



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

## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for providing the funding to the applicant and ensuring that grant conditions are met).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

### PROJECT TYPE:

(Check one)

- ☐ Placemaking
- ☒ Activity

### CONTACT INFORMATION:

- ☐ Not-for-Profit Organization, or
- ☒ Informal Group (not registered as a not-for-profit organization)

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

### PROJECT LEAD:

Contact Name: James Davis

Organization Name: (if applicable) personal information

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

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

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

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: 101476083RR0001

Contact Name: Kelly Greenwell

Organization Name: Quadra Village Community Centre

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

Telephone: 250-388-7607 x221

Email: kelly@quadravillagecc.com

PROJECT TITLE: Victoria Bicycle Music Festival



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

2018 will mark the second annual Victoria Bicycle Music Festival (BMF), a free, family-friendly, pedal-powered, community event. The festival will kick off in Topaz Park in the Hillside Quadra neighbourhood on July 29th. It will feature independent local musicians and a bicycle-powered sound system, which allows audience members to participate in a unique manner by pedaling stationary generator bicycles to power the music. The BMF is a mobile event and after three sets of music, audience members, volunteers, performers and crew will cycle to a second outdoor venue at public space in one of Victoria's other neighbourhoods, transporting the sound gear and instruments with them on cargo bikes and trailers.

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

☒ <1 year

☐ 2 years

☐ 3-5 years

☐ \_\_\_\_ years (specify)

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

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

Who will assume responsibility for ensuring these actions are undertaken?

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

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

The BMF engages community members in a very different way than most music festivals because the people power nature of the event means that the performers depend on members of the audience to keep the music going. This, along with the fact that musicians perform standing on the grass rather than on a stage, breaks down barriers that often exist and allow participants to feel much more involved. The festival will feature a diverse line-up of both up-and-coming and established local musicians performing a variety of genres of music that will attract community members from an array of backgrounds. We strive to create a welcoming atmosphere for residents to dance, eat and enjoy music together and work to make the event accessible for a wide age range of participants, including many families.

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

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





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

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

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

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

### PROJECT TIMELINE:

Start date: **October 2017** Completion date: **July 29**

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

### PROJECT LOCATION:

Neighbourhood: **Hillside Quadra**

Street: **Topaz Park**

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

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
<b>October 2017</b>	<b>-select festival date and location in collaboration with QVCC</b>
<b>November 2017 - January 2018</b>	<b>-develop relationships with other community partners</b>
<b>January - February 2018</b>	<b>-contact potential performers</b>
<b>March - April 2018</b>	<b>-begin promotions and coordinate logistical details</b>
<b>May 2018</b>	<b>-finalize festival lineup and design poster and handbills</b>
<b>June 2018</b>	<b>-distribute posters and handbills and post event details online</b>
<b>July 2018</b>	<b>-send press release to local media</b>
<b>July 29, 2018</b>	<b>-run an awesome festival and have lots of fun</b>

### PROJECT COST:

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

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



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## My Great Neighbourhood Grant Application

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Cost
liability insurance	\$250
noise exemption permit	\$50
poster printing	\$100
artist fees for performers	\$500
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	\$1000

Items Provided by Applicant	Cost
volunteer sound technician (8 hours @ \$25/hr)	\$200
donated rental of generator bikes	\$500
donated rental of bike-powered sound system and sound gear	\$250
food for volunteers (gift card donated by Whole Foods)	\$200
sponsorship from CAPE (to be used for additional artist fees)	\$500
volunteer labour - postering, staffing event (50 hours @ \$20/hr)	\$1000
poster design	\$100
OUR TOTAL MATCHING CONTRIBUTION	\$3000



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## My Great Neighbourhood Grant Application

### DECLARATION:

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

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

Date: October 13, 2017

Applicant Group/Resident Lead Name: James Davis

Signature(s): 

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ Design information, including site map and visuals of project location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

Please submit this application by email with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) no later than midnight on June 4, 2017.

Applicants may be contacted for further information.

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

Thank you for your application!





Oct 13, 2017

To: My Great Neighbourhoods Grant Program, City of Victoria

RE: Letter of Support for Victoria Bicycle Music Festival

To whom it may concern,

The mission of Quadra Village Community Centre is to work together to nurture community well-being by providing services and programs to meet social, educational, health, employment, environmental and recreational needs of people in Hillside-Quadra (and surrounding neighbourhoods) in a safe and welcoming environment.

As we are always looking at creative ways to improve the quality of life in the Hillside-Quadra neighbourhood, we are most pleased to support the application of the Victoria Bicycle Music Festival. This event increases universal access to the arts and represents a strong symbol of environmental responsibility at the same time.

We look forward to the diverse lineup of musicians that this will bring their talents to the neighbourhood and seeing people come together to generate a great combination of people and pedal power. We agree with David Binder's belief that "festivals like this promote diversity, they bring neighbours into dialogue, they increase creativity, they offer opportunities for civic pride, they improve our general psychological well-being". Certainly this is the type of event that Victoria Bicycle Music Festival represents.

Yours in Community,

A handwritten signature in black ink, appearing to read 'Kelly Greenwell', is written over a horizontal line.

Kelly Greenwell, Executive Director

Quadra Village Community Centre

250.388.7696 ext.221

[kelly@quadravillagecc.com](mailto:kelly@quadravillagecc.com); [www.quadravillagecc.com](http://www.quadravillagecc.com).

Caring ~Inclusive~Respectful~Community

[www.quadravillagecc.com](http://www.quadravillagecc.com)

## My Great Neighbourhood

### Activity

#### Project Lead:

Contact Name: Paula Jardine  
Mailing Address: personal information  
Telephone: personal information cell:  
Email: personal information

#### Partnering Not-for-profit Group:

Theatre Inconnu

Society Registration Number: \_\_ S-22974

Contact Name: Tim Gosley

Organization Name: Theatre Inconnu

Mailing Address: \_\_

709 Yates Street,

PO Box 8796

Victoria Main Post Office

Victoria, B.C. V8W 3S3

Telephone: personal information Email: personal information

Theatre Inconnu contacts

Telephone: 250.360.0234 Email: [info@theatreinconnu.com](mailto:info@theatreinconnu.com)

**Project Title: Birds on Parade!**

#### Project Description:

A series of workshops to create a bird stilt chorus, divided into 3 stages: Walking/building stilts, movement and vocals, and costuming, resulting in a core of costumed characters representing local and migratory birds of our region. There will also be opportunities for people to join the parade without being on stilts using flags, face paint, and small bird puppets.

The resulting group of **Birds on Parade!** will be available for appearances at local parades and events, including Canada Day on the Gorge, Oak Bay Tea Party, summer events in Spirit Square, and the Beacon Hill Band Shell. We are honoured to be invited to represent Victoria at the International Ornithological Congress and Vancouver International Bird Festival in August, 2018. Our final event would be to participate with our community partner, The Fairfield Gonzales Community Centre, in their September FALL FAIRFIELD 2018

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

**1 year**

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

We are building a team of local instructors and artists for the workshops, and have support through our existing relationship Fairfield Community Centre. Administration and coordination will be shared between Tim Gosley for Theatre Inconnu and Paula Jardine on behalf of the International Ornithological Congress and VIBF. The costumes will become shared property between the partnering artists and will be available to the community on a case by case basis.

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

Paula Jardine and Tim Gosley will oversee the project through to the end of the parade in August.

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

Presented as both a chance to learn how to walk on stilts, and an opportunity to discover your inner bird, the workshops will be promoted through community centres and interest groups, dance and circus skills groups, birding enthusiasts and the general public. Stiltwalking is a remarkably easy skill to pick up and the workshops are suitable for youth, adults and children. Ornithologists will be involved every step of the way so that our movements and sounds are authentic.

We are hoping to have as many people as possible on stilts, each embodying the movements and sounds of birds that live in or migrate through British Columbia.

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

One of the foundations of the workshops is to expand our awareness of the birds in our neighbourhoods. The workshops will include ornithologists and bird enthusiasts for authenticity of costuming (markings, shape of beak) movements and songs, helping participants develop a deep relationship with the birds they are embodying, and a deeper connection and relationship with our feathered neighbours.

Stilts are especially great for building esteem by literally raising your status, and we will be involving youth artists and performers to lead the workshops and make appearances. The workshops will add to the number of people in Victoria who can walk on stilts, which will definitely come in handy for future arts events, parades and community celebrations.

The workshops and parade appearances will be joyful group experiences for participants and spectators alike.

***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 apply for parading permits when if needed, but generally we will be jumping in to existing events, with prior arrangement of course.

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

Yes. We will provide adequate insurance.

**Project Timeline:**

Start date: March 2018

Completion date: September 2018

**Project Location:**

Neighbourhood: **Fairfield**

1330 Fairfield Road, Victoria, BC V8S 5J1



## DECLARATION:

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

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- The not-for-profit organization is not in arrears with the City.
- The project will be carried out when and as described in the application. If there are significant changes to the project or if the project is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
- I assume all liability for activities associated with project implementation and for all life cycle costs described above.
- The project will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
- A final report conforming to the format on the last page of this application will be submitted.
- 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.
- I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: October 12, 2017

Applicant Group/Resident Lead Name: Paula Jardine

Signature(s): 

## WORKPLAN SCHEDULE: Birds on Parade!

(Please add more lines if necessary)

Date	Milestone
March	Buy stilt materials and prep
April	3 x 2 day workshops: #1: walk on stilts /make stilts #2: movement and vocals #3: masks and costumes
April / May	4 x rehearsals and pop up appearances
June /July	Local parades
August	Vancouver Parade
September	Fall Fairfield

### Project Cost:

What is the total cost of the proposed project (*including in kind labour and donated goods and services*): **\$ 12,780**

**Amount requested from the My Great Neighbourhood grant fund: \$ 5,000**

**ACTIVITY PROJECT BUDGET:**

<b>Items Funded by Grant</b>	<b>Cost</b>
Stilt materials, lumber, bolts, webbing for 20 pairs of stilts @ \$50 per	\$1,000.
Stilt prep, 15 hrs. @ \$20 per x 2 ppl	\$600.
Costume & mask materials (20 birds)	\$1,000.
Costume and mask prep (15 hrs x 2 @ \$20 hr)	\$600.
Promotion	\$200.
3 x local parades and Fall Fairfield (details attached)	\$1,600.
<b>TOTAL REQUESTED (must not exceed Total Matching Contribution below)</b>	<b>\$5,000.</b>

<b>Items Provided by Applicant</b>	<b>Cost</b>
Instructors: details attached	\$3,200.
Ornithologist(s) honoraria	\$300.
Insurance	\$400.
Project co ordinators (x 2)	\$2,000.
Space rental (in kind FGCA: 36hr @ \$30.))	\$1080.
Truck rental 1 parade and Fall Fairfield	\$500.
Carpentry shop rental (in kind)	\$300.
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$7,7800.</b>

### Items Funded by Grant: details

<b>3 X Local Parades (details)</b>	Cost
Stage Manager @ \$200. per	\$600.
Truck and driver x 3	\$700.
Hospitality	\$300.
<b>total</b>	<b>\$1,600.</b>

### Items Provided by Applicant: details

<b>instructors</b>	Cost
2 x stilt instructors @ \$200. each x 2 days	\$800.
1 x movement instructor @ \$200. each x 2 days	\$400.
Stilt instructor rehearsals x 4 days	\$800.
1 x vocal leader x 2 days @ \$200 per	\$400.
Pop up parade co ordinators (4 x \$200.)	\$800.
<b>Total instructors</b>	<b>\$3,200.</b>





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3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

### PROJECT TYPE:

(Check one)

☒

Placemaking

☐

Activity

☒

### CONTACT INFORMATION:

Not-for-Profit Organization, or

☐

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

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

### PROJECT LEAD:

Contact Name:

Stacy Barter \_\_\_\_\_

Organization Name: **Building Resilient Neighbourhoods** *(if applicable)* \_\_\_\_\_

Mailing Address: **personal information** \_\_\_\_\_

Telephone **personal information** \_\_\_\_\_

Email: [stacy@resilientneighbourhoods.ca](mailto:stacy@resilientneighbourhoods.ca)

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number:

**S-0011840**

Contact Name:

**Vanya McDonell** \_\_\_\_\_

Organization Name: **Fairfield Gonzales Community Association** \_\_\_\_\_

Mailing Address: **1330 Fairfield Rd. Victoria BC V8S 5J1** \_\_\_\_\_

Telephone: **250-382-4604** \_\_\_\_\_

Email: [vanya@fairfieldcommunity.ca](mailto:vanya@fairfieldcommunity.ca) \_\_\_\_\_

PROJECT TITLE: **Block Emergency Supply Bench Prototypes** \_\_\_\_\_



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## My Great Neighbourhood Grant Application

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

This placemaking project will develop and test 2 innovative “block emergency supply benches.” The benches will provide participating blocks with the co-benefits of a gathering spot for neighbours to interact and connect, while at the same time enhancing their block’s emergency preparedness through shared emergency supplies.

Building Resilient Neighbourhoods (BRN) and Fairfield Gonzales Community Association (FGCA) have partnered over the past year to implement BRN’s *Resilient Streets* program which fosters resilience through building greater social connectedness amongst immediate neighbours on residential streets and in residential buildings. Resilient Streets offers a broad menu of ideas and supports for different ways neighbours can enhance connections. Through this initiative, there has been a great deal of interest from Fairfield Gonzales residents in engaging in emergency preparedness as a means to enhance connections and resilience with their neighbours. BRN currently has a waitlist of Fairfield Gonzales residents interested in participating in a block emergency preparedness pilot.

In response to this request from residents, Building Resilient Neighbourhoods and Victoria Ready are collaborating to develop a new “Preparedness through Connectedness” block emergency preparedness pilot which will be piloted in Fairfield Gonzales in partnership with FGCA over the coming year. The underlying premise of this pilot is that “social infrastructure” and connectedness between neighbours is a critical foundation for preparedness and resilience. Therefore, in addition to focusing on the more technical aspects of emergency preparedness (supplies, communication protocols, etc.), the program also supports neighbours to explore opportunities to become more connected on their block through a range of activities such as neighbour gatherings, creating a block directory and skills inventory, and other resident-led projects which support neighbour interactions, including placemaking

As part of the “Preparedness through Connectedness” pilot, blocks who are particularly interested in undertaking placemaking projects will be identified and 2 interested blocks will be invited to participate in developing and implementing the Block Emergency Supply Bench prototypes.

The project will bring local residents from the participating blocks together with local artisans and designers to develop 2 prototypes (*\*an early sample, model, or release of a product built to test a concept or process or to act as something to be replicated or learned from*). The idea of prototyping is to engage the users to get early feedback in the design process, and to test the bench use and design so that it can be adapted and implemented in other blocks, neighbourhoods and communities. Our hope is to develop 2 different design prototypes (made of different materials, different aesthetics, etc.), learn from the process, and ultimately develop an easily built, low-cost design concept that can be shared and used by others.



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## My Great Neighbourhood Grant Application

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

<1 year      2 years      3-5 years      10+ years (specify)

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

Residents from participating blocks will be responsible for ongoing maintenance of the block emergency supply benches, including reviewing and updating emergency supplies as needed. The maintenance commitment will be discussed and agreed upon as part of the planning process, and block maintenance leads (min 2 in case one becomes unavailable) will be identified.

Who will assume responsibility for ensuring these actions are undertaken?

Building Resilient Neighbourhoods will ensure a maintenance plan is developed, and that maintenance leads are identified as part of the project.

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

Participating blocks will be identified through the "Preparedness through Connectedness" pilots where multiple households will already be engaged. This initiative involves a series of neighbor gatherings related to emergency preparedness and block connectedness, and the prototyping design process will be incorporated into these. Residents will specifically be involved in providing input and feedback on design, identifying and developing a site plan, installation and maintenance of the prototype benches. The foundation of this initiative is community ownership and leadership, and this will be encouraged throughout the process.

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

The project benefits the community in several ways, primarily as a gathering space that promotes interaction and connection between neighbours, and also by enhancing block level emergency preparedness. In addition to the physical amenity which will be developed, the prototyping process itself will be facilitated in a manner that building connections between neighbours and strengthen social ties. Finally, it will enhance the aesthetics of the neighbourhood through aesthetically-pleasing public spaces, and support and engage local artisans through their involvement in the design and construction of the benches.



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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.)

Depending on the selected site locations, property owner permission or City permission for boulevard use may be required. We will work closely with the City of Victoria Neighbourhood Team to ensure all appropriate permissions are in place.

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

No

### PROJECT TIMELINE:

Start date: \_\_\_\_ January 2018 \_\_\_\_ Completion date: \_\_\_\_ Nov 2018 \_\_\_\_

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

### PROJECT LOCATION:

Neighbourhood: \_\_\_\_ Fairfield-  
Gonzales \_\_\_\_

Street: \_\_\_\_ To be  
identified \_\_\_\_

Address: \_\_\_\_ To be  
identified \_\_\_\_

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
January 2018	Put out call for interested blocks
February 2018	Confirm participating blocks
March 2018	Identify designers, begin work with residents on prototyping process
April-June 2018	Construction of prototypes benches
April-June 2018	Installation of prototype benches
Fall 2018	Follow up evaluation of bench use, design
Fall 2018	Adapt design based on learnings and make available to others

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ \_\_\_\_ 20,375 \_\_\_\_

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





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## My Great Neighbourhood Grant Application

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

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

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

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

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

Items Provided by Applicant	Cost
Donated flatbed ½ ton pick-up truck usage for half day	\$50
12 volunteers @ 4 hours @ \$20 per hour	\$960
Vests, garbage pickers	\$50
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$1150</b>



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## My Great Neighbourhood Grant Application

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

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Cost
Professional Services – Prototype Design & Construction <small>2 prototypes x \$75/hr x 20hrs</small>	3000
Building Supplies <small>2 x \$500</small>	1000
Block Emergency Supplies <small>2 x \$300</small>	600
Project retirement, if necessary	
15% maintenance contingency of total budget, if necessary (\$1,500 max)	400
<b>TOTAL REQUESTED (must not exceed Total Matching Contribution below)</b>	<b>\$5000</b>

Items Provided by Applicant	Cost
Resident Volunteer Labour & Time – Prototype Design & Installation <small>2 sites x 5 people x 20 hrs x \$20/hr</small>	6000
Building Resilient Neighbourhoods- Prototype Project Coordination <small>70hrs x \$75/hr</small>	5250
Building Resilient Neighbourhoods- "Preparedness Through Connectedness" Facilitation <small>25hrs x \$75/hr</small>	2625
Victoria Ready "Preparedness Through Connectedness" Facilitation <small>20 hrs x \$50/hr</small>	1500
	\$15375
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$15375</b>



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

## My Great Neighbourhood Grant Application

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Cost
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	\$

Items Provided by Applicant	Cost
OUR TOTAL MATCHING CONTRIBUTION	\$



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## My Great Neighbourhood Grant Application


### DECLARATION:

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

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

Date: October 15, 2017

Applicant Group/Resident Lead Name: Stacy Barter

Signature(s): 



I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including site map and visuals of project location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

Please submit this application by email with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) no later than midnight on June 4, 2017.

