



1 Centennial Square  
Victoria, BC V8W 1P6

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

**Please see attached documents to email from the Victoria Immigrant and Refugee Centre**

## SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Immigrant and Refugee Centre Society  
Mailing Address: 3<sup>rd</sup> Floor, 637 Bay Street, Victoria BC Canada V8T 5L2  
Contact Person: David Lau Email: david@vircs.bc.ca  
Telephone: 250-361-9433 ext. 215 Website: www.vircs.bc.ca

## SECTION 2. ORGANIZATION INFORMATION

Are you registered under the *Society Act*? X Yes Society Registration Number: S-24281  
Are you a registered Charity? X Yes Charity Registration Number: 892568783RR0001  
Organization mission/mandate

VIRCS' mission to "assist in the settlement and adjustment of immigrants and refugees in Canada and to provide services designed to increase the newcomers' participation in Canadian society by assisting the newcomer to overcome barriers".

Brief history and role in benefitting residents of Greater Victoria

For over 25 years, VIRCS has helped newcomers, immigrants, refugees residing in Greater Victoria learn about and access community and government services as well as enjoy the many amenities and services in their community. The residents of Greater Victoria benefit by accessing the services and amenities available in the city and the same time, contributing to the enhancement of the cultural diversity of Victoria.

How many paid staff at organization? Full Time: 13 \_\_\_\_\_ Part Time: 8 \_\_\_\_\_

How many volunteer staff at organization? ~275 volunteers annually \_\_\_\_\_ Total volunteer hours: ~12,000 hours annually \_\_\_\_\_

## SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? 1.225 million

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

Source	Total Funding	Use
Government of Canada	\$516,000	Settlement Services
Provincial Government of BC	\$518,000	Employment Services / Youth Services
National and Regional Foundations	\$129,000	Children and Youth / Volunteer Services / Special Projects



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In-Kind Contributions / Membership/ Private Donations	\$58,000	Administration / Operations / Other Services
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Has the organization filed for bankruptcy or currently seeking credit protection?

☒ No

## SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Welcome Gardens!

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

Welcome Gardens! is a VIRCS settlement service project. It's overall goal is to engage Newcomers (immigrants and refugees) and Seniors (50+) in working and learning together in a household garden producing food for their families and community while promoting food security, belonging and engagement outcomes for participants. In addition, Welcome Gardens! facilitates the exchange and preservation of diverse horticultural knowledge and skills, enhances food literacy, and supports the establishment of a culturally diverse local food network.

Through VIRCS in-kind contributions and a Victoria Foundation grant, the Welcome Gardens! project was piloted for the 2015 growing season. To date, there are 40 Welcome Gardens! participants – 24 seniors, 16 newcomers and 15 volunteers ranging in age from 10 to 72 years old and from 10 different countries of origin. The # of participants can reach a maximum of 60 newcomers and seniors; registration is open and ongoing until the end September 2015.

The 40 Welcome Gardens! participants' are experienced and less experienced gardeners: working together in differing arrangements determined by the participants – some are working in pairs sharing a garden while others are working as a group in each others' gardens. The project is now participant driven and inspired: participants provide input into what resources are needed for the group and as individuals, how and where to share expertise and knowledge (i.e. workshop format, informal learning groups, gather at inside meeting spaces or hosting garden-side demonstrations and assistance), and participants make their own decisions as to how and who works together. Participation is voluntary and the expectations of participation (guidelines) have been derived by the group and the project coordinator – can be informally added to and or amended at group meetings. **Please see attached .pdf document of article included in pulse magazine, summer 2015 edition.**

One of Welcome Gardens! project's objectives for next season are to engage and support the current project participants and recruit up to a minimum of 20 new participants; at least 15 participants within the Greater Victoria area through the community outreach efforts of this years participants and the project coordinator.

The City of Victoria grant is needed to provide financial support for participants to continuing working together during the 2016 growing season as well as expand the project's outreach capacity through volunteer activity; with an objective to actively recruit and engage a new group of participants within the Greater Victoria and surrounding areas.

