



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to grants@victoria.ca
2. Assemble **Eligibility Documentation**

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

SECTION 1. CONTACT INFORMATION

Organization Name: Synergy Sustainability Institute

Mailing Address: _____

Contact Person: Ben Clark (Project Coordinator)/Jill Doucette (ED) Email: blaclark@me.com

Telephone: 250-884-3133 Website: www.vigreenconomy.com

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S0060893

Are you a registered Charity? ☐ Yes ☒ No Charity Registration Number: _____

Organization mission/mandate

A green economy that works cohesively towards mitigating climate change and restoring natural ecosystems

Brief history and role in benefitting residents of Greater Victoria

Synergy Sustainability Institute acts as a hub for the green economy in Greater Victoria. Launched in 2013, SSI has worked to help green over 100 local small businesses and has active working groups on 5 topics including Upcycling, Biodiesel and Marine Conservation.

How many paid staff at organization? Full Time: 1 Part Time: 4

How many volunteer staff at organization? 6 Total volunteer hours: 1500 annually (5/week/volunteer)

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$98,000 (2015)

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

Source	Total Funding	Use
Credit Unions	\$35,000	VI Green Business Program, Working Groups
Utility Companies (fortis, hydro)	\$7,000	VI Green Business Program
BC Housing	\$25,000	Research—Green Building Innovation
Fee for Service (Certification)	\$30,000	VI Green Business Program, Administration
Other (product sales)	\$1,000	Admin, Working Groups



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Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Green Economy Upcycling Working Group

Brief description of the project or program and why the grant is needed.

Social Enterprise members of the Vancouver Island Green Economy Upcycling Working Group are growing and ready to take the next step in their development. This grant funding will aid in the development of social enterprises and public education in three steps: 1) outreach and pilot projects that will help to guide their growth and raise awareness about upcycling waste. This will involve a series of workshops and training courses for those that wish to learn more about creative ways to divert waste from the landfills. 2) A series of craft markets will showcase local upcycled products by social enterprises and finally 3) This will culminate in an Upcycling Show at Inn at Laurel Point in November to celebrate local artists and raise awareness about upcycling.

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- | | |
|--|--|
| <input type="checkbox"/> X Innovate and Lead | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input type="checkbox"/> X Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network |
| <input type="checkbox"/> Strive for Excellence in Land Use | <input type="checkbox"/> X Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> X Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> X Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> X Demonstrate Regional Leadership |
| <input type="checkbox"/> X Facilitate Social Inclusion and Community Wellness | |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

The upcycling working group is an innovative group of individuals and local businesses that are looking to find creative ways to divert waste from the traditional waste stream. By providing hands-on training courses, citizens will gain a sense of empowerment as they create new life for previously unwanted products such as construction waste, palettes and coffee bags. Successful delivery of these training courses and craft markets will build capacity within Synergy Sustainability Institute and the Upcycling Working Group by proving the concept of these new programs and revenue streams. The grant funding will allow some spaces in these courses to be offered at a discount to citizens that would otherwise be unable to afford them, which will facilitate social inclusion and a sense of community. By using low-cost upcycled materials the program will be cultivating the arts in the community in a way that is accessible to a wide range of citizens. This is also a program that could easily be scaled and delivered in other parts of the region and Vancouver Island once it has been successful here in Victoria, providing regional leadership.



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How many will benefit from the project or program? 500-5000 Percentage of Greater Victoria Residents? 2-15%

Who is your target audience? Homeowners looking to divert waste, those interested in gaining expertise in hands-on projects, those that shop at public markets, businesses looking for environmentally friendly ways to recycle their waste.



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SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$14,000_____ Amount Requested \$7000_____

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 15%

How much is the organization contributing to this project or program? \$7,000 in raised funds below, plus volunteer time and overhead such as office space for coordinator, use of printer, storage of supplies, and administration support for registration and marketing support.

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Vancity Credit Union	Maureen Cureton	1-778-228-8069	\$3,000

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
RemoveandReuse.com	Stefan Roodbol	250-884-6156	\$3,000 (workshop organizing & training space)

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
Inn at Laurel Point –room fee	Avril M.	250-386-8721	\$1,000

☐ Other

Organization Name	Contact Person	Phone Number	Amount
Possible Print Sponsor (TBD)			~\$500

Grand Total of Other Funding Sources \$7,000-\$7,500

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No



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

Partial funding will not allow for the end of year showcase event, and the courses will not take place. Essentially, Stages 1 and 3 will not be able to occur for these working group members, who has expressed that the training and public awareness is what they need to succeed.

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 1, 2015 To: December 31, 2015_____

Project or program location: 811 Princess Avenue

Project or program timeline and major milestones.

Date	Milestone
August 15 th	First Market and Training Course complete
September 30 th	Last Market and Training Course complete
Aug-Dec	Outreach and marketing for training courses, markets and showcase event
November	Upcycling Showcase at Inn at Laurel Point

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 Total volunteer hours required: 60

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

SECTION 8. PUBLIC ACKNOWLEDGEMENT

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

- | | |
|--|--|
| <input type="checkbox"/> X Website | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> X Social Media | <input type="checkbox"/> X Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> X Annual Report |
| <input type="checkbox"/> X Other <u>signage at the markets and upcycling show</u> | |

SECTION 9. DECLARATION

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

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy



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A handwritten signature in dark ink, appearing to read 'Jillian Doucette'.

Signature: _____

Position: Executive Director

Name: Jillian Doucette

Date: June 26, 2015

Note: Certificate of Good Standing for Synergy Sustainability Institute has been requested from the CRA and will be sent forward shortly

Upcycling Working Group Project
Budget

Last Updated: June 2015

REVENUES		Description	InKind	Cash	Total	Legend
Vancity Grant		Approved March 2015		\$3,000	\$3,000	
City of Victoria Grant		Strategic Plan Grant Application		\$7,000	\$7,000	Pending
Inn at Laurel Point		Waive room rental fee-- upcycling showcase Nov 2015	\$1,000		\$1,000	Secured
Remove and Reuse		Workshop and Craft Fair Organizing Efforts and use of space	\$3,000		\$3,000	
Total Revenue			\$4,000	10,000.00	\$14,000	
EXPENSES		Description	Total			
Project Coordination		6 Events (3 workshops, 3 fairs) \$1,500 ea	\$9,000			
Administration		<15% of project costs-- manage registration, expenses etc.	\$2,000			
Workshop and Craft Fair Venue		Remove and reuse-- donated space	\$500			
Event Space -- Upcycling Showcase		Inn at Laurel Point room	\$1,000			
Printing		For event promotions	\$1,500			
Total Expense				\$14,000		
Revenue less Expense				\$14,000		