Applicants may be contacted for further information.

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

Thank you for your application!



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

### FINAL REPORT TEMPLATE

Here are the guidelines for what to include in your report:

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

In addition to this final report, please anticipate participating in a “Show and Tell” event in the spring of 2018. Display details and dates will follow.

Please forward your final report to your Neighbourhood Advisor within a month of completing your project.

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland:  
Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park:  
Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay, Victoria West:  
Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for providing the funding to the applicant and ensuring that grant conditions are met).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

### PROJECT TYPE:

(Check one)

☒ Placemaking

☐ Activity

### CONTACT INFORMATION:

☐ Not-for-Profit Organization, or

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

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

### PROJECT LEAD:

Contact Name: Victoria Emberley – **personal information** \_\_\_\_\_ Org

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: See attached Letter of Support from Fernwood Community Association \_\_\_\_\_ Cor

PROJECT TITLE: Fernwood Community Butterflyway \_\_\_\_\_



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## My Great Neighbourhood Grant Application

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

The proposed project is based on the David Suzuki Foundation's Homegrown National Park Project.

Reference: <https://homegrown.projexity.com/>

The project is a community based where Pollinator Patches will be placed in the Neighborhood of Fernwood/North Park.

The Pollinator Patch will provide food and shelter for local butterflies, bees, and other native pollinators. With citizen lead creativity to aid in designing art murals ie on wood, recycled material & painted rocks that will be placed in these patches. There will also be a sign explaining the history of the location/ plant descriptions/ native species descriptions.

Since some of the Pollinator Patches will be placed on community gardens, urban farms, etc. The sign will inform the community about these lovely Urban and Community Farms in their area.

The resources, knowledge, and supplies will be sought from the local community. Engaging community experts in native pollinator plants, species, and restoration.

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

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

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

### MAINTANANCE

The goal is for the patches to be quite low maintenance, as the plants and species will be chosen carefully for this region .ie. drought tolerant, indigenous, native.

Occasional site visits to check plant health and state of the pollinator patch, Also I will be available through email if any issues arise with the patches, confirmed for the next 2 years

Since these patches are located at farms and community gardens we can work with exchange program, if necessary.

Mason Bee homes will need to be cleaned, as they will have cocoons. I will be responsible for exchanging the mason bee homes for the following season and can ask then if the farm would like the home to stay. The other homes can be taken down after a year if the homes are not maintained, and the space can be reused for other gardening purposes.

Working in partnership with Lora at IPI Pollinators, we can work out extra volunteers if need be.

Gord Hutchings of Hutching Bee Services has supported the UVIC Native Pollinator in Fall 2013 see resource section for PDF file – in Bees

Home/Maintenance, providing education services, native bee homes & cocoons. Reach out to Gord for possible support in this project, if this fails there are other local resources.

Fall 2018 Re evaluate the Butterflyway Project.

Who will assume responsibility for ensuring these actions are undertaken?

David Suzuki Butterflyway Rangers & Fernwood Community Association

IPI Island Pollinators Initiative(Pollinator Partnership Canada) offered to be part of steering committee so this will be a good way for me to stay on top of the project and make sure completion and have additional support and expertise in this area





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## My Great Neighbourhood Grant Application

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

### Community Arts

- Arts to be added in the pollinator patches painted rocks/ recycled material/ signs completed by our first event
- Pollinator Patch Kits to be given to Schools Vic High and George Jay

### Community Events

**Starting event – March 2018** we get the community to paint rocks/signs, prize to win some mason bee homes, have pollinator display

**Final event June/July-** Upon completion we plan to have block party where we will have a cut the ribbon celebrating Fernwood as a community and the union of sustainability.

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

This will engage residents to learn about their neighborhood community gardens around, urban farms, educate about native pollinator species and plants and engage in designing little art murals. Allow, residents to reconnect with and explore nature around them.

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

Need to get approval from the gardens to put the patches in their community garden, Fernwood Community Association own 2 gardens and I just received the support letter from them. I have reached out to Alysha Manager at compost Education and she is interested in being involved. Fernwood NRG see also aware of the project and they have the Orchard for Mason Bees. There are numerous areas in Fernwood/North Park so if some decline, we can reach out to other places. If some places only want a home and sign that is what we will do, or they only want to native flowers and no home with pollinator bath we will customize for what they need at their community/urbans farms. We have Jennifer Carlson and her friend who would like a pollinator patch at their resident and they reside in Fernwood.

### Earthbound Community Garden

FCA  
250 384 7441  
[office@thefca.ca](mailto:office@thefca.ca)

### Fernwood Allotment Garden

FCA  
250 384 7441  
[office@thefca.ca](mailto:office@thefca.ca)

### Fernwood Community Orchard

FNRG  
[info@fernwoodnrg.ca](mailto:info@fernwoodnrg.ca)

### Compost Education Centre

Alysha Punnett  
[sitemgr@compost.bc.ca](mailto:sitemgr@compost.bc.ca)

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

There will be mason bees on the property but there will be a sign explaining. Mason bees are very docile bees and are not considered high risk, but we will be putting a sign up. Mainly the installation sites are not high risk in term of liability. Each of site sponsors will be acknowledged that it will theirs as far as liability goes.



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## My Great Neighbourhood Grant Application

### PROJECT TIMELINE:

Start date: \_\_Oct 23, 2017\_\_\_\_\_ Completion date: \_\_June 2018\_\_\_\_\_

(Projects must be completed within one year of receiving funds) –project will be completed within a year their will be some on going maintance,

### PROJECT LOCATION:

Neighbourhood: \_\_Fernwood/North Park Community\_\_\_\_\_

Street: \_\_\_\_\_different addresses-see attached document for full detailed addresses\_\_\_\_\_

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

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

**October/November:** Reach out to farms so select where path going and homes and which ones they are interested in

**November-Feb:** Planning the patches, making diagram, getting soil ready if needs mulch, designing custom homes, reach out to local home makers, get supplies ready for community painting/ signs

**Feb/March:** First community event, win a mason bee home, give out pollinator kits to schools do talk at school. Paint, rocks, recycle material, signs

**March:** Install homes/patches and put in mason bees, plants

**April:** Plants maintenance

**May:** final event cutting tie ribbons.

**June Aug** Aftercare

**September-** Re evaluation of Butterflyway.

**Oct/November** Cleaning of Coccoons and homes.

**November-Feb** mild maintenance

**Feb/March** Check up and decision of the currents homes.

### PROJECT COST:

What is the total cost of the proposed project (*including in kind labour and donated goods and services*): \$ \_\_3500\_\_\_\_\_

Amount requested from the My Great Neighbourhood grant fund: \$ \_\_\_\_3500\_\_\_\_\_



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## My Great Neighbourhood Grant Application

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

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

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

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

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

Items Provided by Applicant	Cost
Donated flatbed ½ ton pick-up truck usage for half day	\$50
12 volunteers @ 4 hours @ \$20 per hour	\$960
Vests, garbage pickers	\$50
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$1150</b>



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## My Great Neighbourhood Grant Application

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

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Cost
Pollinator Homes 15 @ ( 5@ \$30: 5@40:5@50)	600
Pollinator Baths 5@20	100
Pollinator Kits for School 5@120.00	480
Signs 6 @ 80	480
Plants/ Supplies/ Soil	1500
Community Events ( 2@100)	200
Mason bee cocoons (60@ 2.50)	150
Project retirement, if necessary	
15% maintenance contingency of total budget, if necessary (\$1,500 max)	
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	\$3500

Items Provided by Applicant	Cost
15 hours with Experts 15@ 20.00\$	300
Plants donated from Nurseries/ Farms/ Community	600
Supplies found in Recycled Materials & Donated from Community	1000
85-100 hours Volunteer work @ 20\$/hr	1700-2000
Supplies provided from Butterflyway Rangers for community events, including signs	200
Jennifer( butterflyway ranger and Fernwood resident) will be taking photos for some of the signs.	
	\$3500
OUR TOTAL MATCHING CONTRIBUTION	\$3500



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## My Great Neighbourhood Grant Application

### DECLARATION:

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

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The project will be carried out when and as described in the application. If there are significant changes to the project or if the project is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with project implementation and for all life cycle costs described above.
5. The project will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report 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: SEEE ATTACHED DOCUMENT- AS I SCANNED MY SIGNATURE PIECE SEPARATELY

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

☐ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including site map and visuals of project location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

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

Applicants may be contacted for further information.

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

Thank you for your application!



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## My Great Neighbourhood Grant Application

### FINAL REPORT TEMPLATE

Here are the guidelines for what to include in your report:

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

In addition to this final report, please anticipate participating in a "Show and Tell" event in the spring of 2018. Display details and dates will follow.

Please forward your final report to your Neighbourhood Advisor within a month of completing your project.

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland:

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

Downtown-Harris Green, Fernwood, North Park:

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

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay, Victoria West:

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

## Fernwood Community Butterflyway



### PROJECT DESCRIPTION

The proposed project is based on the David Suzuki Foundation's Homegrown National Park Project.

Reference: <https://homegrown.projexity.com/>

The project is a community based where Pollinator Patches will be placed in the Neighborhood of Fernwood/North Park.

The Pollinator Patch will provide food and shelter for local butterflies, bees, and other native pollinators. With citizen lead creativity to aid in designing art murals ie on wood, recycled material & painted rocks that will be placed in these patches. There will also be a sign explaining the history of the location/ plant descriptions/ native species descriptions.

Since some of the Pollinator Patches will be placed on community gardens, urban farms, etc. The sign will inform the community about these lovely Urban and Community Farms in their area.

The resources, knowledge, and supplies will be sought from the local community. Engaging community experts in native pollinator plants, species, and restoration.



## POLLINATOR PATCHES

Each site will have an option of which patch works for them.

Pollinator home Mason Bee, Butterfly, Insect Hotel(Homes will be custom made from local sources)

Pollinator Bath (bee, butterfly)

Specific native plants selected for the pollinator chosen, TBD

Sign

Community Art, TBD

### 1) Mason Bees

- Homes will be bought by local Mason bee distributors these distributors will only provide the cocoons of the Native Mason Bees
- Orchard Mason Bees— are a proven, effective pollinator, perfectly suited for the urban gardener and commercial grower alike in improving their crop production.





## 2) Butterfly Home/ Baths

- Butterfly home /bath
- Native plant species TBD





### 3) Insect Hotel

Custom Made

Native Plants TBD

Sign about bugs in the area



## Community Art:

Board where the house is going to sit  
Painted Rocks  
Mural in Kings Park  
Add on little additions to the homes.

## Signs

Community made sign for the community gardens, possible?



## **POTENTIAL AREA:**

### **Potential Areas for Pollinator Patch**

- 1 Mason Street Farm
- 2 Compost Education Centre
- 3 Spring Ridge Commons
- 4 William Stevenson Park Orchard
- 5 Earthbound Community Garden
- 6 Fernwood Allotment Garden
- 7 Kitchen Garden Community Garden
- 8 Haultain Commons
- 9 Vic Community Highschool Hummingbird Feeder
- 10 Jennifer Butterfly Ranger Garden

### **Contact Information**

Earthbound Community Garden

FCA

250 384 7441

[office@thefca.ca](mailto:office@thefca.ca)

Fernwood Allotment Garden

FCA

250 384 7441

[office@thefca.ca](mailto:office@thefca.ca)

Fernwood Community Orchard

FNRG

[info@fernwoodnrg.ca](mailto:info@fernwoodnrg.ca)

Kitchen Garden Project

FNRG

[info@fernwoodnrg.ca](mailto:info@fernwoodnrg.ca)

Mason Street Farm

[masonstreetfarm@gmail.com](mailto:masonstreetfarm@gmail.com)

Compost Education Centre

Alysha Punnett

[sitemgr@compost.bc.ca](mailto:sitemgr@compost.bc.ca)



Spring Ridge Commons  
Stephanie Enevoldsen  
778 214 5738  
[foodsecurity@fernwoodnrg.ca](mailto:foodsecurity@fernwoodnrg.ca)

Jennifer Carlstrom Butterflyway Ranger +2  
Confirmed Pollinator Patch

Vic Community Highschool  
Asha Rao [arao@sd61.bc.ca](mailto:arao@sd61.bc.ca)

Spirit Gardens Royal Jubilee

## **MAINTANANCE**

The goal is for the patches to be quite low maintenance, as the plants and species will be chosen carefully for this region .ie. drought tolerant, indigenous, native.

Occasional site visits to check plant health and state of the pollinator patch, will be available through email if any issues arise with the patches, confirmed for the next 1.5 years

Since these patches are located at farms and community gardens we can work with exchange program, if necessary.

Mason Bee homes will need to be cleaned, as they will have cocoons. I will be responsible for exchanging the mason bee homes for the following season and can ask then if the farm would like the home to stay. The other homes can be taken down after a year if the homes are not maintained, and the space can be reused for other gardening purposes.

Working in partnership with Lora at IPI Pollinators, we can work out extra volunteers if need be.

Gord Hutchings of Hutching Bee Services has supported the UVIC Native Pollinator in Fall 2013 see resource section for PDF file – in Bees Home/Maintenance, providing education services, native bee homes & cocoons. Reach out to Gord for possible support in this project, if this fails there are other local resources.

Fall 2018 Re evaluate the Butterflyway Project.

## **VOLUNTEER SUPPORT**

David Suzuki Butterflyway Rangers Signed a contract with foundation

- Jennifer Carlstrom Help with the installation of the patches and planning
- Jennifer Roberts – Help with gardening, stock of plants, gathering of plant species
- Pam Stonehouse Help with community events and art, information about bees, butterflies



- Victoria Emberley Plan and implement homes, networking, installation, preparing and moving the supplies
- Steven Lemmen Help with the installation of patches
- Community Volunteers
- Possible volunteers from FCA See support letter attached to this application.

IPI Committee Supports the project– Lora Morandin, Ph.D Pollinator Partnership Canada

**Email showing Support written From Lora mentioned her support on the project:**

----- Original Message -----

**Subject: Re: Pollinator Project**

**From:** "Lora Morandin" <lm@pollinator.org>

**Date:** Mon, September 18, 2017 9:58 am

**To:** personal information

Sorry Victoria, this email got buried... Yes! you have my support for the project and I'm happy to discuss further when/if you'd like to. Some info for this area through Elizabeth Elle's website (google her name if you don't know her site)... not many other bee researchers have worked here.

Best, Lora

Lora Morandin, Ph.D.  
Western Canada Program Manager  
Pollinator Partnership Canada

Victoria, BC  
e. lm@pollinator.org  
w. www.pollinatorpartnership.ca  
p. personal information

#### **COMMUNITY EVENTS**

**Starting event** – March 2018 we get the community to paint rocks/signs, prize to win some mason bee homes.

**Final event June/July-** of butterflyway we will have a cut the ribbon celebrating Fernwood as a community and the union of sustainability.

Once, completed then we will apply for Victoria to become a BEE City

## Budget of Pollinator Patches

Item	# items	Cost	Total
Bee Boxes	5	40.00	200
Insect Hotel	5	50.00	250
Butterfly	5	30.00	150
Baths	5	20.00	100
Pollinator Kits for Schools	4	120.00	480
Plants	80	20.00	1600
Soil	10	10.00	100
Signs	6	80.00(includes photo, materials)	480
Community Events	2	100	200
Tools	1	60	60
Supplies		100	100
Mason bees	60	2.50	150

Total: approximately 3500\$ Budget

\*\* we might not need much plants if donated as well as not sure how many homes we need until we go to the farms/communities so number will reduced.

## Timeline

If approved.

**October/November:** Reach out to farms so select where path going and homes and which ones they are interested in

**November-Feb:** Planning the patches, making diagram, getting soil ready if needs mulch, designing custom homes, reach out to local home makers, get supplies ready for community painting/ signs

**Feb/March:** First community event, win a mason bee home, give out pollinator kits to schools do talk at school. Paint, rocks, recycle material, signs

**March:** Install homes/patches and put in mason bees, plants

**April:** Plants maintenance

**May:** final event cutting tie ribbons.

**June** Aug Aftercare

**September-** Re evaluation of Butterflyway.

**Oct/November** Cleaning of Cocoons and homes.

**November-Feb** mild maintenance

**Feb/March** Check up and decision of the currents homes.

## Benefit

How will your proposed project benefit the community.

This will engage residents to learn about their neighborhood community gardens around, urban farms, educate about native pollinator species and plants and engage in designing yearly art murals, similar to the painting light poles in the neighborhood. Allow, residents to reconnect with and explore nature around them.