The City of Victoria grant would be allocated to:

- the purchase of food production essentials such as seeds, soil and soil amendments, fertilizers, mulches and watering equipment for current and next year (2016 growing season) participants (60+ ppl);
- supplies / bus tickets for participants (up to 20 ppl) to attend garden work / planning meetings and 3 groups of participants (up to 8 ppl) to do community outreach presentations to senior/newcomer/community agencies and local community events ( 6-8 events);
- and, supplies to deliver workshops to the broader community and host garden-side demonstrations / cultural foods workshops.



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Does this project or program impact public space? ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports. **The objectives listed are the objectives that apply to the Welcome Gardens! project.**

- ☐ Engage and Empower the Community
- ☐ Facilitate Social Inclusion and Community Wellness
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems
- ☐ Plan for Emergencies Including Climate Change Short and Long Term

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

Welcome Gardens! project's activities support people of different ages and diverse food cultures in sharing time, horticultural knowledge and resources with each other and with their community (Engage and Empower the Community / Enhancing Food Systems). In addition, Newcomers and Seniors realize opportunities to:

- participate and contribute to social and cultural activities (Facilitates Social Inclusion / Community Wellness and social production);
- increase the number of personal and social interactions (Engaging / Empowering groups of community members who are often isolated or experiencing barriers to participating more fully in their community);
- expand their food literacy and awareness / connections to Greater Victoria food security initiatives and resources (Community Wellness);
- share resources and horticultural skills that help them grow food for themselves and their families: and, share work maintaining their gardens (Plan for Emergencies – establishment of community food networks and community food production sites).

The project also provides an opportunity for Newcomers to realize the benefits of daily interactions with Seniors that were an integral part of community life before coming to Canada, such as multi-generational friendships and mentorship by Seniors. Seniors are provided with an opportunity to mentor Newcomers in learning what foods can grow locally as well as assist them in enhancing their knowledge of community gardening resources and support as well as attachment to community food initiatives and other volunteer networks (Engagement and Community Wellness / Facilitate Social Inclusion)

Providing and supporting local food production / literacy learning opportunities for both groups and their families as well as through "show and share your food culture" facilitates an increase in food literacy (addresses barriers Newcomers face in making and preparing healthy food choices and alternatives to preferred food) and broadens food production knowledge when Newcomers are able to share their knowledge and expertise (Facilitate Social Inclusion / Community Wellbeing).

Establishing teams based on geographic location to each other, generating a collective resource pool among the participants, and providing bus tickets makes the activity of growing food more affordable: time, space and costs are shared among or subsidized for vulnerable people who are on limited incomes. The activities mentioned also minimize the stigma attached to food charity (Newcomers often "self-exclude" themselves from these food security options) by providing opportunities to work with donated resources and contribute back into the group (Facilitates Social Inclusion / Community Wellbeing).

How many will benefit from the project or program? More than 200 - At least 60 – 80 participants, their families and other community members

Percentage of Greater Victoria Residents? At least 60%



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Who is your target audience? Seniors, Newcomers (immigrants), Adults, Children and Youth throughout Greater Victoria and the surrounding areas.

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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 \$19,208\_\_\_\_\_ Amount Requested \$12,000\_\_\_\_\_

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 17.6\_\_\_\_\_%

How much is the organization contributing to this project or program? \$5,308\_\_\_\_\_

Please indicate the funding sources for this application:

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
Saanich Volunteers	Gail Snider Executive Director	250-595-8008	\$1100.00

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount
SHOAL Activity Centre	Anna Hudson Coordinator of Activities	250-656-5537	\$800.00

**Grand Total of Other Funding Sources** \$1,900.00\_\_\_\_\_

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes

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

While VIRCS will continue to provide in-kind administrative and project coordination contributions, alternative funding sources for garden supplies and participant / volunteer activities will be required after October 1, 2015. Partial funding will impact negatively on the Welcome Gardens! project's ability to provide support to this year's participants who want to continue through into the next growing season and as well as recruiting, supporting and engaging an additional 20 new participants.

