



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: Victoria Compost and Conservation Education Society (Compost Education Centre)
Mailing Address: 1216 North Park Street
Contact Person: Marika Smith Email: info@compost.bc.ca
Telephone: 250-386-9676 Website: www.compost.bc.ca

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-33486
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 89670 2289 RR0001
Organization mission/mandate

The Compost Education Centre promotes composting, soil conservation, local food production, and urban sustainability. This is accomplished by being an educational resource through our demonstration site, staff, volunteers, outreach, and workshops for children and adults throughout the City of Victoria and the Capital Regional District.

Brief history and role in benefitting residents of Greater Victoria

Since 1992, the Compost Education Centre has offered composting, conservation and urban agriculture education programs at our demonstration site in Fernwood and within the Greater Victoria community. We feel that education in these areas helps to strengthen local food systems while empowering community members to become environmental stewards. Promoting the practice of composting helps to build, restore and conserve our city soils and is integral to the shared goal of reducing food waste and diverting organic material from the landfill.

How many paid staff at organization? Full Time: 4 Part Time: 1
How many volunteer staff at organization? 65 Total volunteer hours: 1,160

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$234,000

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

Source	Total Funding	Use
Capital Regional District	\$85,000	Subsidized composters and school worm bins, compost hotline and program staff wages
City of Victoria Fee for Service	\$13,530	Community outreach events and adult compost and waste reduction workshops
Victoria Foundation	\$3,000	Food sharing programs and Education Open Houses at the Centre



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Gaming Direct Access Grant	\$25,000	School Program and administrative wages

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

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Healing City Soils: Phase 1

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

Healthy soils are not only the foundation for food production but are also essential to our ecosystems, playing a key role in the carbon cycle, storing and filtering water, and improving resilience to floods and droughts. Ensuring the soil is healthy is a first step to any urban agriculture project, from backyard growing to community garden and boulevard garden creation, yet soil tests gathered over the years throughout the City of Victoria suggest heavy metal contamination at unsafe levels for food production. Coordinated research and testing to build an understanding of where the soil is contaminated and identify best practices on how to grow food safely is a crucial first step to healthy food production in the city.

The goal of Phase 1 of the Healing City Soils is to create a virtual soil map of Victoria, added as a layer to the City's online map (Vic map) or hosted on the Compost Education Centre's website. This map will be paired with resources (factsheets and workshops) that will make Victorians aware of potential contamination in their backyard or boulevard soil and empower them with the knowledge and skills to grow food safely based on that awareness. Five neighborhoods will be initially involved in the mapping process, with the goal of engaging 15 people in each neighborhood in the research, for a total of 75 citizens engaged in the mapping. Five students from Camosun College's Environmental Technology program will lead research in each neighborhood, and coordinate soil testing through their campus lab or another local lab.

☐ 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"/> Innovate and Lead | <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems |
| <input checked="" type="checkbox"/> 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"/> Nurture Our Arts, Culture and Learning Capital |
| <input type="checkbox"/> Build Financial Capacity of the Organization | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility |
| <input type="checkbox"/> 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"/> Demonstrate Regional Leadership |
| <input type="checkbox"/> 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.

Healing City Soils is a project which will support the City of Victoria's Strategic Objective 8: Enhance and Steward Public Spaces, Green Spaces and Food Systems, as well as Strategic Objective 2: Engage and Empower the Community. Bridging urban agriculture, composting, food literacy, ecological restoration and bioremediation, this project is an opportunity to bring together and empower the municipality, local post-secondary institutions, food security organizations and the people who are interested in growing food in Victoria to get to know and build the soil beneath their feet. In Phase 1, coordinated research led by the Compost Education Centre into the health of soils in Victoria and in collaboration with Camosun College's Environmental Technology program, will complement and enable some of the outcomes, providing backbone research relevant to the development of long term policies, resources and voluntary guidelines for food systems initiatives in the City. Further, this research and the resources and education developed to support healthy food production in the City will enable



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citizens interested in growing food on boulevards, in backyards, or in underutilized lots (as identified in the inventory) to do so safely. A key piece of this project will be awareness raising and sharing of information and resources specific to Victoria, which will serve to inspire and empower food production here in the city.

Healing City Soils: Phase 2 is planned for Spring 2016 and will consist of a return to each of the 5 neighborhoods to offer a 'Growing Food in the City: Healing City Soils' workshop which shares the contamination map for that neighborhood, and teaches residents how to grow food safely given the levels of contamination. There will also be a three-part 'Healing City Soils' workshop series held at the Compost Education Centre (CEC) as well as fact sheets created covering methods for backyard/boulevard soil healing and food growing skills including, microbial remediation (via composting and compost tea), fungal remediation (via mushrooms), and phytoremediation (via plants).