## Experts

- Thomas Munson Environmental Technician City of Victoria He has planted and maintained native gardens in city parks. [tmunson@victoria.ca](mailto:tmunson@victoria.ca)
- Lora Morandin, Ph.D Western Canada Program Manager at Pollinator Partnership Canada and member of IPI



**IPI Mission-** Mission statement and goals. Starting statement for discussion:

"Pollinators are essential to natural ecosystems and for food production. The IPI provides a platform to promote and enhance the protection of pollinators on Vancouver Island and the Gulf Islands through collaboration, information sharing, education, and action"

Example Goals of the IPI: Create a robust network of groups and individuals interested in pollinator conservation, foster coordinated action for pollinators, increase education and awareness about pollinators, create more habitat for pollinators, reduce use of products that are harmful to pollinator

## Resources

This PDF file is an in Depth Outline Project from Native Garden for Pollinator Project that has been successful in longevity. I will be following some of the practices contained within this paper

[https://www.uvic.ca/socialsciences/environmental/assets/docs/course341/NativePollinatorPlantGarden\\_Fall2013.pdf](https://www.uvic.ca/socialsciences/environmental/assets/docs/course341/NativePollinatorPlantGarden_Fall2013.pdf)

The city is full of resources

Victoria and Region Community Green Map

[http://crdcommunitygreenmap.ca/location\\_type/community\\_garden](http://crdcommunitygreenmap.ca/location_type/community_garden)

Successful Native Pollinator Garden with Mason Bee Homes.

[https://www.uvic.ca/socialsciences/environmental/assets/docs/course341/NativePollinatorPlantGarden\\_Fall2013.pdf](https://www.uvic.ca/socialsciences/environmental/assets/docs/course341/NativePollinatorPlantGarden_Fall2013.pdf)

HAT

[http://www.hat.bc.ca/images/Pollinator\\_Guide\\_Final\\_Web.pdf](http://www.hat.bc.ca/images/Pollinator_Guide_Final_Web.pdf)

[http://www.instructables.com/id/Mason\\_Bee\\_House/](http://www.instructables.com/id/Mason_Bee_House/)

Saanich Native Plants

<http://www.saanichnativeplants.com/>

Russell nurserys and Other Vancouver island Native Plant Suppliers

<http://www.npsbc.ca/pdf/NativePlantNurseriesandSeedSuppliersinBC.pdf>

## Pollinator Kits for Schools in Fernwood Area

George Jay Elementary  
Vic High

These are the Pollinator Kits that will be purchased from Pollinator Partnership to give out to the school in Fernwood

### The Bee SmartSchool Garden Kit Includes:

- Pre and post tests
- 10 lesson plans with accompanying reproducible worksheets
- Materials for lesson plan activities
- Reproducible handouts
- New bee test tube
- Access to additional Bee Smart™ School Garden Kit [materials here](#). For a specific list of materials, [click here](#).

Kit contents are subject to change based on current curriculum and available materials.





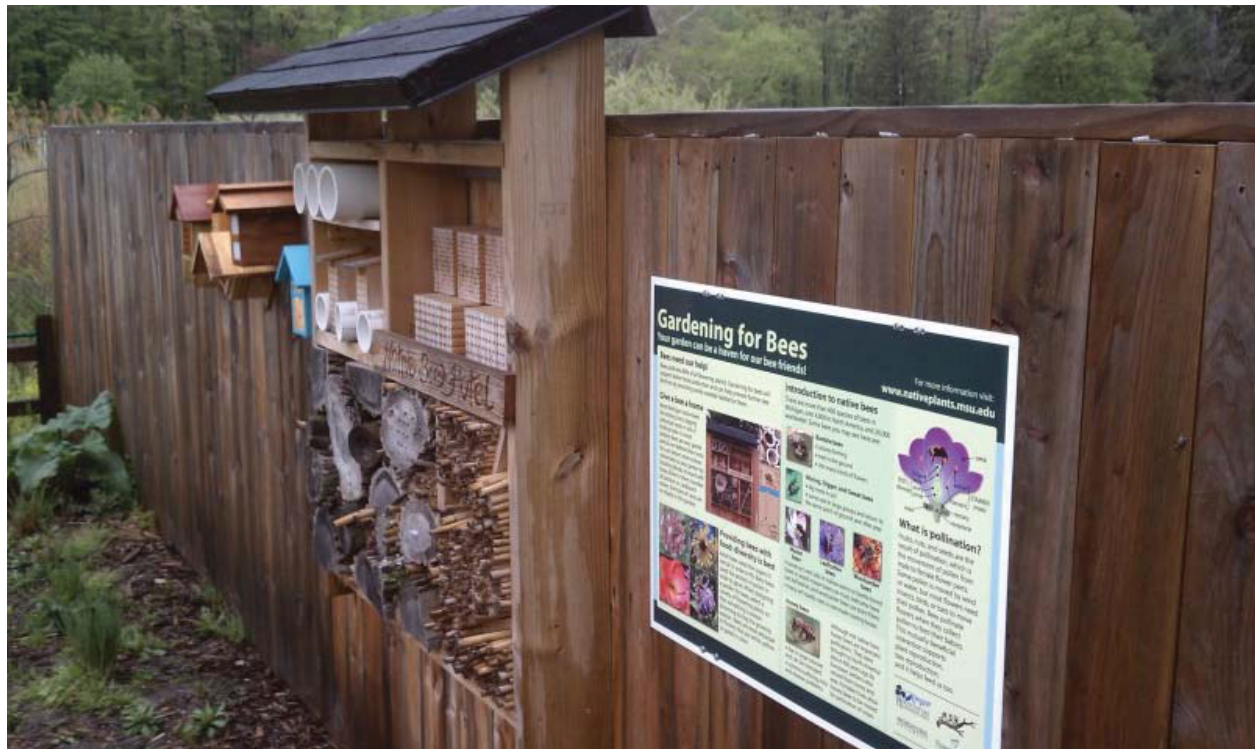
The kit with digital curriculum includes everything above except for the printed curriculum. Instead you will receive the lesson plans on a USB drive.



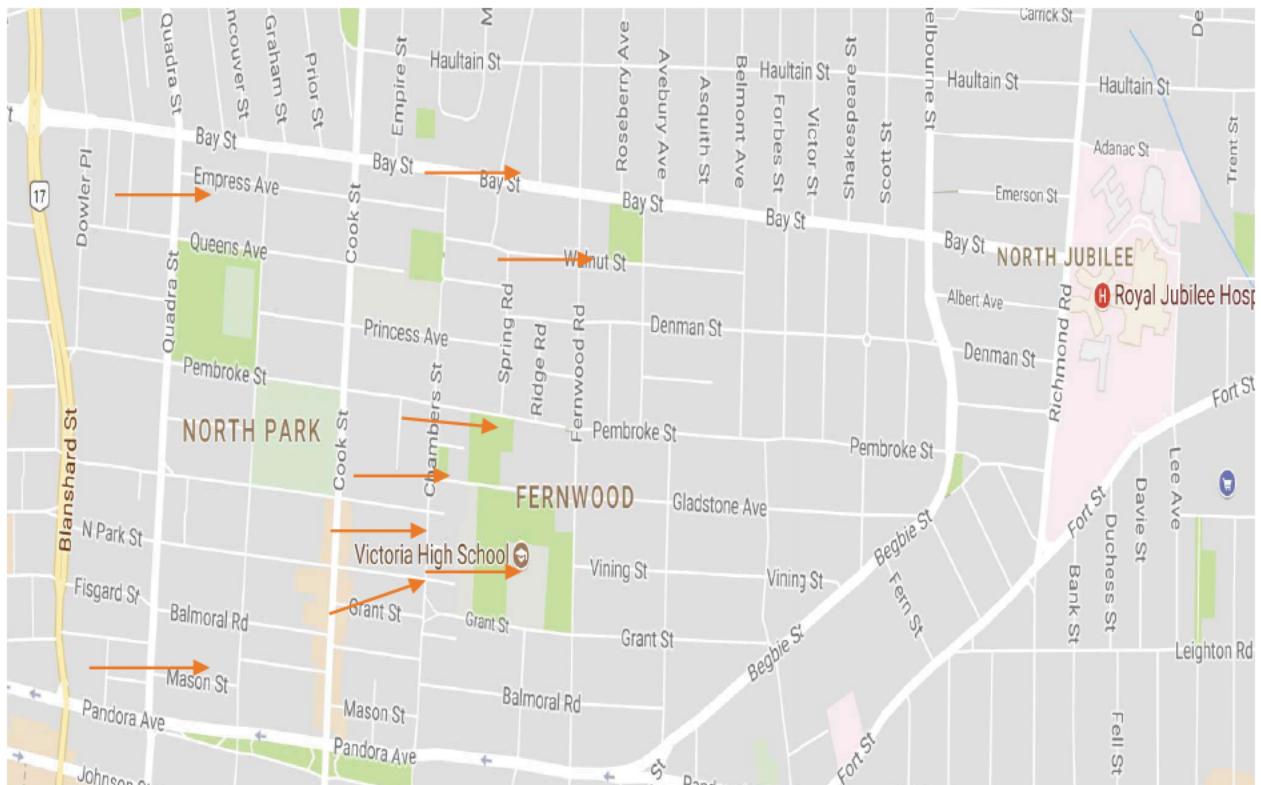
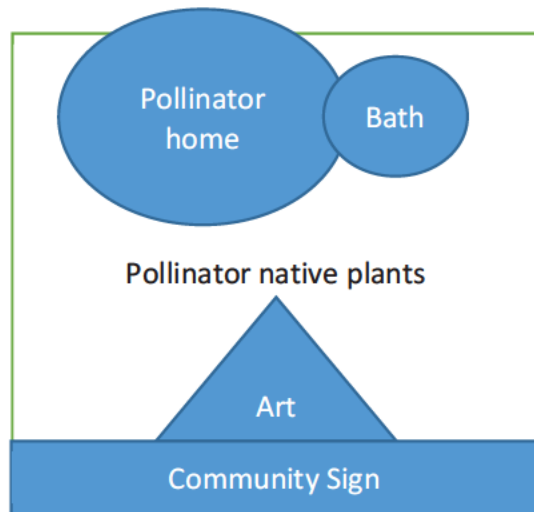
## Appendix of Other Ideas of Homes







### Design Layout/ Site Map







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

## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, who will be responsible for providing the funding to the applicant and ensuring that grant conditions are met).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

### PROJECT TYPE:

(Check one)

- ☒ Placemaking
- ☐ Activity

### CONTACT INFORMATION:

- ☒ Not-for-Profit Organization, or
- ☐ Informal Group (not registered as a not-for-profit organization)

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

### PROJECT LEAD INFORMATION:

Contact Name: Kathryn Juricic

Organization Name: (if applicable) Fernwood Neighbourhood Resource Group Society

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

Telephone: office: (250) 381-1552, ext. 118; cell: personal information

Email: kathryn@fernwoodnrg.ca

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

Society Registration Number: 107380982 RR0001

Contact Name: Kathryn Juricic or Carina Foran (Director, Fernwood Community Centre, Fernwood NRG)

Organization Name: Fernwood Neighbourhood Resource Group Society

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

Telephone: Fernwood Community Centre: (250) 381-1552 ext. 100; Kathryn office: (250) 381-1552, ext. 118; Kathryn cell: personal information

Email: kathryn@fernwoodnrg.ca; info@fernwoodnrg.ca; carina@fernwoodnrg.ca

PROJECT TITLE: Coast Salish Mural Project



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## My Great Neighbourhood Grant Application

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

The Coast Salish Mural Project is the creation of a Coast Salish style mural for the Fernwood Community Centre gymnasium, undertaken by a Songhees, Esquimalt, or Nuuchahnulth artist, establishing a Lekwungen translated territory acknowledgement for the centre, and cultural training for Fernwood NRG/Community Centre staff members. We may schedule an event to invite the community to reveal the mural.

The mural will be used as an educational tool for all programming at the Fernwood Community Centre gymnasium.

This project will entail working together with Songhees, Esquimalt and Nuuchahnulth Nations to ensure everything is undertaken in a good way. Conversations throughout this application process are underway with Chief Ron Sam, Bradley Dick, and elder Joan Morris who are keen to provide guidance and protocol.

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

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

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

Throughout the creation of the mural, appropriate protocol and relationships will be undertaken. Once the mural is up in the gymnasium, Fernwood NRG will ensure it is taken care of. Fernwood NRG will make provisions to ensure longevity. Once signs of deterioration occur, Fernwood NRG will take the mural down.

Who will assume responsibility for ensuring these actions are undertaken?

During the creation of the mural, Kathryn Juricic, Fernwood NRG Events Coordinator, will work together with Songhees, Esquimalt and Nuuchahnulth Nations to ensure the project and unveiling is done in a good way. Once the project is complete, Carina Foran, Director of the Fernwood Community Centre, will ensure it is maintained over time. We assume there will be little maintenance for the mural.

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

During project implementation, our main goal is to work together with local First Nations. Specifically Lekwungen speaking peoples, because the Centre resides on their territory, and Nuuchahnulth members, who drum at the Fernwood Community Centre every Monday. Their communities will be involved as guidance for protocol, choosing an artist & painting the mural.

The cultural training component for Fernwood NRG/Fernwood Community Centre staff will involve our community over time by allowing staff to communicate issues and awareness regarding our shared history with folks we work with in our neighbourhood.

We also hope that this process will give Fernwood NRG a chance to engage directly with indigenous peoples in our community, and in turn be able to support them through our various programming at the Centre (Family Resource Programming, Food Access, Best Babies, The Good Food Box, etc.) and build a positive, resilient relationship.

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

Communities affected will be Fernwood NRG/Community Centre staff, those we work with and use the Fernwood Community Centre, indigenous people in our community, Songhees and Nuuchahnulth Nations.

After the mural is raised, the mural, and territory acknowledgement in Lekwungen, will serve as an educational tool about the Lekwungen speaking peoples, First Nations history, decolonization, cultural and linguistic resurgence, and reconciliation.

Many people from our community and beyond use the Fernwood Community Centre gymnasium. The mural will serve as a symbol of inclusiveness for all peoples.

This project will benefit our community by creating a public statement of care and support for *everyone* in our community.





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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.)

Fernwood NRG will work together with Mike Friday to place the mural in the best possible location, and using materials that are appropriate for the gym walls. The mural will be placed outside the scope of where the City of Victoria needs to main it (i.e. above the height where use is, not getting scuffed, possibly a clear coat above the mural). The City will be consulted with to ensure it's in the best place with the best materials.

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

There are no elements of this project that present immediate risk to people or property or require dedicated insurance coverage. Fernwood NRG assures that the mural will be put up securely in the Fernwood Community Centre. Fernwood NRG also ensures it will take care of maintenance into the future of the mural.

### PROJECT TIMELINE:

Start date: October 2017

Completion date: March 2018

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

### PROJECT LOCATION:

Neighbourhood: Fernwood

Street: Gladstone Avenue

Address: 1240 Gladstone Avenue

### WORKPLAN SCHEDULE:

(Please add more lines as necessary)

Date	Milestone
October 2017	Work together with Songhees & Nuuchahnulth Nations for guidance & protocol
November – January 2017	Choose artist to create mural from local nation
	Organize supplies, artistic development, implementation
	Set date for unveiling, work together with local nations
February 2018	Finalize painting of mural, secure equipment necessary, book Community Centre
	Promote unveiling ceremony & dinner, invite local nations
December 2017	Book a date for Fernwood NRG staff to have cultural training
March 2018*	Mural complete, host unveiling dinner *subject to summer if we choose the mural location to be outside.

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 6,500

Amount requested from the My Great Neighbourhood Grant fund: \$ 3,250



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## My Great Neighbourhood Grant Application

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

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Cost
Artist Honorarium	\$1,500
Artist Mentor Honorarium	\$1,000
Official Territory Acknowledgement Signs (translation fee & supplies)	\$300
Elder Honorarium	\$300
Gifting Protocol	\$150
Project retirement (if necessary)	
15% maintenance contingency of total budget (\$1500 max)	
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	\$3,250

Items Provided by Applicant	Cost
Supplies (in-kind/purchased)	\$1,000
Indigenous Perspectives Society: 3-Hour Training Session	\$1,200
Staff Wages	\$400
Unveiling Ceremony Supplies (rental, staff wages, food)	\$500
Promotional Materials (posters, handbills, online promotions)	\$150
Budget subject to increase based on City of Victoria labour costs to affix mural & possible increased Fernwood Community Centre Insurance liability. (This information will be based on the conversation with Mike Friday.)	
TOTAL	\$3,250
OUR TOTAL MATCHING CONTRIBUTION	\$6,500





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## My Great Neighbourhood Grant Application

### DECLARATION:

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

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

Date: October 12, 2017

Applicant Group/Resident Lead Name: Fernwood Neighbourhood Resource Group Society – Kathryn Juricic

Signature(s):

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including site map and visuals of project location : Fernwood Community Centre Gymnasium
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

Please submit this application by email with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) no later than midnight on Oct. 15, ~~June 4~~, 2017.

Applicants may be contacted for further information.

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

Thank you for your application!



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
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  - Design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, who will be responsible for providing the funding to the applicant and ensuring that grant conditions are met).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

### PROJECT TYPE:

(Check one)

- ☐ Placemaking **YES**
- ☐ Activity

### CONTACT INFORMATION:

- ☐ Not-for-Profit Organization, **YES** or
- ☐ Informal Group (not registered as a not-for-profit organization)

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

### PROJECT LEAD:

Contact Name: Linda Carlson, Vice President

Organization Name: *(if applicable)* James Bay Neighbourhood Association

Mailing Address: JBNA does not have a mailing address. Grant mail can go to c/o Linda Carlson,

personal information

Telephone (Linda Carlson Ph#) JBNA does not have a telephone

personal information

Email: jbna@vcn.bc.ca

### PARTNERING NOT-FOR-PROFIT GROUP: N/A

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

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

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

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

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

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

PROJECT TITLE: FISHERMANS WHARF PARK RAMP MURAL



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## My Great Neighbourhood Grant Application

**PROJECT DESCRIPTION:** Please describe your proposed project. In 2015 the James Bay Neighbourhood Association proposed a mural on the retaining wall of the ramp that leads from Fishermans Wharf Park to the wharf. The ramp is a City of Victoria structure and is well used, but visually is just plain concrete. Plans for a mural were approved at the time the 2015 application was submitted, but the JBNA was unsuccessful in securing a grant at the time. This grant application is to create a mural on the wall. Volunteer Victoria Youth Advisory Team (2018) are willing to participate in the mural creation which will be developed and supervised by artist consultant Cameron Kidd ([cameronkidd.ca](http://cameronkidd.ca)) who is a professional muralist and who has completed numerous projects in the City. The JBNA will engage students from the two elementary schools in the community to explore ideas for the mural, and will invite those students to the celebration event when the mural is completed. The project will be supervised by the JBNA, specifically by Linda Carlson who is the Vice President of the JBNA.

