAL MATCHING CONTRIBUTION	\$1480.00



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## My Great Neighbourhood Grant Application

### DECLARATION:

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

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2. The not-for-profit organization is not in arrears with the City.
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Date: April 14, 2019

Applicant Group/Resident Lead Name: Jenn Neilson

Signature(s): JNeilson

☒ 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 indicating their support for 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 and disburse funds to the group they are supporting.



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## My Great Neighbourhood Grant Application

### SITE MAP – MCNAIR STREET





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## My Great Neighbourhood Grant Application

**PROJECT TITLE:** Community Solstice FAMILY Neighborhood Dance

**PROJECT TYPE:**  
(Check one)

☐ Placemaking

☒ Activity

**CONTACT INFORMATION:**

☒ Not-for-Profit Organization, or

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

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

**PROJECT LEAD:**

Contact Name: Joan Kotarski - [jkotarski@fairfieldunitedchurch.com](mailto:jkotarski@fairfieldunitedchurch.com)

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

Mailing Address: 1303 Fairfield Road, Victoria BC V8T 3J5 (after June 1<sup>st</sup> contact by email or Telephone: (778) 678-5207

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

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

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

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

The Fairfield United church congregation along with support from Sir James Douglas School and the Fairfield Gonzales Community Association will host a Community Solstice All Ages Dance; on June 21st, 2019 from 7 to 10pm. There will be local community and school band musicians performing and probably light refreshments available. The intention is to create an opportunity to mix, mingle and have some fun! We hope to build connections within the neighborhood addressing issues like social isolation and loneliness.

**SUSTAINABILITY:** (Placemaking only), what is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years

How will your project be maintained through its lifecycle and retired after its intended lifespan?  
Who will assume responsibility for ensuring these actions are undertaken?



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

The community of Fairfield United Church along with students, staff and parents at Sir James Douglas School and the users of Fairfield Gonzales Community Association will have an opportunity to assist in organizing and/or to participate in this event. Of course we hope the entire community will attend the event itself. If there is interest the congregation will volunteer to be the lead organization for 2020.

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

As the church congregation transitions from its old location to the temporary location in the Garry Oak room of the FGCA and then to new space in the new building, it wishes to remain an important component of the larger Fairfield community. Hosting new events and encouraging the community to participate in events that reach across traditional church practices and embrace the spiritual nature of all residents benefits those of all faiths and spiritual persuasions to come together to celebrate the constant that is the change of seasons.

Events like this one provide an opportunity for generational intermingling amongst diverse populations anchored by the school and the community center.

Events like this one bring the community together to have fun.

**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 rent the basketball court from the School District 61. We will also be investigating a 'noise permit' if required.

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

Insurance is provided by the United Church of Canada, through Fairfield United Church and is required by the school district

### PROJECT TIMELINE:

Start date: April 30, 2019 Completion date: June 22, 2019

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

### PROJECT LOCATION:

Neighbourhood: Fairfield



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Street: 401 Moss Street

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

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
April 30	Confirm type and amount of participation of partners and secure an event planner
May 1	Secure use of Sir James Douglas School courtyard with Sd#61 and permits
May 15 -30	Confirm musicians
June 1	Finalize poster and distribute and promote and through various platforms
June 15	Identify volunteers needed and logistics of site
June 21	Dance and celebrate with our neighbors
June 24	Evaluation and final report writing

### PROJECT COST:

What is the **total cost** of the proposed project (*including in kind labour and donated goods and services*): \$ 2600 .

Amount requested from the My Great Neighbourhood grant fund: \$ 1000.00 \_\_\_\_\_ (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
Include any funding required to maintain and/or retire the project	
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
facilitator,	\$250.00
Cost of one band.	\$750.00
TOTAL REQUESTED (must not exceed your Total Matching Contribution below)	\$1000.

Items Provided by Applicant	Amount
Facilitator and volunteers	\$200.00
rental of location, equipment, tents	\$400.00
creation of posters marketing on website etc,	\$250.00
Cost of one band.	\$750.00
YOUR TOTAL MATCHING CONTRIBUTION	\$1600





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

Date: April 10, 2019

Applicant Group/Resident Lead Name: Fairfield United Church/Joan Kotarski

Signature(s): Joan Kotarski

☐ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including site map and visuals of Project or Activity location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner indicating their support for 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 and disburse funds to the group they are supporting.