How many will benefit from the project or program? Broadly, everyone who wants to grow food in Victoria will benefit from this project, in particular low-income people who want to grow food but cannot afford soil testing.

Percentage of Greater Victoria Residents? 10-15 %

Who is your target audience? People who want to grow food in Victoria: either in their backyard, boulevard, or in a community garden.



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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 \$15,500 Amount Requested \$9,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 12%

How much is the organization contributing to this project or program? \$3,000

Please indicate the funding sources for this application:

☒ Government funding

Organization Name	Contact Person	Phone Number	Amount
City of Victoria		grants@victoria.ca	9,000

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Camosun College ET Program	Michael Kory	250-592-1614	1,500
Community Centers	Danielle Stevenson (Food Access Coordinator, Coalition of Neighborhood Houses)	250-891-4927	discount on space rental and/or free space use ~\$500
Compost Education Centre	Marika Smith	250-386-9676	3,000

☒ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
DIY Fungi	Danielle Stevenson	891-4927	1,500

☐ Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$6,500_____

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

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



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If we do not receive full funding, we will reduce the scope of the project to engage fewer neighborhoods accordingly, and Coordinator time will be spent more on building partnerships and exploring opportunities to access free or reduced cost soil testing; or engaging more interested citizens in site history based research using publicly available resources and oral histories (i.e. talking to neighbors).

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: September 1, 2015

To: January 25, 2016

Project or program location: City of Victoria-wide and at the Compost Education Centre 1216 North Park Street

Project or program timeline and major milestones.

Date	Milestone
September	Partner engagement and planning: <ul style="list-style-type: none">Meet with students from Camosun College, City of Victoria, Community Mapping, community centres, librariesExplore potential discount for soil testing through Camosun College, MB Labs, and the Site RegistryConfirm process and timeline for creating soil layer on Vic Map (or on GVCEC website)
October	Identify a team lead (a Camosun College student) for each neighborhood
October/November	Host info sessions in 5 neighborhoods at community centres: Fernwood, James Bay/Fairfield, Burnside/Rock Bay, Esquimalt, Quadra Village to engage neighbors in the research
November	Take and get tested 1 composite soil sample from 3 locations (backyard, boulevard, and front yard) in each neighborhood (15 total)
December	Research and develop 3 Victoria-specific fact sheets on how to grow food if your soil is contaminated presenting best practices for growing in raised beds, bioremediation, or binding contaminants
January	Launch soil map and resources with public event and outreach

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 80

Total volunteer hours required: 1,000

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?

- ☒ Website
- ☒ Social Media

- ☐ Sponsor Plaque
- ☒ Other Acknowledgement on Fact Sheets_

- ☐ Newspaper Advertisement
- ☒ Newsletter
- ☒ Annual Report

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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Signature: _____

A handwritten signature in blue ink, appearing to read 'Marika Smith', written over a faint, larger version of the same signature.

Position: Executive Director

Name: Marika Smith

Date: June 25, 2015

Healing City Soils: Phase 1 - Project Budget 2015

Compost Education Centre and Community Centres (in-Kind) DIY Fungi					
Revenue		City of Victoria		Camosun College Enviro-Tech Program	
Total					
	\$ 15,500	\$ 9,000	\$ 1,500	\$ 3,500	\$ 1,500
Expense					
Total					
Project Coordinator Salary - \$20/hr @ 15 hrs/week for 13 weeks	\$ 4,000	\$ 2,850		\$ 500	\$ 650
Team Leads for Research	\$ 2,000		\$ 1,500	\$ 500	
Honorariums for consultants	\$ 1,500	\$ 1,000		\$ 500	
Soil testing - \$90 per sample (for heavy metals) x 15 (3/neighborhood x 5 neighborhoods)	\$ 1,350	\$ 1,350			
Site registry - land use history research	\$ 1,500	\$ 1,500			
Facilities rental @ Community Centres - 5 sessions of 3 hrs @ \$200/per) for Info Nights	\$ 1,000	\$ 500		\$ 500	
Educational Materials - soil sampling guides, field notebooks, tools	\$ 850	\$ 350		\$ 500	
Travel Expenses	\$ 600	\$ 400			\$ 200
Web support - for contamination map online	\$ 750	\$ 500			\$ 250
Adminstration- printing costs and promotion	\$ 850	\$ 300		\$ 500	\$ 50
Reporting and Program Tracking	\$ 1,100	\$ 250		\$ 500	\$ 350
Total	\$ 15,500	\$ 9,000	\$ 1,500	\$ 3,500	\$ 1,500