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

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

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

Graffiti is the biggest issue for public art. The project will be coated with anti-graffiti which will address the lifespan issue. Once the graffiti becomes faded or requires replacement the mural can be refreshed, a new mural can be produced, or the mural can be painted over.

Who will assume responsibility for ensuring these actions are undertaken? James Bay Neighbourhood Association

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

CHILDREN FROM THE COMMUNITY WILL BE INVOLVED AT THE OUTSET AND AT THE CONCLUSION. MEMBERS OF THE JBNA ARE INVOLVED IN GUIDING THE PROCESS AND PROVIDING OVERSIGHT TO ENSURE ALL CRITERIA IS MET. THE COMMUNITY WILL BE INVITED TO THE CELEBRATION AT THE COMPLETION OF THE PROJECT.

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

The mural will engage residents before, during and after its creation. Public space will be enhanced with colourful art. Credit to the children and youth participants will be emphasized. This is the express wish of the artist consultant.

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

We will need to confirm approval from the City and will be prepared to submit the mural plan to the City's ART IN PUBLIC PLACES COMMITTEE.

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

JBNA has insurance coverage for this kind of project.



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## My Great Neighbourhood Grant Application

### PROJECT TIMELINE:

Start date: \_\_ May 2018 \_\_\_\_\_ Completion date: \_\_\_\_\_ August 2018 \_\_\_\_\_

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

### PROJECT LOCATION:

Neighbourhood: James Bay \_\_\_\_\_

Street: Fishermans Wharf Park, \_\_\_\_\_

Address: 12 Erie Street Victoria V8V 4X5 \_\_\_\_\_

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
May / June 2018	Consultation with artist consultant, engage children in visioning exercise.
	Milestone is artist's design ready for review by City of Victoria
July 2018	Final approval from City provided
August 2018	Mural sketched, Volunteer Victoria youth paint, Artist Consultant finishes.
	Milestone is celebration even.

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 9134.08

Amount requested from the My Great Neighbourhood grant fund: \$ \$3674.08



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## My Great Neighbourhood Grant Application

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

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

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

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

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

Items Provided by Applicant	Cost
Donated flatbed ½ ton pick-up truck usage for half day	\$50
12 volunteers @ 4 hours @ \$20 per hour	\$960
Vests, garbage pickers	\$50
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$1150</b>





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## My Great Neighbourhood Grant Application

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

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Cost
Paint: 4 ltr concrete primer	\$65 + GST/PST
Paint: 8 x 2ltr acrylic exterior @ \$33 each	\$264 + GST/PST
Paint: 10 cans spray paint (for artist consultant use) @ \$10.99 per can	\$109.90 + GST/PST
Paint: 4 ltr anti-graffiti coating	\$69.95 + GST/PST
8 rollers @ \$15.00 each	\$120.00 + GST/PST
8 paint brushes @ \$8.00 each	\$64.00 + GST/PST
2 drop sheets @ \$39.00 each	\$72.00 + GST/PST
Artist Consultant (consultation) 1.5 days CARFAC rate	\$823.00
Artist Consultant (preparation, conclusion) 3.5 days CARFAC rate	\$1457.00
Supplies for children's visioning event (paper, chalk, coloured pens) and snack	\$150.00
Project retirement, if necessary	Not known
15% maintenance contingency of total budget, if necessary (\$1,500 max)	\$479.23
<b>TOTAL REQUESTED (must not exceed Total Matching Contribution below)</b>	<b>\$3584.08</b>

Items Provided by Applicant	Cost
Volunteer Victoria Youth Advisory Council (up to 8 youth) @ \$20 per hour = \$160 x 24 hours	\$3840.00
Volunteer Victoria Youth Advisory Coordinator @ \$20 per hour – 24 hours	\$480.00
JBNA Board member(s) @ \$20.00 per hour x 40	\$800.00
Supervisors of children during visioning 4 @ \$20 per hour x 3 hours	\$240.00
Celebration snacks donated by Thrifty Foods	\$100.00
	\$5460.00
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$5460.00</b>



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## My Great Neighbourhood Grant Application

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Cost
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	\$

Items Provided by Applicant	Cost
OUR TOTAL MATCHING CONTRIBUTION	\$





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## My Great Neighbourhood Grant Application

### DECLARATION:

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

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

Date: October 15, 2017 \_\_\_\_\_

Applicant Group/Resident Lead Name: Linda Carlson

Signature(s): on hard copy to be delivered

☐ **YES** I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including **site map and visuals of project location**
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

Please submit this application by email with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) no later than midnight on June 4, 2017.

Applicants may be contacted for further information.

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

Thank you for your application!



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## My Great Neighbourhood Grant Application

### FINAL REPORT TEMPLATE

Here are the guidelines for what to include in your report:

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

In addition to this final report, please anticipate participating in a “Show and Tell” event in the spring of 2018. Display details and dates will follow.

Please forward your final report to your Neighbourhood Advisor within a month of completing your project.

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland:  
Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park:  
Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay, Victoria West:  
Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)



# Legend

- Victoria Parcels
- Burn
- Curbs
- Curbs - Esplanade
- Curbs Drop
- Fences/Retaining Walls
- Hedge
- Path
- Sidewalk
- Sidewalk - Esplanade
- Blue Fleets
- City Parkade
- Private Lots
- Private Parkades
- Play Stations
- Parking Restrictions
- Reserved
- Time Limited Parking
- Residential Parking Only
- Residential Permit Parking
- No Stopping
- No Stopping 1 Hour or 4 Hours
- No Stopping 2 Hours or 4 Hours
- Unrestricted Parking
- Parking Spaces: meter type
- Handicap Meter
- Motorcycle Meter
- Small Vehicle Meter
- Parking Spaces: metered
- \$1hr - 30 minutes max
- \$2.00hr - 4 hours max
- \$3.00hr - 2 hours max
- \$4.00hr - 1 hour max
- \$5.00hr - 30 minutes max
- Parking Spaces: non-metered
- CHAURON
- Commercial
- CONCRETE
- ASPHALT
- ASPHALT, PAVED
- GRAVEL
- NOT PAVED

1:200



10.2 0 5.08 101.2 Meters

NAD\_1983\_GDA95\_UTM\_Zone\_50N

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Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
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## Notes



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

## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, who will be responsible for providing the funding to the applicant and ensuring that grant conditions are met).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

### PROJECT TYPE:

(Check one)

- ☐ Placemaking
- ☒ Activity

### CONTACT INFORMATION:

- ☐ Not-for-Profit Organization, or
- ☒ Informal Group (not registered as a not-for-profit organization)

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

### PROJECT LEAD:

Contact Name: Susan Z. Martin

Organization Name: *(if applicable)* Fairfield Gonzales Reconciliation Circle

Mailing Address: personal information

Telephone: personal information

Email: personal information

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S-0011840

Contact Name: Vanya McDonell

Organization Name: Fairfield Gonzales Community Association

Mailing Address: 1330 Fairfield Rd., Victoria BC, V8S 5J1

Telephone: 250-382-4604

Email: vmcdonell@fairfieldcommunity.ca

PROJECT TITLE: Celebrating Indigenous Stories





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## My Great Neighbourhood Grant Application

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

We are going to bring attention to and encourage celebration of indigenous authors and writing by organizing a series of readings by indigenous authors. These readings will be from books (whether adult fiction, children's fiction or non-fiction for any age) written by local indigenous authors. Post-reading copies of the books and other books by indigenous authors will be placed in little free libraries throughout Victoria. Additionally we want to create a bookplate that will identify these books as being purchased through the auspices of this granting program. Lastly an intermediate step in the project will be the creation of a comprehensive indigenous reading list, to be shared on the Fairfield Gonzales Community Association website.

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

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

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

There will be no physical legacy to maintain beyond the books, which will be placed in the little free libraries which freely circulate and do not require maintenance.

Who will assume responsibility for ensuring these actions are undertaken?

NOT APPLICABLE

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

The community will be invited to:

- Attend the readings that will take place at the site of selected little free libraries (LFLs)
- Participate in the design of the book plate
- Donate books that are featured on the indigenous reading list (with special emphasis on those that are going to be read from)
- Distribute donated and purchased books to LFLs within the City of Victoria boundaries
- Read and enjoy the books from the little free libraries

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

This project will benefit the community by:

- Encouraging exploration and awareness of indigenous issues as well as the discovery of previously under/un recognized indigenous authors
- Creating a greater sense of ownership and participation in the LFLs and enhancing neighbourliness
- Increasing knowledge of and identification with the neighbourhood for those that attend readings and/or assist with distributing books to the LFLs



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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.)

Not applicable

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

No.

### PROJECT TIMELINE:

Start date: \_\_January 2018\_\_ Completion date: \_\_October 2018\_\_

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

### PROJECT LOCATION:

Neighbourhood: \_\_Fairfield Gonzales\_\_

Street: \_\_Throughout the neighbourhood at little free libraries\_\_

Address: \_\_Locations TBD, map of Victoria little free libraries available at: <http://victoriaplacemaking.ca/projects/little-free-libraries/>\_\_

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
November 1, 2017	Establishment of roles & responsibilities within existing working group (Reconciliation Circle)
November 30, 2017	Selection of 2-4 LFL locations suitable for outdoor readings (i.e. in parks, away from roads)
December 1, 2017-March 31, 2018	Creation of indigenous reading list
December 31, 2017	Identification of 4-6 books from list that are suitable for the readings (i.e. by local authors that are able and willing to read from their works in the summer of 2018)
April 2018 – November 2018	Solicitation for donations of books on the indigenous reading list
January 1, 2018 – April 30, 2018	Liaising with publishers to obtain multiple copies of the books selected to be featured in the reading at a reduced price
May 2018	All ages workshop around bookplate creation
May 2018	Solicitation of donations for refreshments for each of the reading sites
Summer 2018 (exact date TBD)	Reading day with 3 or 4 reading sites taking place at different times on a single weekend day
May 2018 – December 31, 2018	Distribution, by volunteers, of donated/purchased books to LFLs

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 2310.00

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





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## My Great Neighbourhood Grant Application

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

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

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

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

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

Items Provided by Applicant	Cost
Donated flatbed ½ ton pick-up truck usage for half day	\$50
12 volunteers @ 4 hours @ \$20 per hour	\$960
Vests, garbage pickers	\$50
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$1150</b>





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## My Great Neighbourhood Grant Application

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

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Cost
Project retirement, if necessary	
15% maintenance contingency of total budget, if necessary (\$1,500 max)	
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	\$

Items Provided by Applicant	Cost
	\$
OUR TOTAL MATCHING CONTRIBUTION	\$



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## My Great Neighbourhood Grant Application

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Cost
Multiple copies of selected books (exact number, titles and cost of each to be determined)	400.00
Honorarium to 3 authors (\$100 each)	300.00
Production of ~20 bookplates	75.00
Professional design for bookplate	150.00
Refreshments/supplies for reading events	75.00
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	\$1000.00

Items Provided by Applicant	Cost
30 hours of volunteer labour at \$20/hour for creating reading list, liaising with publishers,	600.00
Donations of community centre meeting space (6 hours @ \$30/hour)	180.00
Pop-up tents (from FGCA) for event sites – 3 tents	30.00
Art supplies for bookplate workshop	100.00
Books donated by the community	200.00
FGCA administrative support (promotion, printing, disbursements)	200.00
OUR TOTAL MATCHING CONTRIBUTION	\$1310.00



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

Date: OCT. 12 | 2017

Applicant Group/Resident Lead Name: SUSAN Z. MARTIN

Signature(s): [Signature]

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including site map and visuals of project location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

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

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

Thank you for your application!





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## My Great Neighbourhood Grant Application

### FINAL REPORT TEMPLATE

Here are the guidelines for what to include in your report:

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

In addition to this final report, please anticipate participating in a "Show and Tell" event in the spring of 2018. Display details and dates will follow.

Please forward your final report to your Neighbourhood Advisor within a month of completing your project.

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland:  
Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park:  
Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay, Victoria West:  
Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for providing the funding to the applicant and ensuring that grant conditions are met).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

### PROJECT TYPE:

(Check one)

- ☒ Placemaking
- ☐ Activity

### CONTACT INFORMATION:

- ☒ Not-for-Profit Organization, or
- ☐ Informal Group (not registered as a not-for-profit organization)

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

### PROJECT LEAD:

Contact Name: Beverley Tracey, Chair of Property Team

Organization Name: *(if applicable)* James Bay United Church

Mailing Address: 511 Michigan Street, Victoria V8V 1S1

Telephone: **personal information**

Email: **personal information**

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: Charitable registration number: 107521569RR0001

Contact Name: Beverley Tracey

Organization Name: James Bay United Church

Mailing Address: 511 Michigan Street, Victoria V8V 1S1

Telephone: 250 384 5821

Email: [jbuchurch@gmail.com](mailto:jbuchurch@gmail.com)

PROJECT TITLE: A Gathering Place on Michigan Street



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## My Great Neighbourhood Grant Application





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## My Great Neighbourhood Grant Application

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

To create a public gathering place in the under-used front yard of James Bay United Church. This area already has a bench that is used regularly by a great range of people, and we are planning a major overhaul of this space to make it beautiful and inviting. Our plan includes the installation of a patio with two benches and a large container for plants, an area of green lawn, and shrub and flower beds along the front of the church building. This area will be a great space for people to gather for conversation, to sit and enjoy a coffee from the neighbourhood coffee shops, to watch the construction project across the street, to visit with neighbours as they gather to shop at the thrift shop, and to sit and rest as they make their way to the shops and services just around the corner. The church members, most of whom live and walk in the James Bay community, are eager to have the church contribute to the wellbeing of the neighbourhood in this way.

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

<1 year      2 years      3-5 years      20 years (specify)

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

The Property Team of James Bay United Church is responsible for maintaining the buildings, walkways and gardens of James Bay United Church, and that team will be responsible for the implementation and maintenance of this front yard gathering place. The Property Team is accountable to the church board.

Who will assume responsibility for ensuring these actions are undertaken?

James Bay United Church board is responsible through the work of its Property Team.

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

The church board, which is made up of members of the James Bay community, approved and are financially supporting this project. Members of the church are active in the implementation through preparing the site, inviting input into the design, and seeking out quotes for the various components of the project. The wider community already uses this site extensively and we envision a natural increase in usage as the place becomes more inviting and able to accommodate more people.

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

This gathering place will provide a gracious and comfortable green space for the people of James Bay, and it will be used extensively by those who walk in 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.)

This project already has the approval of James Bay United Church board, the official owner of the property on which this project will located. This project is replacing an already existing garden and seating area which is in need of a significant upgrade.

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

The United Church of Canada requires all of its churches to carry public liability insurance.

James Bay United Church carries both property and public liability insurance.

**PROJECT TIMELINE:**

Start date: September 1, 2017      Completion date: March 31, 2018



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## My Great Neighbourhood Grant Application

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

### PROJECT LOCATION:

Neighbourhood: James Bay

Street: Michigan Street

Address: 511Michigan Street, Victoria, BC. V8V 1S1

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
Clear and prepare site	October 15, 2017
Install patio	October 23 – 31, 2017
Install sod	November 6-10, 2017
Install benches	December 4-8, 2017
Plant tree, garden beds, container	March 2018

### PROJECT COST:

What is the total cost of the proposed project (*including in kind labour and donated goods and services*): \$ 11,549.75

Amount requested from the My Great Neighbourhood grant fund: \$ 5000.00

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

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

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

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

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

Items Provided by Applicant	Cost
Donated flatbed ½ ton pick-up truck usage for half day	\$50
12 volunteers @ 4 hours @ \$20 per hour	\$960
Vests, garbage pickers	\$50
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$1150</b>



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## My Great Neighbourhood Grant Application

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

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Cost
Two benches (from Maglin -same company City of Victoria purchases from)	\$2766.00
Patio construction \$2234 out of total cost of \$6483.75 (Davies Contracting)	\$2234.00
Project retirement, if necessary	
15% maintenance contingency of total budget, if necessary (\$1,500 max)	
<b>TOTAL REQUESTED (must not exceed Total Matching Contribution below)</b>	<b>\$5000.00</b>

Items Provided by Applicant	Cost
Patio construction \$4249.75 out of total cost of \$6483.75 (Davies Contracting)	\$4249.75
Sod installation (Tico landscaping)	\$850.
Japanese maple tree –purchase and planting costs	\$350.
Shrubs, hosta – purchase costs only	\$300.
Volunteer labour (site preparation, project planning & arranging for quotes, planting) 40 hours @\$20/hour	\$800
	\$
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$6549.75</b>



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## My Great Neighbourhood Grant Application

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Cost
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	\$

Items Provided by Applicant	Cost
OUR TOTAL MATCHING CONTRIBUTION	\$





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## My Great Neighbourhood Grant Application

### DECLARATION:

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

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

Date: October 14, 2017

Applicant Group/Resident Lead Name: James Bay United Church / Beverley Tracey, Chair of Property Team, James Bay United Church

Signature(s):

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

☒ Three photos attached.

Photo of existing site, photo of drawing of proposed gathering area, photo of city blue print showing location of proposed gathering place.

☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

Please submit this application by email with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) no later than **midnight on October 15**

Applicants may be contacted for further information.

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

Thank you for your application!



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## My Great Neighbourhood Grant Application

### FINAL REPORT TEMPLATE

Here are the guidelines for what to include in your report:

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

In addition to this final report, please anticipate participating in a "Show and Tell" event in the spring of 2018. Display details and dates will follow.

Please forward your final report to your Neighbourhood Advisor within a month of completing your project.

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland:  
Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park:  
Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay, Victoria West:  
Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)



1 square = 1 foot.

Butler Bros.







