

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 West Community Association – Vic West Food Security Collective

Mailing Address: 521 Craigflower Rd. Victoria, BC, V9A 6Z5

Contact Person: Robin Rombs / Patti Parkhouse Email: foodsecurity@victoriawest.ca / vicwestgarden@yahoo.ca

Telephone: 250-686-0856 Website: victoriawest.ca vicwestfoodsecurity.org

SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? ☒ Yes ☐ No Society Registration Number: S-8974

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

Organization mission/mandate

Mission:

The Victoria West Community Association is a not for profit organization whose mission is to engage residents in community stewardship, to impact decisions that affect the community, to raise awareness, to foster a sense of spirit and pride and to encourage participation in community issues, solutions, projects and events.

Purposes:

- 1: To promote community awareness and pride, and encourage the participation of Victoria West residents in community projects, events and the Community Association;
- 2: To identify community needs and to consult with the appropriate municipal or other bodies to promote the development of services, programs, projects and events to meet the identified community needs;
- 3: To raise awareness of and provide information on issues that affect the community and its future, and to provide a forum for community members to raise issues of potential concern to the community;
- 4: To advocate for and facilitate participation by Victoria West residents with developers, government agencies and other bodies concerning neighbourhood plans, land use proposals, developments and public projects within Victoria West;
- 5: To plan, administer, operate and maintain the necessary organizational structures, facilities, and staff to achieve the purposes and functions of the association.

Vic West Food Security Collective Purposes include:

- Promote and strengthen the production, consumption and access to food that is: safe, nutritious, affordable, locally produced, and environmentally and economically sustainable, while utilizing methods that are socially equitable.
- Partner with other organizations: LifeCycles, Victoria Compost Education Centre, and the City of Victoria to further the purposes of the Food Security Project.

Motto: Cultivating community by growing and sharing food.

Brief history and role in benefiting residents of Greater Victoria

Banfield Commons is a community garden open to public harvest in Banfield Park, Victoria West. Banfield Commons has operated under a license agreement with the City of Victoria in compliance with the Community Garden Policy since 2006. The garden is a permaculture food forest providing 9 months harvest from fruit trees, shrubs, perennial food plants, culinary and medicinal herbs.

Banfield Park Community Orchard was created in partnership with the City of Victoria in 2013 as a pilot project as part of a City initiative to test and develop policy to support food-bearing trees in public spaces, as identified in the Official Community

Plan. It has already been the site of midwinter community celebrations, elementary school field trips (outdoor classroom), hosted local Girl Guides and involved them in stewardship, supported Pacific Rim College programming, and provided multiple community-building opportunities.

How many paid staff at organization? Full Time: 1_____ Part Time: 2_____

How many volunteer staff at organization? Board: 10. VWFSC: 30

Total volunteer hours: Board: 100 hrs/mo. VWFSC: 2000 person-hours/year

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$180,000

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

Source	Total Funding	Use
Community Association Base Grant	\$4,240.00	Supports Community Association activities
Fundraising (Vic West Fest, Plant Sale, Corn Roast)	\$3,629.00	Funds subsequent years' celebrations, workshops and projects
Community Centre Grant	\$81,867.17	Program costs \$79,400
Facility Rentals	\$14,546.70	Telecommunications, credit card fees, etc.
Programs	\$100,471.64	Staff salaries \$103,000

[See attached Annual Report for full budget]

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

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Vic West Food Security Collective – Orchard and Commons Enhancements

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

The Food Security Collective is a project of the VWCA which manages community gardens in Vic West, with the end goal of building community and engaging residents through the cultivation and sharing of food.

Enhancements to Banfield Commons (free, volunteer-maintained public food resource) and Banfield Park Community Orchard (pilot project initiated by City of Victoria under OCP)

-repair cob bench, damage due to exposure to weather/elements (has to date survived three times expected cob lifespan, but needs renewal), remediate a valued community social asset;

- install protective roof over cob bench: opportunity for community engagement around repair, design & building of shelter; provides public art; partnership with other community groups;

- signs for Banfield Commons: identify site, plant ID, volunteer/community-engagement contact information, identify City Of Victoria partnership, opportunity for VWCA to partner with local businesses and with UVic, extend identity/branding of VWCA to VWFSC project sites;

- signs for Banfield Park Community Orchard: fruit tree ID with harvest & use info, educational signs for environmentally sustainable elements & practices (permaculture, best practices & resiliency in the face of climate change), identify City Of Victoria partnership, opportunity for VWCA to partner with local businesses and with UVic, extend identity/branding of VWCA to VWFSC project sites;

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

...AND it does so without adding to City maintenance costs: the project benefits the public by engaging citizen volunteers to maintain and enhance this portion of the Park, diversifying and enriching the uses of the public space.

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

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

Innovate and Lead: The Orchard was created in partnership between the VWCA/VWFSC and the City, to test the idea of and develop policy around food production in public space which stemmed from commitments in the OCP. The successful management of the Commons and the Orchard by the Community Association requires cross-departmental cooperation of staff from the Parks Dept, the Planning Dept, and the Engineering Dept in a collaborative, supportive and empowering relationship with the community.

Engage and Empower the Community: By supporting the renewal of the social asset of the cob bench and the strengthening of broader community identity (as well as that of the Association) and educational outreach via signage in the Commons and the Orchard, the City is building capacity within the Community Association to support citizen-led, demand-driven initiatives such as the Food Security Collective. Neighbourhood residents, place makers and others are empowered to lead and implement projects when volunteer hours and in-kind donations are matched with financial contributions, project approval, reducing barriers, and (sometimes) institutional or regulatory expertise.