Welcome Gardens! capacity to provide continuing to support an established group of participants who have generated a collective pool of knowledge and resources among their group will be significantly diminished.



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## SECTION 6. PROJECT OR PROGRAM TIMELINE

Please see attached Welcome Gardens! activity and work plan.

Project or program dates From: January 2016 To: October 2016

Project or program location: VIRCS offices – Project activities – Victoria / Esquimalt / Saanich / Sydney

Project or program timeline and major milestones.

Date	Milestone
January 2016 – October 2016	2 <sup>nd</sup> Welcome Gardens! Project launched and implemented
January 2016 – April 2016	New participant recruitment/ orientation / engaged. Volunteer outreach activities completed (20 new participants engaged).
February 2016 – June 2016	Participants paired / grouped and implementing garden work plans.
February 2016 – October 2016	Garden work plans Implemented.
February 2016 – April 2016	Participant learning workshops delivered.
April 2016 – October 2016	Garden-side gatherings and harvest celebration.
Jan 2016 – September 2016	Project monitoring and evaluation implemented and completed.

## SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? ~ 40 participants + 20 project admin / event mgt volunteers

Total volunteer hours required: ~6,500

Can the project or program occur without volunteer support? ☒ 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?

X Website

X Social Media

X Other All Welcome Gardens! promotional materials

X Newsletter

X Annual Report

## SECTION 9. DECLARATION

PLEASE SEE SIGNED DECLARATION ON SEPARATE ATTACHED PDF FILE

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: \_\_\_\_\_

Position: \_\_\_\_\_

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

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

## Welcome Gardens! 2016

(detailed breakdown of all expenses)

<b>Project Administration</b>	Amount	
	\$3,380.00	\$200/month for 10 months for office space; \$1380 for equipment and IT services
<b>Project Activities</b>		
<i>Project Coordinator wages</i>	\$8,400.00	10 hrs/wk*4weeks*10 months @ \$21.00 per hour
<i>Garden Work Plan Implementation</i>		
Promotion	\$400.00	printing costs for 250 posters + 300 brochures
Bus Tickets	\$1,800.00	2 tickets*3 times/month*40members*6months @ \$2.50 and 50% discount
Seeds	\$480.00	120 packets @\$4.00 each
Compost / manures	\$840.00	280 units@ \$3.00 / unit
Organic Fertilizer	\$280.00	40 units@\$7.00 / unit
Watering equipment	\$288.00	24 units of drip hose/sprinkler/nozzle @ \$12 each
Mulches	\$960.00	12 units @ \$80 each
Garden Journals	\$120.00	40 journals @ \$3 each
<i>Workshops &amp; Gatherings</i>		
Space Rental	\$1,900.00	38 hrs@\$50/hr
Food & Supplies	\$360.00	18 events @\$20.00 /event
<b>Total</b>	<b>\$19,208.00</b>	

## Welcome Gardens! Second Growing Season

Project Activities and Timelines: Start date / estimated end date - January 2016 – October 2016