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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for providing the funding to the applicant and ensuring that grant conditions are met).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

### PROJECT TYPE:

(Check one)

- ☒ Placemaking
- ☐ Activity

### CONTACT INFORMATION:

- ☒ Not-for-Profit Organization, or
- ☐ Informal Group (not registered as a not-for-profit organization)

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

### PROJECT LEAD:

Contact Name: Nancy Smith - Family Centre Coordinator Orga

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: 118972702RR0001 Cont

PROJECT TITLE: Growing Little Gardeners



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## My Great Neighbourhood Grant Application

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

This project has two parts (creation of a children's educational garden program and community space enhancement - natural play elements + greenery).  
With volunteer support, we will offer a weekly children's gardening program during the summer/spring months - during our playgroup drop-in times. We would like to offer seasonal work parties (winter, spring, summer, fall) inviting community members to participate. We would also like to enhance our family/community gathering space with some natural elements (greenery, flowers shrubs, improved rain protection + logs + wood).

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

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

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

Through the dedicated care, time + energy of many community volunteers, (overseen by Family Centre + Community/Volunteer staff supervision)

Who will assume responsibility for ensuring these actions are undertaken?

Nancy Smith - Family Centre Coordinator with support from community volunteers, JBCP Executive Director + Building Manager

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

-We already have 3 volunteers enthusiastically on board with support, ideas + know-how. Notice to invite more volunteers will be posted in the community as well as shared 'word of mouth' with seniors, families + other community members. There will be advance notices of work bee parties + invitations to attend. We hope to have an ongoing volunteer team dedicated to managing the garden program who will be actively involved in planning, decision-making.

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

Children learning about gardening - digging in the dirt. Families + the larger community to enjoy the fresh veggies, herbs and flowers.  
Social network building through planning + working together at work bees and ongoing tasks.  
Builds goodwill in the community - sharing food/sharing labour - helps people make new connections with diverse others - reduces isolation + loneliness.





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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.)

JBCP (James Bay Community Project) - a community non-profit - owns the property here at 547 Michigan St which includes the garden and outdoor play space.

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

There is some risk of harm for volunteers who are gardening and building. We take every effort to create a safe working environment. We also carry comprehensive insurance which protects + covers all volunteers in case of accidents.

### PROJECT TIMELINE:

Start date: ASAP Completion date: Winter 2018 (we are hoping the program will continue on)

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

### PROJECT LOCATION:

Neighbourhood: James Bay  
Street: Michigan St. (garden + play space is on the Parry St. side)  
Address: 547 Michigan St., Victoria, B.C. V8V 1S5

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
Winter 2017	Work Bee - Tidying - weeding / leaves, mulch
Spring 2018	Spring Work Bee - Planting, preparing, soil
Summer 2018	Summer Work Bee - Watering, picking
Fall 2018	Autumn Work Bee - Mulching, compost, weeding
Ongoing Spring-Summer 2018	Start of weekly Children's Garden Program

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 5000.00

Amount requested from the My Great Neighbourhood grant fund: \$ 5000.00



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## My Great Neighbourhood Grant Application

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

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Cost
Castle Hardware - Lumber + hardware for building projects	\$ 1000.00
Awning - materials and installation	\$ 800.00
Soil, compost, sand, sod	\$ 1500.00
Plants, seedlings, shrubs + seeds	\$ 1000.00
Haul Away Service/ Disposal	\$ 250.00
Small windows	\$ 250.00
2 hour consultation with landscaper/playground expert	\$ 200.00
Project retirement, if necessary	
15% maintenance contingency of total budget, if necessary (\$1,500 max)	
<b>TOTAL REQUESTED (must not exceed Total Matching Contribution below)</b>	<b>\$ 5000.00</b>

Items Provided by Applicant	Cost
40 hrs Professional labour @ \$40/hr (building, carpentry)	\$ 1600.00
70 hrs Volunteer labour @ \$20/hr (seasonal work bees)	\$ 1400.00
70 hrs Volunteer labour @ \$20/hr (children's educational garden prog)	\$ 1400.00
Refreshments for volunteers	\$ 200.00
Donated sink and wood for mud kitchen	\$ 200.00
Donation of stumps/logs (cutting, sanding, delivery)	\$ 100.00
5 hrs volunteer time from gardening quest speakers @ \$20/hr	\$ 100.00
	\$
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$ 5000.00</b>





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## My Great Neighbourhood Grant Application

### DECLARATION:

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

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

Date: October 12, 2017

Applicant Group/Resident Lead Name: James Bay Community Project - Nancy Smith

Signature(s): Nancy Smith

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

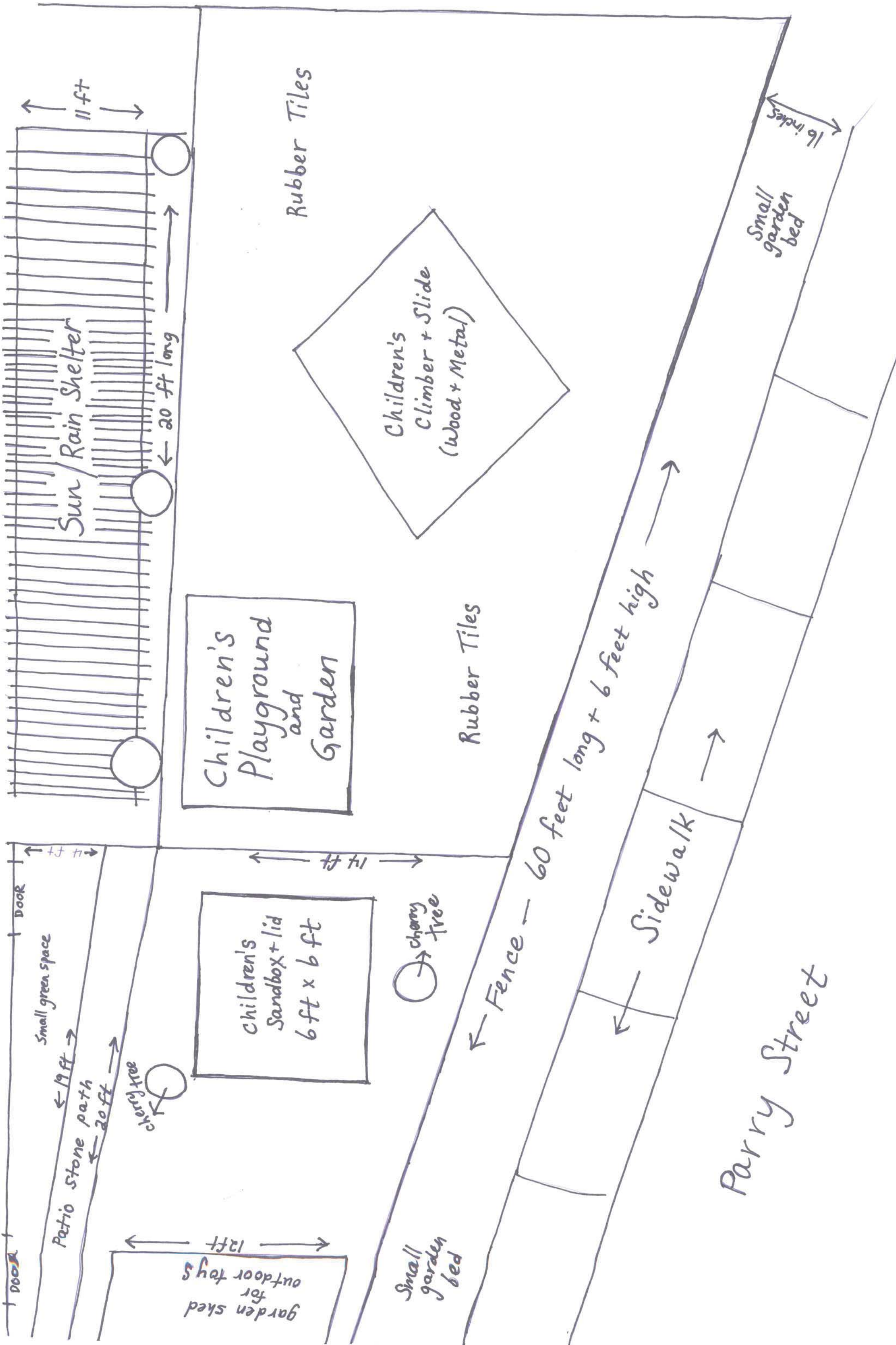
- ☒ Design information, including site map and visuals of project location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

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

Applicants may be contacted for further information.

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

Thank you for your application!





# Parry Street Garden Strip

Plant for: succession of blooms

variety of heights

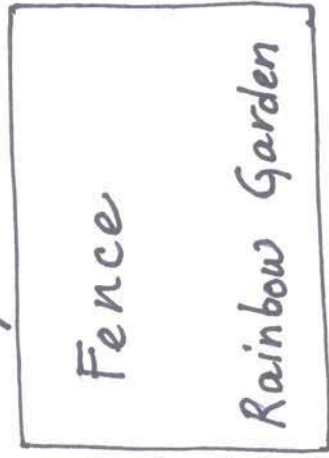
pollinators (esp. native)

Tough plants - dry, hot, sunny, windy conditions

Something that climbs or  
rambles

Sunflowers

Vines, Beans



SHRUBBY HERBS

GRASSES

BULBS

LOW HERBS

Sedums

BULBS

Parry Street  
Garden Strip

16" x 60ft

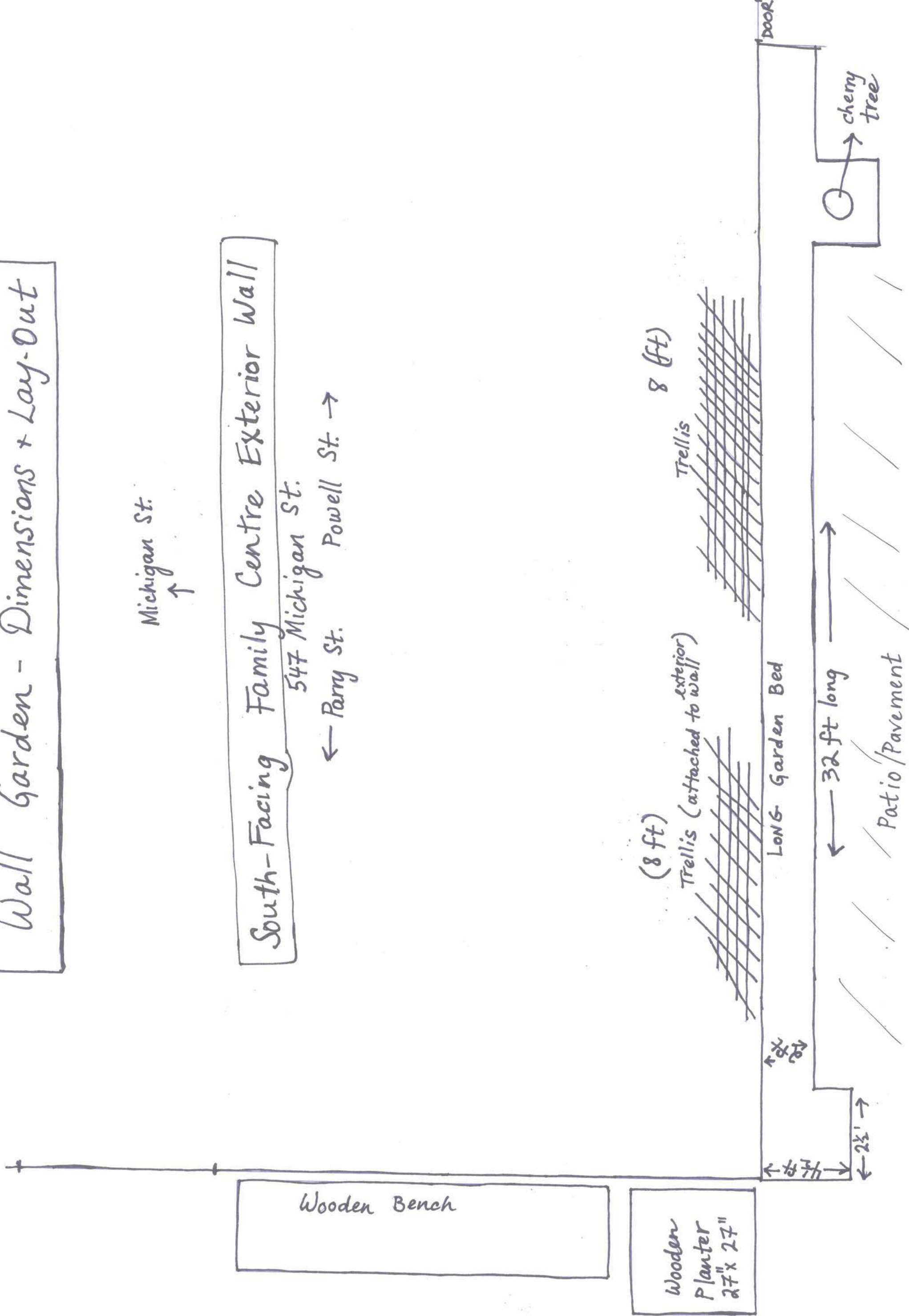
Clean up + remove: weeds + invasives  
especially fennel

Sidewalk

← Parry St. →

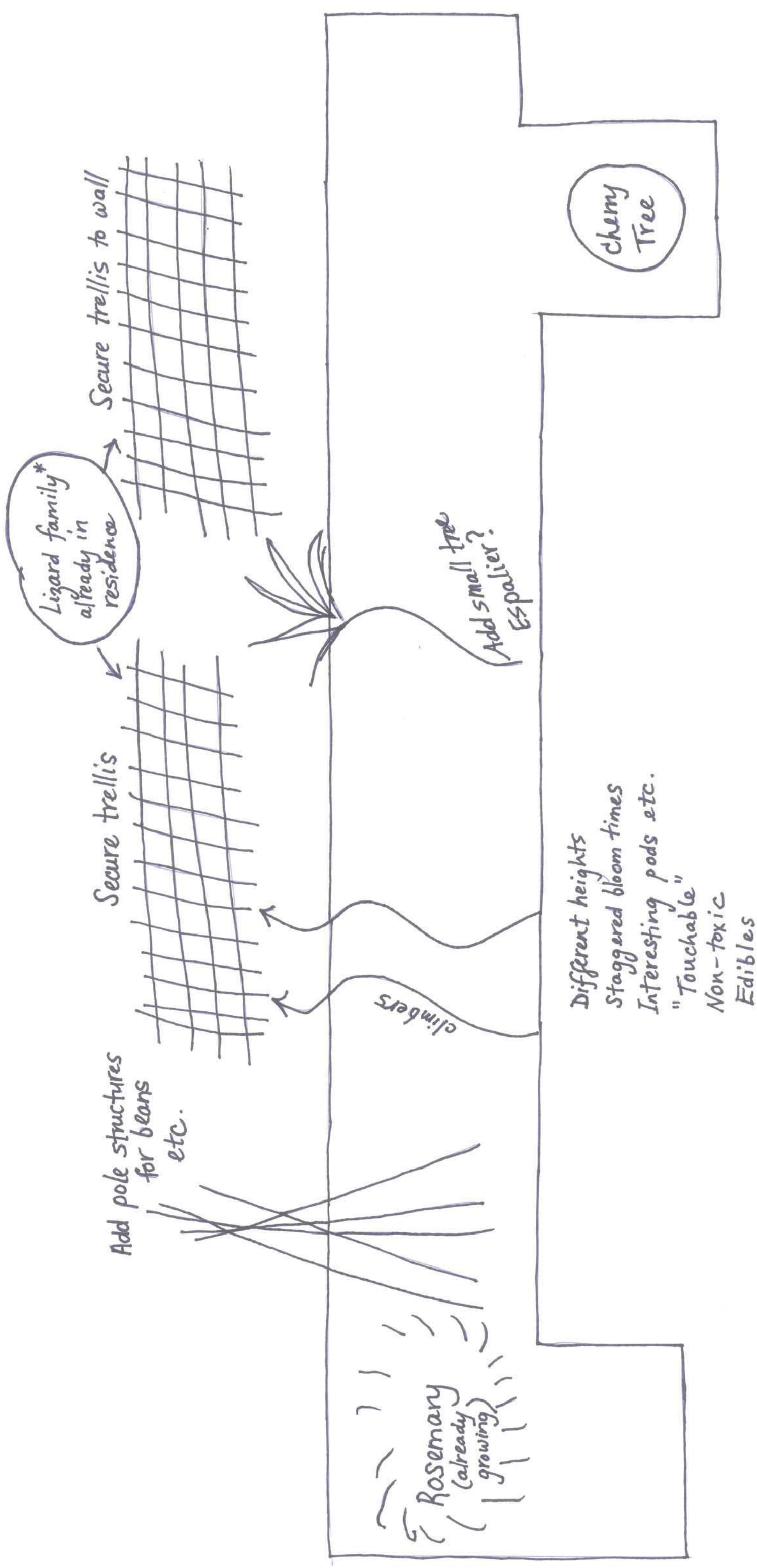


Wall Garden - Dimensions + Lay-Out



↓ children's play area + climber

# Wall Garden Ideas



\*preserve

Add grasses along fence— Remove Weeds



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, who will be responsible for providing the funding to the applicant and ensuring that grant conditions are met).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

### PROJECT TYPE:

(Check one)

- ☐ **Placemaking- yes**
- ☐ Activity

### CONTACT INFORMATION:

- ☐ Not-for-Profit Organization, or
- ☐ Informal Group (not registered as a not-for-profit organization) **letter of support attached**

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

### PROJECT LEAD:

Contact Name: LINDA CARLSON

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

Mailing Address: personal information

Telephone: personal information

Email: personal information

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: N/A

Contact Name: LINDA CARLSON (Vice-President JBNA)

Organization Name: JAMES BAY NEIGHBOURHOOD ASSOCIATION

Mailing Address: C/O CITY OF VICTORIA

Telephone: NONE

Email: jbna@vcn.bc.ca

PROJECT TITLE: HISTORICAL PLAQUES FOR LEWIS STREET





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## My Great Neighbourhood Grant Application

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

In 2012 Lewis Street neighbours celebrated the 100<sup>th</sup> anniversary of the extension of Lewis Street from Dallas Road north. As part of the celebration, my partner and I researched when the houses on the street were built, who first lived in them and their occupations. We made paper signs indicating the year the house was built and who lived there and their occupation, and early in the morning hung the paper signs on all of the gates or fences along the street. We enjoyed our annual potluck picnic in Lewis Park and the signs were the source of considerable conversation among neighbours as well as with those who were walking down the street. We met people who had walked down the street and then called a relative or friend to come and see the signs. We met the granddaughter of one of the early residents who was so pleased to see the sign in front of her grandparents' home.