Facilitate Social Inclusion and Community Wellness: The repair of the cob bench, the design and construction of the sheltering roof, and work-parties in the Commons and Orchard all provide opportunities for neighbourhood engagement and citizen participation which welcome every contribution and encourage residents to meet and bond over their shared efforts. The new signs will allow residents of the whole region to better utilize the free, local food resources in the Commons and the Orchard, as well as providing contact information so residents can become involved with the Community Association and the Food Security Collective.

Enhance and Steward Public Spaces, Green Spaces and Food Systems: The growing and sharing of food in public spaces, as well as community celebrations around those activities like Community Dinners, the Corn Roast, and the Wassail, inspires citizens to truly have a sense of ownership of and investment in those public green spaces in ways that few other activities could.

Plan for Emergencies Including Climate Change Short and Long Term: Both the Orchard and the Commons educate and inspire multiple generations of residents to learn about and practice local food production which increases our resiliency to potential emergencies. Since its inception, the Commons has been managed to also serve as a demonstration site for food plants that are suited to our current and changing dry-summer climate, as well as for sustainable gardening practices. The Community Orchard design included also permaculture design: slow decomposition of buried wood debris in *Hugelkultur* beds acts as natural rainwater 'batteries' to conserve resources and protect against dry years while warming soil and extending the growing season.

How many will benefit from the project or program? All park users: it's in a public park therefore open to everyone

Percentage of Greater Victoria Residents?

100%

Who is your target audience? Residents from all over the City come to harvest here. School groups and all community members will benefit from the information provided on the signage.

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 \$9002_____ Amount Requested \$5500_____

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 10%

How much is the organization contributing to this project or program? \$3502_____

Please indicate the funding sources for this application:

☒ Government funding

Organization Name	Contact Person	Phone Number	Amount
City of Victoria			\$5,500.00

☒ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount
Houston Sign	Claudette Campbell	(250) 385-9993	\$522.00

☒ Matching funds

Organization Name	Contact Person	Phone Number	Amount
VWCA/VWFSC	Robin Rombs	foodsecurity@victoriawest.ca	\$210.00
VWFSC coordination	Patti Parkhouse	250-686-0856	\$500.00
VWFSC volunteers	Patti Parkhouse	250-686-0856	\$1,200.00

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
(independent graphic designer)	Claudette Campbell	(250) 385-9993	\$420.00
Uvic Permaculture students	Hannah Roesler		\$300.00
Eco-Sense	Gord Baird	(250) 478-2680	\$150.00
Local businesses (Spiral Cafe, Fry's Bakery, Save-on-Foods)			\$200.00

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$3502_____

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.

Without the City of Victoria's financial contribution, the aims of the project for this year would have to be scaled back dramatically. Priority is cob bench repair and construction of a sheltering roof to protect the community (and City) social asset. Some signage might be possible, but it would be less professional and less thorough: public awareness and education, and the aims of providing a public food resource, would be diminished.

In terms of meeting the City of Victoria strategic plan goals, specifically 'Enhance and Steward Public Spaces, Green Spaces and Food Systems', would be compromised.

SECTION 6. PROJECT OR PROGRAM TIMELINEProject or program dates From: August 2015 To: May, 2016Project or program location: Banfield Commons and Banfield Park Community Orchard, in Banfield Park, Vic West

Project or program timeline and major milestones.

August 2015	Public design event for shelter
August 2015	Build cob bench shelter
August 2015	Repair cob bench
October – December 2015	UVIC student project to develop sign content
January -March 2016	Finalize sign content/design – public event, submit to City for approval
March-April 2016	Houston Signs construct signs
May 2016	Install signs + unveiling event

SECTION 7. PROJECT OR PROGRAM VOLUNTEERINGHow many volunteers will work on this project or program? 30 Total volunteer hours required: 135Can 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 ☒ Newsletter
☒ Social Media ☒ Annual Report
☐ Sponsor Plaque
☐ Newspaper Advertisement
☒ Other City of Victoria logo on signage in Banfield Commons and Banfield Park Community Orchard

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

Signature: Bernie Gaudet Position: President - VWCAName: Bernie Gaudet Date: June 26 / 2015

VWCA-VW Food Security Collective - Banfield Commons and Community Orchard Enhancement grant budget - 20150625

Item	Expense	In-kind donation	Total
Cob bench shelter design - 2hrs @ \$75 (professional consultation)		150	150
shelter materials	1000		1000
shelter labour			
10hrs @ \$35(professional)			
20hrs@\$15 (volunteer)	350	300	650
cob bench repair materials	478		478
cob bench repair labour			
6hrs@ \$35 (professional)			
12hrs @ \$15 (volunteer)	210	180	390
Information signs materials (\$3484-15% donation)	2962	522	3484
Information signs graphic design			
8hrs@\$60 (professional)		420	420
Information signs content work - 20 hrs @\$15 (student project)		300	300
Community consultation/design events			
3 events - 16hrs (4 volunteers 4hrs for each event) @\$15			
refreshments donations (\$200)		920	920
Project Management - 6hrs @\$35		210	210
Project Coordination - 20 hrs@\$25		500	500
VWCA Administration cost 10%	500		500
Total	5500	3502	9002