<b>Activities</b>	<b>Start</b>	<b>End</b>	<b>Comments</b>
<b>Project Administration</b> <ul style="list-style-type: none"> <li>Employ Project Coordinator for 10 hours per week for 38 weeks from project start of Jan 2016 to project end Sept 2016.</li> <li>Recruit 20 volunteers for 2 hours per week each.</li> </ul>	Jan 2016	Oct 2016	Project Coordinator main responsibilities: <ul style="list-style-type: none"> <li>project administration;</li> <li>recruit Welcome Gardens! volunteers</li> <li>workshop / gathering delivery</li> <li>community resource liaison and engagement</li> <li>project monitoring and evaluation</li> </ul>
<b>New Participant Recruitment and Orientation</b> <ul style="list-style-type: none"> <li>Recruit / register / orientate up to 20 new participants.</li> <li>Administer participant preference questionnaires, waivers and agreements.</li> <li>Host 4- 6 Welcome Garden Information and Garden Planning workshops.</li> <li>Last season's participants to design, facilitate and deliver.</li> <li>Implement participation monitoring and tracking tools.</li> </ul>	Jan 2016	Apr 2016	Recruitment and engagement plan developed and actioned through pursuing referrals from: <ul style="list-style-type: none"> <li>Welcome Gardens! participants, family and friends</li> <li>VIRCS staff and community networks</li> <li>Service agencies working with targeted population</li> <li>Community networks and outreach events.</li> </ul>
<b>Participant Pairing and Teams</b> <ul style="list-style-type: none"> <li>Seniors and Newcomers create matches based on preferences, resource needs and/ or geographical location to each other.</li> <li>Outreach and recruitment plan development – 3-4 meetings hosted.</li> <li>Track emerging issues and need for change changes through regular personal contact and informal surveys.</li> </ul>	Feb 2016	June 2016	Mutually satisfying pairing or grouping of participants – 2016 participation expectations and guidelines established.  Outreach plan implemented. Community resources, services and amenities mapped and distributed to group of participants.
<b>Garden Work Plan Implementation</b> <ul style="list-style-type: none"> <li>Participants actively engaged in implementation of garden work plans.</li> <li>Monitor and track garden work plan actions, emerging needs for resources and communication issues and through bi-weekly contact with pairs.</li> <li>Facilitate information sharing and connections to existing community / municipal tools and resources e.g. free food production workshops or LifeCycles' community initiatives.</li> </ul>	Feb 2016	Oct 2016	On-going support and tracking of issues provided through: <ul style="list-style-type: none"> <li>bi-weekly contact of pairs / informal interviews</li> <li>30 site visits (1 visit per pair)</li> <li>coordination of distribution of shared participant resources</li> </ul> Participants Shared Garden Resources Pool lists gardening supplies and equipment participants are willing to share among themselves if and when needed.
<b>Participants Learning Workshops</b> <ul style="list-style-type: none"> <li>Deliver 4 (3 hour) Welcome Gardens! learning workshops</li> <li>Workshops topic decided by participants and include :               <ol style="list-style-type: none"> <li>Respectful Communication / ESL issues</li> <li>Understanding Intercultural / Elders Issues</li> <li>Culturally Based Food Production / Food Culture</li> <li>Local Community / Food Security Initiatives / Volunteer Opportunities</li> </ol> </li> </ul>	Feb 2016	April 2016	Learning workshops' purpose is to support and enhance: <ul style="list-style-type: none"> <li>engagement of pairs / individual learning</li> <li>intercultural / ESL communications skills</li> <li>awareness of Newcomer and Elder issues</li> <li>sharing of food production choices and identifying locally grown alternatives</li> </ul>
<b>Garden-Side Gatherings and Harvest Celebration</b> <ul style="list-style-type: none"> <li>Deliver and host 3 – 6 garden side (3 hour) “share your knowledge and show your food culture” themed gatherings,</li> <li>Host 1 (6 hour) Harvest Celebration at end of Garden Work Plan implementation period.</li> <li>Community resource linkages</li> <li>Engagement of broader community</li> </ul>	April 2016	Oct 2016	Gatherings provides opportunities for participants to: <ul style="list-style-type: none"> <li>share challenges and solutions</li> <li>successes and gardening stories</li> <li>re-assess garden work plans</li> <li>educate each other about cultural significance of foods / how to cook and eat culturally diverse food</li> </ul> Harvest Celebration provides opportunity to: <ul style="list-style-type: none"> <li>showcase and celebrate work done</li> <li>be recognized and honoured for contribution to the project, to each other and their community</li> </ul>
<b>Project Monitoring and Evaluation</b> <ul style="list-style-type: none"> <li>Collect data and information on project activities</li> <li>Implement 1 mid-project and end of project evaluation and participant satisfaction survey.</li> </ul>	Jan 2016	Sept 2016	<ul style="list-style-type: none"> <li>Workshop / gatherings evaluation forms.</li> <li>Project evaluation / participant satisfaction questionnaires.</li> <li>Guided interviews / informal check – in</li> </ul>






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- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature: 

Position: EXECUTIVE DIR.

Name: DAVID LAN

Date: JUNE 26, 2015