Lewis Street is pedestrian oriented with a considerable amount of foot traffic. The signs generated neighbourhood and community interest in the history of this little piece of James Bay. Although we intended to remove the signs at the end of the day, there was so much interest that we kept them up until weather rendered them unreadable.

We were surprised at the success of this small gesture and all agreed that we should make more permanent plaques to celebrate the history of the street. Our Great Neighbourhood Grant application is to acquire the materials necessary to make the plaques, complete the research required, install the plaques and then celebrate.

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

<1 year      2 years      3-5 years      5 to 8 years (specify)

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

We are making the plaques out of material that withstand weather. Plaques will be painted with exterior paint and after lettering is applied will be coated with 2 to 3 coats marine varnish to protect against weather. It is estimated that the signs will last up to 5 to 8 years without additional maintenance. A new coat of varnish should extend their lifespan. Once lifespan is exceeded, residents will remove individual signs.

Who will assume responsibility for ensuring these actions are undertaken?

**NEIGHBOURS ON STREET ASSUME RESPONSIBILITY FOR INDIVIDUAL SIGN ON THEIR PROPERTY**

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

The signs will be manufactured by a Lewis Street resident who is an experienced carpenter and who has the skills and tools necessary to produce the oval plaques. Neighbours will gather to sand and paint. Once signs are returned from a sign company who will apply the text, neighbours will apply 2 to 3 coats of varnish. On one day, neighbours will install, and then we will celebrate. We are inviting neighbours from adjacent streets to our celebration and will encourage them to consider making similar signs for their streets.

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

As one of the oldest neighbourhoods in Victoria, James Bay is rich with history. We found that many occupations were marine related, no longer the case. These small plaques will inform passers-by of who the first residents were, and what they did. It allows one to imagine life in years past. It will engage local residents as well as tourists who stroll down this very walkable street. It enables engagement with children about changes that have occurred in the past century. It promotes communication between street residents and others who walk by. It builds community relationships and, as a result, potentially builds resiliency.





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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.)

**Historic plaques will only be installed as agreed upon by individual property owners, on private property. There are no other requirements as the plaques are small and will be attached to gates/fences, and do not impeded sight lines or obscure house numbers.**

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

**The resident who will manufacture the plaques has private insurance. The plaques themselves do not generate the need for any liability insurance.**

### PROJECT TIMELINE:

Start date: **May 2018** Completion date: **September 2018**

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

### PROJECT LOCATION:

Neighbourhood: **JAMES BAY**

Street:  
**LEWIS STREET**

Address: **17 individual addresses on Lewis Street**

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
<b>May 2018</b>	Manufacture plaques, organize work party to sand and paint
<b>June 2018</b>	Take plaques to ALLEY CAT SIGNS for lettering/text
<b>July 2018</b>	Seal completed plaques
<b>August 2018</b>	Install plaques, invite nearby street neighbors, have party in our Lewis Park
<b>August/September 2018</b>	Celebrate (either before or after Labour Day)

### PROJECT COST

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ **1635.55**



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## My Great Neighbourhood Grant Application

Amount requested from the My Great Neighbourhood grant fund: \$ 765.44



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## My Great Neighbourhood Grant Application

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

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

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

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

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

Items Provided by Applicant	Cost
Donated flatbed ½ ton pick-up truck usage for half day	\$50
12 volunteers @ 4 hours @ \$20 per hour	\$960
Vests, garbage pickers	\$50
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$1150</b>



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## My Great Neighbourhood Grant Application

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

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Cost
1 sheet of marine grade plywood	\$125.00 + tax
Paint and anti-graffiti varnish	\$100.00 + tax
Hardware	\$25.00 + tax
Alley Cat sign printing \$15 x 17 plaques	\$255.00 + tax
GST and PST	\$60.60
Celebration party	\$100.00
Project retirement, if necessary	n/a
15% maintenance contingency of total budget, if necessary (\$1,500 max)	\$99/84
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	\$765.44

Items Provided by Applicant	Cost
7 hours to manufacture 17 plaques from plywood @\$20 per hour for volunteer time (1 person)	\$140.00
5 hours sanding and painting 17 plaques @\$20 per hour for volunteer time (5 people)	\$150.00
3 hours applying final sealcoat 17 plaques after lettering @\$20 per hour for volunteer time (3 people)	\$60.00
3 hours installation @\$20 per hour for volunteer time (2 people)	\$60.00
	\$60.00
20 hours research time historical records @\$20 per hour for volunteer time	\$400.00
OUR TOTAL MATCHING CONTRIBUTION	\$870.00





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## My Great Neighbourhood Grant Application

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Cost
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	\$

Items Provided by Applicant	Cost
OUR TOTAL MATCHING CONTRIBUTION	\$



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## My Great Neighbourhood Grant Application

### DECLARATION:

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

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

Date: October 12, 2017

Applicant Group/Resident Lead Name: Linda Carlson

Signature(s): cannot do online. Hard copy to be delivered

☐ **YES** I have completed the Readiness Checklist yes

### LIST OF ATTACHMENTS:

- ☐ **Attached** Design information, including site map and visuals of project location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting. **Attached**

Please submit this application by email with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) no later than midnight on June 4, 2017.

Applicants may be contacted for further information.

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

Thank you for your application!



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## My Great Neighbourhood Grant Application

### FINAL REPORT TEMPLATE

Here are the guidelines for what to include in your report:

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

In addition to this final report, please anticipate participating in a “Show and Tell” event in the spring of 2018. Display details and dates will follow.

Please forward your final report to your Neighbourhood Advisor within a month of completing your project.

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland:  
Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park:  
Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay, Victoria West:  
Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Built

**1928**

First Resident

**PHOEBE BODEN**

Retired School Teacher



## HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for providing the funding to the applicant and ensuring that grant conditions are met).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

### PROJECT TYPE:

(Check one)

☒ Placemaking

☐ Activity

### CONTACT INFORMATION:

☐ Not-for-Profit Organization, or

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

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

### PROJECT LEAD:

Contact Name: Ian Hoar

Organization Name: *(if applicable)* \_\_\_\_\_

Mailing Address: personal information

Telephone personal information

Email personal information

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S-48478 (business number 856504170)

Contact Name: Alison Gair

Organization Name: Victoria Downtown Business Association

Mailing Address: 20 Centennial Square Victoria BC V8W 1P7

Telephone: 250-386-2238

Email: alison@downtownvictoria.ca

PROJECT TITLE: Lower Johnson Parklet

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

We are planning to build a public Parklet on lower Johnson St. The proposed parklet would occupy two parking stalls on the north side of the street in front of Famoso, Escentis, and Hey Happy. The goal is to create a public seating area and greenspace in Victoria's busiest shopping district. Similar to the successful parklet on the 700 block of Fort St, we hope to create a public space for locals and visitors alike to eat lunch, enjoy a coffee, mull over purchases, meet friends and more. Lower Johnson is lacking in greenspace and eddies in the pedestrian flow which causes people to leave the area once they are done shopping. We hope to provide another reason to come to downtown and stay a while at a beautiful interactive landmark that we all share.

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

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

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

Following the example of the successful Fort St. parklet we plan to share maintenance between the neighbouring businesses and community partners. We have spoken with the DVBA about ongoing visits by their Clean Team, as well as sweeping and interim cleaning by the owners of several businesses beside the proposed location. Retirement would consist of deconstruction, removal and recycling if a different location could not be found.

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

The Lower Johnson Parklet Committee contains members from surrounding businesses and community members and will be responsible for maintaining the parklet. Rob Kettner, the owner of Hey Happy, has volunteered to be the main point of contact for any maintenance issues that might arise during the Parklet's lifetime. We are also in talks with the DVBA to have their clean team remove trash from the parklet. Market Square has also offered security oversight as part of their regular patrols.

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

Up until now we have been working with community partners for about 18 months to ensure that our idea is well received. In addition to meeting with members of the Fort St. Parklet Committee, we have also met with several stakeholder groups in the area to ensure minimal negative impact and to maximize a positive one. We have contacted businesses on the block to ensure that the loss of parking would not be an issue. We have had multiple meetings with city staff to ensure the parklet will meet safety and accessibility standards. We have met with the property managers of Market Square and have full cooperation from them to allow for a temporary building space. We have had positive meetings with the Downtown Resident's Association and at the Downtown Victoria Business Association. We have an agreement to build the parklet with Strong Construction and we also have several offers of donations of supplies and cash to help with construction costs.

At the launch date we hope to have an event to thank our partners and a plaque to thank and promote those businesses that helped with donations to the project

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

We hope that the addition of public seating and public greenspace will help Lower Johnson become a place to stay and hang out rather than just a corridor to pass through. With a net gain of bike parking on a busy cycling corridor we hope to add to Victoria's growing cycling culture. We think having a place to sit and rest will help those that otherwise might not be able to walk long distances feel safe and supported in our downtown.

Bottom line is that having a cool piece of furniture for everyone to share brings life, beauty and vibrancy to the 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.)

We are working with the city at the moment to meet the requirements of the new Parklet bylaws. We will provide updated architectural renderings with updates requested by city staff. We need to circulate a formal petition to stakeholders on the block (we have verbal agreements at this point). We need to finalize insurance coverage for the lifetime of the project.

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

The city Parklet bylaw requires insurance and ongoing maintenance. We have a verbal understanding to partner with the DVBA on both fronts as was done for the Fort st Project. but these agreements still need to be finalize and put in writing. Maintenance outside of that done by the DVBA's clean team will be handled by adjacent businesses.

**PROJECT TIMELINE:**

Start date: \_\_\_\_\_ Spring 2018 \_\_\_\_\_ Completion date: \_\_\_\_\_ Summer 2018 \_\_\_\_\_

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

**PROJECT LOCATION:**

Neighbourhood: \_\_\_\_\_ Downtown \_\_\_\_\_

Street: \_\_\_\_\_ Johnson St \_\_\_\_\_

Address: \_\_\_\_\_ ~560 Johnson st. (Last 2 parking spots in front of Famoso, Escents and Hey Happy) \_\_\_\_\_

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

Date	Milestone
March 2018	Project kickoff
April 2018	Construction begins
May 2018	Construction completes
Late May 2018	Parklet installation
June 2018	Grand Opening

**PROJECT COST:**

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ \_\_\_\_\_ 27770 \_\_\_\_\_

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

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

PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Cost
Partial Construction costs	5000
Project retirement, if necessary	
15% maintenance contingency of total budget, if necessary (\$1,500 max)	donated
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	\$ 5000

Items Provided by Applicant	Cost
Remainder Construction Cost	12,550
City fee for parking spaces (\$6.20/sqft/year) for 3 years	3720
City fee for relocating city bike racks	1500
Project retirement	2000
Insurance (approximate) (donated)	3000
	\$
OUR TOTAL MATCHING CONTRIBUTION	\$ 22770



**DECLARATION:**

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

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

Date: \_\_\_\_\_ Oct 13 2018 \_\_\_\_\_

Applicant Group/Resident Lead Name: Lower Johnson Parklet Committee - Ian Hoar

Signature(s): Ian Hoar

☒ I have completed the Readiness Checklist

**LIST OF ATTACHMENTS:**

- ☒ Design information, including site map and visuals of project location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

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

Applicants may be contacted for further information.

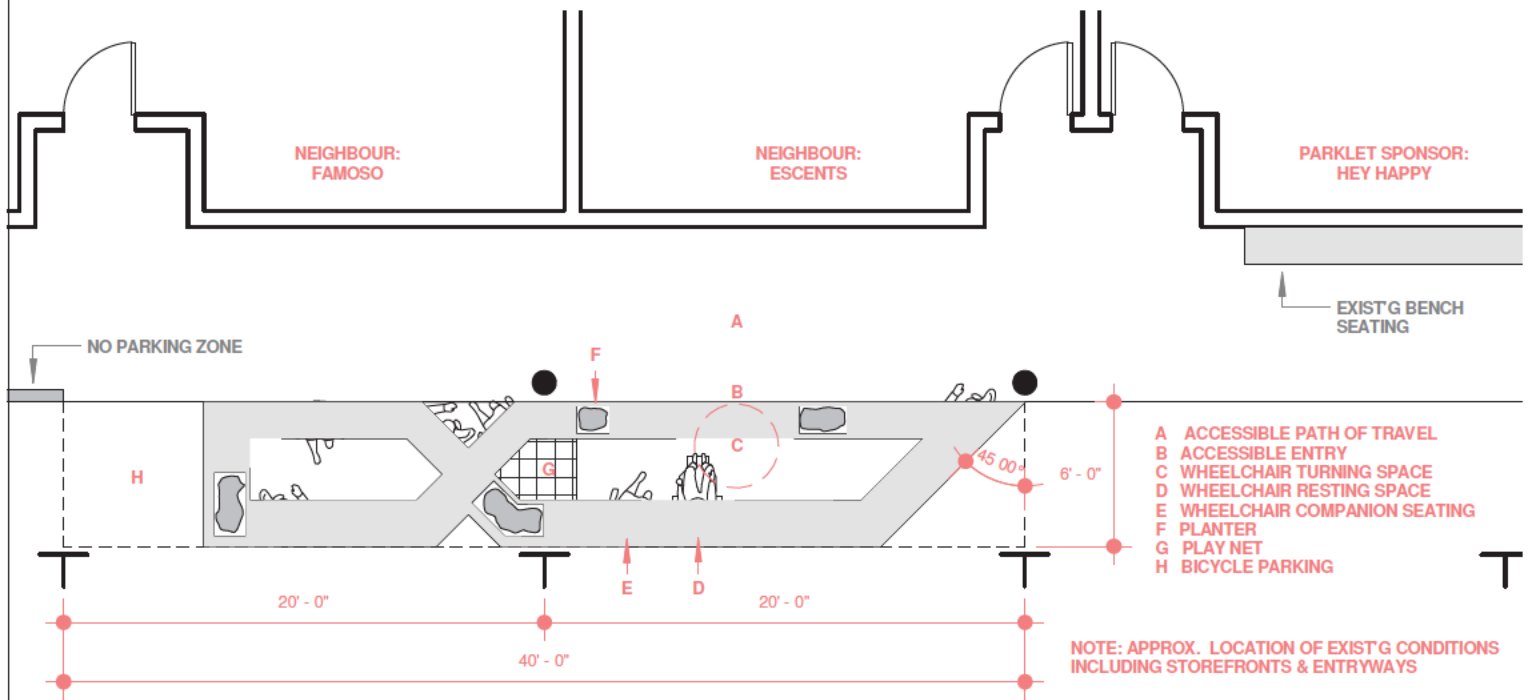
Any questions may be directed to [grants@victoria.ca](mailto:grants@victoria.ca)

Thank you for your application!









1 PLAN  
1/8" = 1'-0"

# JOHNSON STREET PARKLET

## SCHEMATIC DESIGN

Project number Project Number

Date Issue Date

Drawn by SH

Checked by Checker

A101

Scale 1/8" = 1'-0"



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

## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, who will be responsible for providing the funding to the applicant and ensuring that grant conditions are met).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

### PROJECT TYPE:

(Check one)

- ☐ Placemaking  
☒ Activity

### CONTACT INFORMATION:

- ☐ Not-for-Profit Organization, or  
☒ Informal Group (not registered as a not-for-profit organization)

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

### PROJECT LEAD:

Contact Name: Jeannette Sloan  
Organization Name: (if applicable) TREELANE ESTATES  
Mailing Address: \_\_\_\_\_ personal information  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: 135261972 RR0001  
Contact Name: Rachel O'Neill  
Organization Name: Burnside Gorge Community Association  
Mailing Address: 471 Cecilia Road, Victoria V8T 4T4  
Telephone: 250-382-5251  
Email: rachel@burnsidegorge.ca

PROJECT TITLE: MULTICULTURAL FESTIVAL





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## My Great Neighbourhood Grant Application

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

A Multicultural Festival to highlight the diversity of our population at Tisdale Estates. This project is intended to be a learning experience that will expand our awareness of different cultures; their stories, their music and most particularly their ethnic foods. The best way to get to know and understand others is around a "kitchen table".

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

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

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

As people come and go over the years we plan to continue to feature various cultures & hopefully project a feeling of welcome & integration. We also think this can be a pilot project for other "vertical streets".

Who will assume responsibility for ensuring these actions are undertaken?

Jeannette Sloan & Judy Skidmore

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

Flyers will be given to every resident asking for suggestions. Suggestions will be placed in our caretaker box in both buildings. Posters will go up from time to time to keep everyone informed. Big & small get-togethers in our communal rooms. Music evenings, art & history events from countries of origin. Also introducing Canadian, BC and Victoria history.

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

We will all be learning from each other as we get to know each other. All people see things differently when only the head & mind are activated, but when the heart is engaged we get to know each other better - we can experience the same joys & fears and therefore feel more comfortable & more connected.



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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.)

Tree Lane Estates Strata Council has been kept informed and they have all agreed with our plan.  
Judy Skidmore is our Council representative.

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

Not that we know of.

### PROJECT TIMELINE:

Start date: Oct '17 Completion date: Feb '18

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

### PROJECT LOCATION:

Neighbourhood: 141 units at TREELANE ESTATES - 2 complexes  
Street: Gorge Road East  
Address: 103 & 105 Gorge Road East

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
Oct 2-6	Planning Meetings
Oct 13 <sup>th</sup>	Submitting application for the grant
Oct 19 <sup>th</sup>	Our AGM - announcement to residents
November	Contacting residents to participate &
early December	Christmas Party - lots of conversations, promotion
mid December	Response to our grant application
January 15 <sup>th</sup>	Receive commitment from residents to participate
February 11 <sup>th</sup> ?	Multicultural Festival

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 3400.00

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





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## My Great Neighbourhood Grant Application

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Cost
6 Couples preparing art work, music & food for the event	600.00
Rental of chairs, coffee maker, hot plates etc.	100.00
Printing - photos, maps, info sheets	40.00
Flowers, decorations, paper plates, cutlery	50.00
Admin for flow-through agency (Burnside Forge)	160.00
Miscellaneous / contingency	50.00
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	\$ 1000.00

Items Provided by Applicant	Cost
Meetings & organization 4 x 12 x \$20	960.00
Contacting residents & supporting them 12 x 6 x \$20	1440.00
Space for meetings	free
Venue for event	free
OUR TOTAL MATCHING CONTRIBUTION	\$ 2400.00



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

Date: October 13, 2017

Applicant Group/Resident Lead Name: Tree Lane Estates - Jeannette Sloan

Signature(s): Jeannette Sloan

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including site map and visuals of project location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

Please submit this application by email with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) no later than midnight on June 4, 2017.

Applicants may be contacted for further information.

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

Thank you for your application!





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## My Great Neighbourhood Grant Application

### FINAL REPORT TEMPLATE

Here are the guidelines for what to include in your report:

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

In addition to this final report, please anticipate participating in a "Show and Tell" event in the spring of 2018. Display details and dates will follow.

Please forward your final report to your Neighbourhood Advisor within a month of completing your project.

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland:  
Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park:  
Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay, Victoria West:  
Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)



October 12, 2017

City of Victoria  
Mayor & Council  
#1 Centennial Square  
Victoria, BC

**RE: My Great Neighbourhood Grant**

To Whom It May Concern:

I am writing on behalf of the Burnside Gorge Community Association (BGCA) in support of Jeanette Sloan's application for a My Great Neighbourhood Grant to host a Multicultural Festival at Tree Lane Estates.

The proposed activity is an innovative approach to building community engagement in a high-density building. BGCA is happy to be a flow-through for funding should the application be successful.

Please do not hesitate to contact me should you need further information. I can be reached by email at [Rachel@burnsidegorge.ca](mailto:Rachel@burnsidegorge.ca) or by phone at 250-388-5251 ext. 223.

Sincerely,

Rachel O'Neill  
Manager, Communications & Development



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

## My Great Neighbourhood Grant Application

**PROJECT TYPE:** Placemaking

**CONTACT INFORMATION:** Not-for-Profit Organization

**PROJECT LEAD & NON-PROFIT GROUP DETAILS:**

Contact Name: Jenny Farkas  
Organization Name: North Park Neighbourhood Association  
Mailing Address: PO Box 661, #185-911 Yates Street, Victoria, BC, V8Y 4Y9  
Telephone: ~~personal information~~  
Email: ~~personal information~~ and/or [npna@npna.ca](mailto:npna@npna.ca)

**PROJECT TITLE:** North Park Urban Village Beautification – Phase Two

**PROJECT DESCRIPTION:** Leveraging the success of the Women In Need/Logan's Pub Beautification Mural Project – recently completed in partnership with City Artist in Residence Luke Ramsey, the North Park Neighbourhood Association (NPNA) wishes to expand the beautification elements to surrounding buildings.

1. Working with artist Luke Ramsey, the NPNA will extend the orange "story line" and colour palette to the Cook Street frontage of Castle Building Centre (vinyl decals and landscaping), and to wall segments on the buildings owned by TriEagle Developments (Toes and Taps Dance Shoppe building) (paint).
2. The NPNA will also engage a designer recommended by Luke Ramsey to create banners for installation at either end of our urban village. These will echo the mural art/story line.

**SUSTAINABILITY:** The intended lifespan for the mural/vinyl art components of this project is 5 years, in keeping with the mural agreement timeframe. A maintenance contingency has been built in to the budget that can be used to hire a professional (e.g. mural artist or Garside Signs) should touch-ups be needed to the paint/vinyl. At the end of year 5, the NPNA will consult with the building owners about creating a new mural, refreshing the existing one or painting over the mural. The lifespan of the banners is 1 to 3 years depending on material used. The NPNA will take responsibility for replacing the banners when they are at the end of their life, paid for by funds raised from an event (e.g. festival) or from business/community donations.

**COMMUNITY INVOLVEMENT:** This project will primarily involve select members of North Park's business community and NPNA Communications Committee during the planning/design and implementation phases. The larger community including the NPNA's membership will be engaged in an online voting process to choose the preferred banner design. Members of the Fernwood Community Association who participated in Phase One of the mural project will be asked for input for this second phase, as the village is located within the boundaries of both neighbourhoods.

**BENEFITS:** This second phase of our beautification effort will build off the positive energy and excitement sparked by the WIN/Logan's mural and continue the work of creating a sense of place and identity at the core of our urban village. It will add subtle yet impactful bits of human-scale colour to a streetscape that is largely auto-dominant.

**APPROVALS:** Paint and vinyl applications to building walls will require written permission from property owners and the completion of a Mural On Private Property contract.

**LIABILITY:** Artists engaged in this project will be required to obtain WCB or related insurance coverage.

**PROJECT TIMELINE:** Start date: Winter 2017 Completion date: Spring/Summer 2018

**PROJECT LOCATION:**  
Neighbourhood: North Park



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## My Great Neighbourhood Grant Application

Street: Corner of Cook Street and North Park Street

Addresses: 1733 Cook Street (Toes & Taps Dance Shoppe), 1720 Cook Street (Castle Building Centre)

### WORKPLAN SCHEDULE:

Date	Milestone
Within two months of grant award	Finalize paint and vinyl designs for building walls, including consultation with North Park/Fernwood subcommittee, Luke Ramsay and building owners.
Within four months of grant award	Work with Luke and designer to develop three options for banner art. Create online voting survey.
Within six months of grant award	Finalize, print and install banners Weather and approvals permitting, paint walls and apply vinyl Weather and approvals permitting, paint sidewalk segments

### PROJECT COST:

What is the total cost of the proposed project (*including in kind labour and donated goods and services*): \$10,000

Amount requested from the My Great Neighbourhood grant fund: \$5,000

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Cost
Graphic design of banner, vinyl art and wall art: \$50 per hour x 10 hours (Luke Ramsey to recommend designer)	1500
Paint from Castle Building Centre	500
Banner printing by Garside Signs	500
Vinyl printing and installation by Garside Signs	750
Artist honorarium for wall art (Luke Ramsey to recommend artist)	1000
15% maintenance contingency which will be used by the NPNA to maintain and remove the mural/vinyl art in 5 yrs	750
TOTAL REQUESTED	\$5000

Items Provided by Applicant	Cost
Jenny Farkas project management: \$20 per hour x 60	1200
Katie Fillion social media promotion of project and business community: \$20 per hour x 25	450
Luke Ramsey consultation time: \$75 per hour x 4	300
North Park/Fernwood beautification subcommittee: \$20 per hour X 25 (5 hours x 5 people)	500
North Park urban village business owner collaboration: \$20 per hour x 25 (5 hours x 5 people)	500
Castle Building Centre - Spray paint discount from price to best customer	300
Castle Building Centre – contributions of plants and landscaping	650
Banner printing and vinyl printing discount from Garside Signs from price to best customer	650
Online survey for banner selection: \$20 per hour x 22.5 (150 people x 15 minutes each)	450
OUR TOTAL MATCHING CONTRIBUTION	\$5,000

### DECLARATION:

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





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

## My Great Neighbourhood Grant Application

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:

October 17, 2017

Applicant Group/Resident Lead Name:

Jenny Farkas

Signature(s):

A handwritten signature in black ink, appearing to read "J Farkas".

### LIST OF ATTACHMENTS

Letters/emails of support/participation from:

- The North Park Neighbourhood Association Board
- Garside Signs
- Castle Building Centre
- Toes & Taps Dance Shop
- TriEagle Developments (

## Cook and North Park / Collaborative Mural

2 out-of-town artists and 7 local artists selected by City of Victoria Artist in Residence Luke Ramsey to work together on an extensive mural. Luke will collaborate with artists for the overall cohesive concept that incorporates the North Neighbourhood identity colour palette. Each artist has sections spread across wall with specific colour palette. The mural will include walls on WIN, Squash Club and Logan's buildings who have all approved concept.

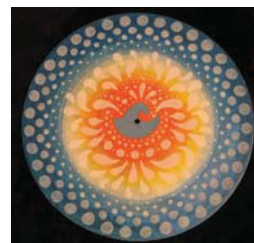
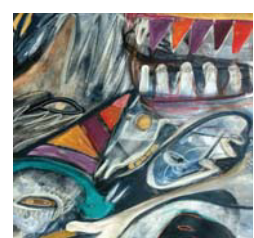
Project with The City of Victoria, The North Park Community Association, and the owners of WIN, Squash Club and Logan's.

Artists:

James Kirkpatrick, Tyler Keeton Robbins, Charlie Walker, Kristofer Ray, Ian George, Kay Gallivan, Jesse Campbell, Ali Khan, Sarah Jim, Luke Ramsey



*mock-up of mural on 4 walls, artist samples below*



## Project idea:

Most of my work derives from a line in time, and with this mural the line connects to a neighbourhood story. It hopes to set a tone/theme for future murals on neighbouring buildings organized with The North Park Community Association. This gestural line is like a tag across a wall, but not a tag that omits the work, but one that works with it. This line will travel through everyone's work, a nod to how other artists are an important part of my practice and projects. The line will be defined by the colour variation of an artist's work. Each artist will have their section to work in, cross-over collabs/blend where sections meet.

Collaboration has been a huge part of my practice, so with my residency position I wanted to try something different, and utilize the budget to pay artists. As most of us know, this town needs more available walls for murals, so I'm trying to ignite more opportunities. Instead of using my budget just on material, I see artists as the material to define this idea. The building owners are open to this concept and are allowing creative freedom that will come from it.



## Mural expenses

Supplies include exterior latex paint by Dulux, spray paint, brushes, rollers, trays.  
Artist fee based on wall size, travel for out-of town artists. Equipment by CWG Rentals, coating by Goodbye Graffiti.

## Projected Timeline

One week October 1st to 7th 2017

## Maintenance and Decommissioning

Graffiti removed by North Park Neighbourhood volunteer or building owner/retailer.  
Murals will be assessed July 1st 2022 for decommissioning.

## BUDGET

Item	Amount
Paint and spray paint	\$ 1,500
Paint supplies, brushes, rollers, drop cloth	\$ 250
Coating (expense covered by North Park Neighbourhood)	\$ 4,000
26 ft scissor lift rental \$350 day for 7 days, plus 4 add-ons	\$ 400
Artist Fees 2 Out-of-town artists	\$ 3,500
Artist Fees 7 Local artists 4 x \$1000, 2 x \$500	\$ 6,000
Video documentation of project	\$ 800
Prime	\$ 468
Contingency	\$ 500
	minus \$4000
<b>Grand Total</b>	<b>\$ 13,418</b>





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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for providing the funding to the applicant and ensuring that grant conditions are met).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

### PROJECT TYPE:

(Check one)

- ☐ Placemaking
- ☐ Activity

### CONTACT INFORMATION:

- ☐ Not-for-Profit Organization, or
- ☐ Informal Group (not registered as a not-for-profit organization)

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

### PROJECT LEAD:

Contact Name: Jennie Greven

Organization Name: Glenlyon Norfolk School

Mailing Address: 801 Bank St, Victoria, BC

Telephone: (250) 370-6800 x5107

Email: jgreven@mygns.ca

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: ~~S-0010895~~

Contact Name: Kelly Greenwell

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

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

Telephone: 250 388 7696

Email: [Kelly@quadravillagecc.com](mailto:Kelly@quadravillagecc.com)

PROJECT TITLE: Quadra Village Neighbourhood Mural



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## My Great Neighbourhood Grant Application

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

Mural to be painted on exterior wall of QVCC gym by GNS Grade 9 Art students and 20 youth from Quadra Village Community Childcare and Quadra Village Girls Group. The concept for the mural will be developed by project participants and the mural will be designed by Victoria muralist Kay Marie Gallivan. GNS participants will be led in an initial half-day skills-based workshop at GNS led by Kay Marie Gallivan; they will learn the techniques to be used in the final mural and gain confidence. GNS students will bus to QVCC and will paint the mural with the help of the Childcare and Girls group youth.

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

<1 year      2 years      3-5 years      **5-10?** years (specify)

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

The mural will be sealed with a graffiti coat that allows any graffiti to be removed by power washing without damaging the mural.

Who will assume responsibility for ensuring these actions are undertaken?

The sealant will be applied as a part of the project (GNS students will be offered service hours to do so outside of school hours, and QVCC could incorporate it into their programming). QVCC will monitor the mural over time and will see to the power washing of any graffiti that may appear.

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

QVCC and GNS youth will be involved in the project from concept to completion. There could also be opportunity for the greater community to be involved in generating ideas for the mural's theme. The completed mural will help create a welcoming space around the community centre that will help foster neighbourhood pride, particularly for the youth and children from QVCC involved in the project. The youth, their families, and others who see and appreciate the mural will form a community of people looking out for and caring for the space.

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

This project aims to facilitate connections between GNS students and participants from QVCC; the Grade 9 GNS students will buddy up with the younger QVCC participants (grades 3-6) and together they'll feel what it is to be agents of change through art and teamwork. The mural will help create a positive and colourful space and will help minimize graffiti in a part of the neighbourhood that has been identified as needing improvement.



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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.)

-Capital Regional Hospital District  
-CDI College  
-Quadra Village Community Centre

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

Step ladders? We'll be using spray paint for which particulate masks will be provided.

QVCC staff will be on site and therefore coverage will apply and will be adequate for the event. QVCC will request a specific letter outlining that coverage is adequate.

### PROJECT TIMELINE:

Start date: January 2018

Completion date: September 2018 (gives us leeway)

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

### PROJECT LOCATION:

Neighbourhood: Hillside-Quadra

Street: Kings Rd

Address: 950

Specifics: Mural to be painted below the first line of green trim on the exterior gym wall. The dimensions for the whole wall are: 48' x 7'2".

(Possible Phases 2 and 3: There is an adjacent wall that is optional 12'8" x 7'2", and a 2nd adjacent wall that is 9'5" x 7'2")

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
Jan-Mar 2018	Call for ideas from Quadra Village community for mural concept/design
Apr 6 & 9, 2018	2 x 0.5 day mural workshops at GNS
Apr 16 & Apr 20, 2018	2 x 1 day mural painting at QVCC
Apr 28, 2018	0.5 day volunteers paint graffiti coat

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$10 760.00

Amount requested from the My Great Neighbourhood grant fund: \$3980.00



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## My Great Neighbourhood Grant Application

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Cost
Cost for materials (@ \$26/participant for 50 participants)	\$1300
Kay Marie Gallivan fee: \$50 per hour x 4 8hr days (3 for workshop, 1 for design, coordination, and touch-ups on mural)	\$1600
Bus transportation for GNS students x 2 return trips	\$480
Extension pole x 4 @ \$30 ea	\$120
Graffiti coat 5 gal	\$180
Particulate masks 60 @ \$5/each	\$300
Project retirement, if necessary	
15% maintenance contingency of total budget, if necessary (\$1,500 max)	
<b>TOTAL REQUESTED (must not exceed Total Matching Contribution below)</b>	<b>\$3980</b>

Items Provided by Applicant	Cost
6 hours Volunteer labour x 50 participants @ \$20 per hour	\$6000
10 hours Volunteer labour (Kelly and Jennie) @ \$20 per hour	\$400
10 sheets of plywood from Castle Lumber	\$200
6 gal paint from Cloverdale Paints	\$180
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$6780</b>





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## My Great Neighbourhood Grant Application

### DECLARATION:

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

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

Date: October 14, 2017

Applicant Group/Resident Lead Name: Jennie Greven

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

☐ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including site map and visuals of project location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

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

Applicants may be contacted for further information.

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

Thank you for your application!

## FINAL REPORT TEMPLATE

Here are the guidelines for what to include in your report:

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

In addition to this final report, please anticipate participating in a "Show and Tell" event in the spring of 2018. Display details and dates will follow.

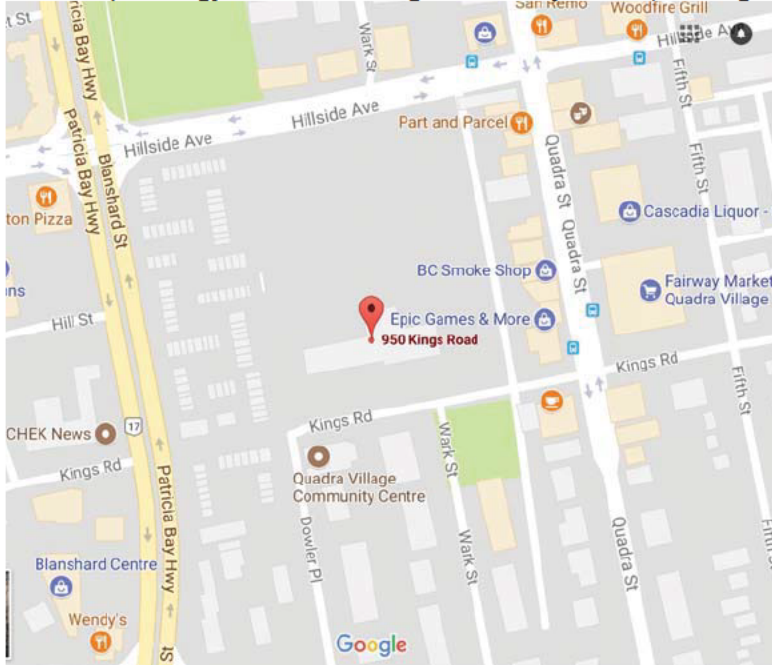
Please forward your final report to your Neighbourhood Advisor within a month of completing your project.

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland:  
Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park:  
Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay, Victoria West:  
Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Street map of the gym at Quadra Village Community Centre (950 Kings Rd)



View of QVCC gym wall from Blanchard St



Close up of gym wall





### Kay Gallivan

Kay has been doing a lot of murals around Victoria of late – most recently a collaborative project in North Park coordinated by Victoria's artist in residence, Luke Ramsey. She's most interested in working with people from the community in which a mural is to be painted and has done so in Canada and abroad (for the most part in Mexico). Here are a couple of examples of her work.

<http://www.yes2scs.ca/mural-highlights-upcoming-international-overdose-awareness-day-august-31st/>







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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Design and/or activity plan information, including site map and sketches/photos of project location
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3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

### PROJECT TYPE:

(Check one)

☐ Placemaking

☒ Activity

### CONTACT INFORMATION:

☐ Not-for-Profit Organization, or

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

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

### PROJECT LEAD:

Contact Name: Ross Currie & Melissa Reid

Organization Name: *(if applicable)* \_\_\_\_\_

Mailing Address: personal information

Telephone: personal information

Email: personal information

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: 107380982 RR0001

Contact Name: Kathryn Juricic

Organization Name: Fernwood Neighbourhood Resource Group

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

Telephone: 250-381-1552

Email: kathryn@fernwoodnrg.ca

PROJECT TITLE: All-Ages Road Hockey Tournament

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

- To create an all-ages road hockey tournament that promotes community interaction through recreation and leisure. The event will be inclusive and open to all skills levels and community members who wish to participate.
- One day round-robin road hockey tournament.
- 3 different divisions for the event including a family division, recreational and competitive divisions.
- Each team in its respective division plays every team once in the round robin. The winning teams will continue on to play each other in the quarter-finals and semi-finals. The winner of the quarter-finals will go onto the semi-finals, the winner of the semi-finals will continue to the finals. The most games each team would play would be six games.
- The space would be divided in half allowing for two games at one time with four teams.

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

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

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

- A one-day event taking place on a set date each year.
- The event would be maintained through support from the City of Victoria, Fernwood NRG, community sponsorship and community involvement.
- The event could be absorbed into the Fernwood NRG's yearly events or run through different community organizations that wish to participate in facilitating the event.

Who will assume responsibility for ensuring these actions are undertaken?

- As organizers Ross Currie and Melissa Reid will act as advisors between the Road Hockey community and community organizations on facilitation and event management of the tournament.
- Continuing dialogue with the city and Fernwood NRG to ensure that the event reaches its goal of bringing like-minded community members together through recreational sport.

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

- Reach out to community members before the event to inform the Fernwood neighbourhood of the Road Hockey Tournament as well as encouraging them to take part.
- We will target community members in the Fernwood and Greater Victoria area by reaching out to hockey leagues and recreation/community centres.
- During implementation we will reach out to local sports-related businesses for sponsorships and in-kind donations.
- The event will be publicized through high schools and elementary schools targeting anyone who wants to participate.
- The event will be promoted through posterage, social media, print/ radio media, and by word-of-mouth.
- Following the event we will ask participants to fill out surveys or comment cards to provide feedback on how the event was received, and how it can be improved.

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

- The project will be beneficial for the community by creating a space that allows for inter-generational activities to exist within the confines of sport and leisure.
- The event will support community development within the Fernwood Neighbourhood by bringing people together through communal activities.
- Promotes health and wellbeing through physical activity in an outdoor setting.



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## My Great Neighbourhood Grant Application

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

- For this event we will need insurance for the day, a park permit, noise exemption package, a special event application, and permission from the Fernwood NRG to use the Fernwood Community Centre.

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

- We contacted the Fernwood NRG insurance provider (LMG Insurance Brokers LTD) to be our insurance provider and included this in our budget.
- We will have a paid paramedic on-site to deal with any injuries should they arise.
- Property risk is minimal, but there is a potential risk of equipment being damaged during the event. To mitigate equipment damage, we will encourage participants to bring their own equipment.

### PROJECT TIMELINE:

Start date: September 30, 2017 Completion date: April 9, 2018

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

### PROJECT LOCATION:

Neighbourhood: Fernwood

Street: Gladstone Ave (Basketball courts behind the Fernwood Community Centre)

Address: 1240 Gladstone Ave Victoria, BC V8T 1G6

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
October 15, 2017	Submit My Neighbourhood Grant
December 15, 2017	Grant Approval decided and funding secured
January 1-30, 2018	Logistically plan the event with Fernwood NRG (city permits)
February 1-15, 2018	Promote event registration by through community/rec centres and schools
February 15-29, 2018	Event promotion via social media, poster, radio interviews, & print media
March 1-7, 2018	Solidify event sponsorship, promotion, paramedics, and referees
March 8-15, 2018	Big push for participant registration and volunteer outreach
March 15, 2018	Deadline for participant registration, create tournament template
March 16-19, 2018	Solidify event schedule, sponsorship, equipment, permits, logistics
March 20-April 7, 2018	Media exposure, finalization of event details
April 8-9, 2018	Road Hockey Tournament and concluding report

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 2000.00

Amount requested from the My Great Neighbourhood grant fund: \$ 900.00

### ACTIVITY PROJECT BUDGET:



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## My Great Neighbourhood Grant Application

Items Funded by Grant	Cost
Permits (Park/Noise/Special Event)	\$175
Paramedic @ 5 hours @ \$40 per hour	\$200
Equipment costs (Hockey Nets/Sticks/Whiteboard/BBQ & Propane/ Signage/Administrative Supplies/Tent Rentals/Cones & Pylons)	\$325
Promotion (Printing and distribution – Metropol)	\$200
One day event insurance	\$150
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	\$1,050.00

Items Provided by Applicant	Cost
10 Volunteers @ 4 hours @ \$20/ hour	\$800
Food & Beverage (In-Kind Donation Thrifty Foods)	\$300
OUR TOTAL MATCHING CONTRIBUTION	\$1100.00





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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.
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8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: Oct. 15/ 2017

Applicant Group/Resident Lead Name: Ross Currie and Melissa Reid

Signature(s): see photo attachment for signatures

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

☒ Design information, including site map and visuals of project location

☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

Please submit this application by email with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) no later than **midnight on October 15, 2017**.

Applicants may be contacted for further information.

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

Thank you for your application!



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

### FINAL REPORT TEMPLATE

Here are the guidelines for what to include in your report:

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

In addition to this final report, please anticipate participating in a "Show and Tell" event in the spring of 2018. Display details and dates will follow.

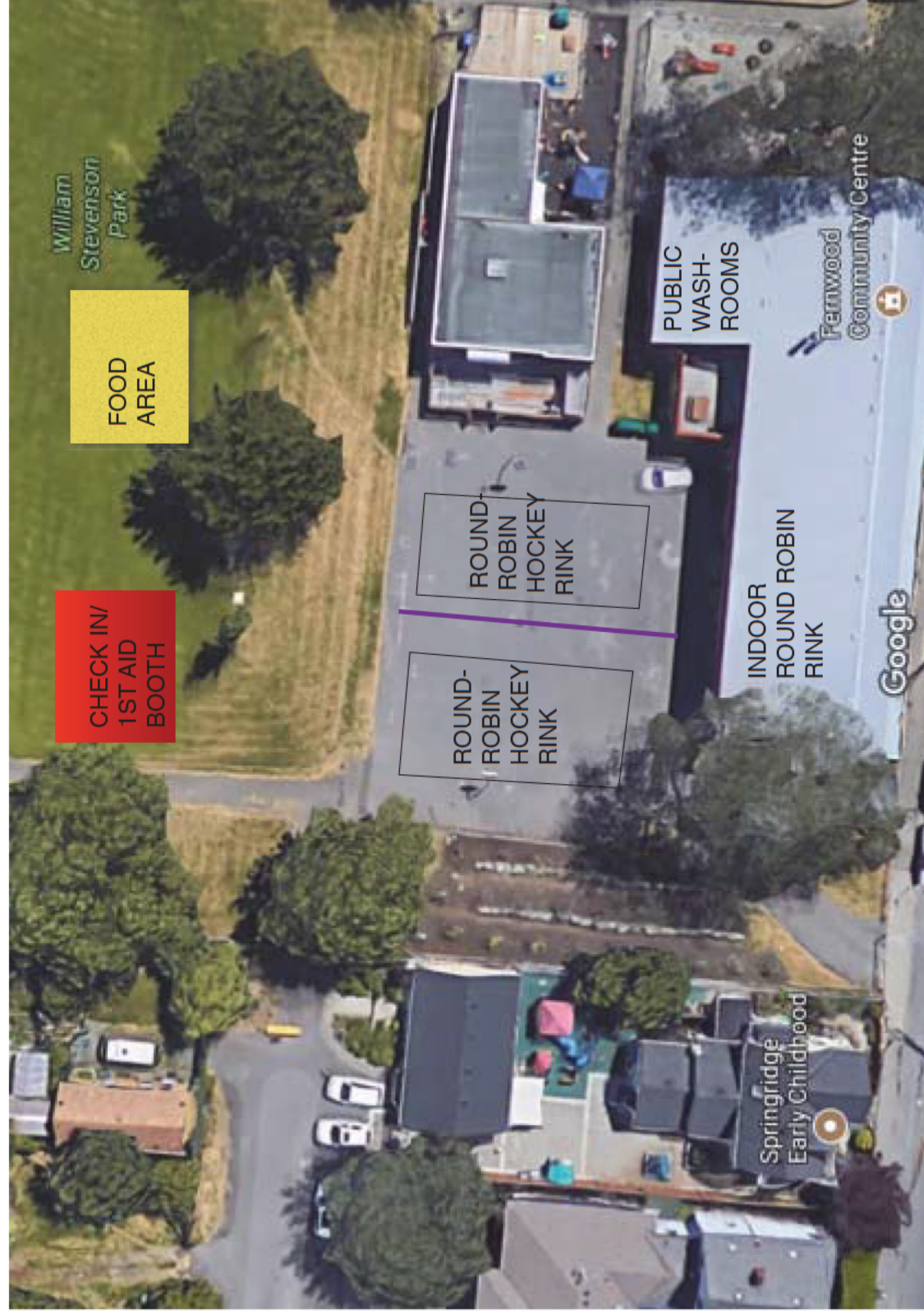
Please forward your final report to your Neighbourhood Advisor within a month of completing your project.

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland:  
Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park:  
Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay, Victoria West:  
Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

# ROAD HOCKEY TOURNAMENT SITE MAP 2017



1240 GLADSTONE AVE



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

## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Design and/or activity plan information, including site map and sketches/photos of project location
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3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

### PROJECT TYPE:

(Check one)

- ☐ Placemaking
- ☒ Activity

### CONTACT INFORMATION:

- ☐ Not-for-Profit Organization, or
- ☒ Informal Group (not registered as a not-for-profit organization)

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

### PROJECT LEAD:

Contact Name: Nicola Gunter

Organization Name: *n/a*

Mailing Address: **personal information**

Telephone: **personal information**

Email: **personal information**

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S-0010895

Contact Name: Kelly Greenwell

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

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

Telephone: 250-388-7696

Email: kelly@quadravillagecc.com

PROJECT TITLE: Wark Street Commons Garden Revitalization Project (Signage)





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BC V8W 1P6  
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## My Great Neighbourhood Grant Application

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

I am applying for funds to be able to put signage in the Wark Street Commons community garden. The project is called *The Wark Street Commons Garden Revitalization Project* as it is one of the steps I hope to take to make Wark Street Commons increasingly utilized. I want to increase citizen involvement and empower them to harvest plants in the commons. I also want to decrease barriers of harvesting by increasing community members knowledge of various plant and their uses. Signage would be used to identify the various plants and herbs in the garden that are able to be accessed by the community, year round. It is typical for community gardens to have signage indicating the plant name, picture of plant, Latin name, medicinal uses, as well as proper harvesting techniques. The project aligns with the concept of placemaking and is a way to create and support resilient, sustainable communities. Placemaking seeks to increase citizen involvement in a community and I hope you can see the value in increasing access to the Commons through signage. Wark Street Commons is a place of community connection and it has potential to be even more.

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

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

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

Through the efforts of the Garden Coordinator as well as community member volunteers we will make sure signs are maintained. Once the signs are installed there is low maintenance, but community member volunteers with knowledge of local plant knowledge will continue to promote education of the commons. However, the signs are crucial to increasing community knowledge and access.

Who will assume responsibility for ensuring these actions are undertaken?

Nicola Gunter (applicant)

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

Already existent community volunteers as well as recruited volunteers will help support the implementation of this project. Our current garden volunteers are a diverse group; in age, gender, and ethnic diversity.

Volunteers will help research the information needed for signs as well as help host and support the Garden Celebration and Work Party (to install the signs and celebrate the commons garden with the community and neighbourhood at large).

Garden signage would allow for individuals to be active agents in their physical surroundings **anytime**. Lack of knowledge regarding plant species identification and proper harvesting techniques for medicinal uses is one of the biggest barriers to accessing the garden.

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

The implementation of signage at Wark Street Commons would have various benefits, not limited to, but including:

- Increased opportunity for residents to access and engage with natural environment
- Improved knowledge of local plants and their various uses accessed at any point directly in the garden
- Access to learning and skills development
- Better health and well-being by access to healthy edible plants and herbs for medicine purposes
- Promoting people to have a sense of neighbourhood pride and connection to the land
- Activity in the garden would promote community connection as the garden is a gathering place (also beside a playground)
- Informal types of exchange between members accessing the garden
- Enhanced sense of responsibility to the commons garden



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## My Great Neighbourhood Grant Application

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

None

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

None

### PROJECT TIMELINE:

Start date: November 2017 Completion date: March 2018

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

### PROJECT LOCATION:

Neighbourhood: Quadra Village

Street: Wark Street

Address: 2599 Wark Street

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

Date	Milestone
November 2017	Identify key plants, trees, herbs, and shrubs in commons garden for signage
November/December 2017	Research plants (Latin names, medicinal uses, and proper harvesting techniques)
January 2018	Have signs designed with above information for plants & herbs in garden (Alley Kat Designs)
February 2018	Organization of volunteers for upcoming signage work party event
March 2018 (first day of spring)	Host event, install signs, celebrate garden with community members

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 1568.28

Amount requested from the My Great Neighbourhood grant fund: \$ 768.28



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## My Great Neighbourhood Grant Application

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

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

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

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

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

Items Provided by Applicant	Cost
Donated flatbed ½ ton pick-up truck usage for half day	\$50
12 volunteers @ 4 hours @ \$20 per hour	\$960
Vests, garbage pickers	\$50
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$1150</b>





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## My Great Neighbourhood Grant Application

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

### PLACEMAKING PROJECT BUDGET:

Items Funded by Grant	Cost
Project retirement, if necessary	
15% maintenance contingency of total budget, if necessary (\$1,500 max)	
TOTAL REQUESTED (must not exceed Total Matching Contribution below)	

Items Provided by Applicant	Cost
	\$
OUR TOTAL MATCHING CONTRIBUTION	\$



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## My Great Neighbourhood Grant Application

### ACTIVITY PROJECT BUDGET:

Items Funded by Grant	Cost
8.5x11 SIGNS (quantity 20) @ \$23.00 each	\$460.00
Aluminum stakes for signs (quantity 20) @ \$4.00 each	\$ 80.00
Harmonized sales tax (for signage)	\$ 64.80
Snacks and beverages for volunteers (day of sign installment party)	\$ 60.00
Wood chips for garden path	\$ 50.00
Lavender plant	\$ 40.00
Nasturtium seeds	\$ 13.48
<b>TOTAL REQUESTED (must not exceed Total Matching Contribution below)</b>	<b>\$768.28</b>

Items Provided by Applicant	Cost
Volunteer Labour (10 volunteers @ \$20/hour for 4 hours)	\$800
Tools and supplies for work party	n/a
<b>OUR TOTAL MATCHING CONTRIBUTION</b>	<b>\$800</b>



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## My Great Neighbourhood Grant Application

### DECLARATION:

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

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8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: October 14, 2017

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 location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

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

Applicants may be contacted for further information.

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Thank you for your application!



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## My Great Neighbourhood Grant Application

### FINAL REPORT TEMPLATE

Here are the guidelines for what to include in your report:

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

In addition to this final report, please anticipate participating in a "Show and Tell" event in the spring of 2018. Display details and dates will follow.

Please forward your final report to your Neighbourhood Advisor within a month of completing your project.

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland:  
Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

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# *Calendula officinalis (Marigold)*

Asteraceae Family



Photo Credit: Richard Giordano

**Parts Used:** Flower heads

**Harvest Time:** Early Summer

**Preparations:** Infusion, Tincture

Infusion: 8-14 g/day

25% Tincture: 15-30 mL/week 1:3,

90% Tincture: 10-15mL/week 1:3

**Key Actions:** Anti-inflammatory, Antiseptic, Antifungal, Hemostatic, Vulnerary, Antispasmodic, Astringent, Lymphatic, Detoxifying, Estrogenic, Chologogue, Emmenaogue

**Contraindications:**

Known asteraceae allergy

**Cautions:**

Avoid during pregnancy

Clean wound before applying and observe wound is not healing too quickly

## Medicinal Uses

**Skin:** Great skin remedy, useful for complaints such as: cuts, scrapes, wounds, inflamed skin, minor burns and sunburns, rashes, impetigo, ringworm, athlete's foot, thrush, diaper rash, cradle cap, sore nipples, slow-healing wounds, skin ulcers, eczema and acne. As an eye lotion effective against pink eye.

**Antiseptic:** Acts against fungal, viral, and bacterial infections. Helpful after surgery to minimize risk of infection.

**Gastrointestinal:** Effective for digestive inflammation such as gastric or duodenal (stomach or intestine) ulcers, ileitis or colitis (inflammation of the inner lining of the small intestine or colon).

**Reproductive:** Use for delayed or painful menstruation. Topically used to treat fungal vaginal infections.

**Lymphatic:** For enlarged or inflamed lymph nodes. Useful for mastitis (infection of the breast tissue).