

Appendix F – Community Garden Volunteer Coordinator Applications

	Organization Name	Total Eligible Dollars
1	Burnside Gorge Community Association	\$6,000
2	Fairfield Gonzales Community Association	6,000
3	Fernwood Community Association	3,000
4	Fernwood Neighbourhood Resource Group Society	3,000
5	James Bay Neighbourhood Association	6,000
6	Quadra Village Community Centre/Hillside Farmers for Sustainability	6,000
7	Vic West Community Association	6,000
	Grand Total	\$36,000



Burnside Gorge Community Association

471 Cecelia Road, Victoria, BC V8T 4T4
T: 250-388-5251 | F: 250-388-5269
info@burnsidegorge.ca | www.burnsidegorge.ca

June 19, 2015

City of Victoria
City Grants
#1 Centennial Square
Victoria, BC V8W 1P6

RE: Community Garden Volunteer Coordinator Grant

To Whom It May Concern:

I am writing on behalf of the Burnside Gorge Community Association (BGCA) in application for the Community Garden Volunteer Coordinator Grant as the managing body of the Cecelia Ravine Community Gardens. We are requesting \$6,000 to offset the costs associated with volunteer coordination of the community gardens for the 2015 year.

BGCA has held a licence of occupation for the Community Garden space in Cecelia Ravine Park since 2012 and takes responsibility for all administration and management of the gardens and associated volunteers. The license is currently up for renewal and is with City of Victoria Parks & Recreation department awaiting approval.

Grant funds will help offset the costs associated with management of volunteer efforts in the gardens, including:

- Coordinating of spring and fall work parties
- Coordinating watering requirements of communal areas during the growing season
- Communicating pertinent information to volunteers with regards to events and learning opportunities within the region
- Tracking and reporting volunteer hours
- Responding to issues arising in the gardens

BGCA has been managing the Community Gardens since its inception in 2012. Please find our most recent agreement with the City of Victoria attached. I trust that everything is in order, please let us know if there is any additional information we can provide.

Sincerely,

Suzanne Cole
Executive Director



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
the place to connect

June 22, 2015

Dear City of Victoria Mayor and Council and staff,

Re: Community Garden Volunteer Coordinator Grant

The Fairfield Gonzales Community Association (FGCA) would like to apply for \$6,000 in funding to support a volunteer coordinator for the Fairfield Food Forest, our permaculture commons garden located in Robert J. Porter Park. As the Fairfield Food Forest is an internal FGCA project facilitated jointly by Board members, community volunteers, and staff, there is not a formal agreement in place for volunteer coordination services.

Our Community Development Coordinator is the lead on recruiting, coordinating, and record keeping for volunteers, and provides ongoing logistical support for the garden project. Volunteer members of the Community Garden Committee support the project with work parties, plantings, maintenance, skills development, and technical expertise. As with any community garden, the Fairfield Food Forest takes considerable person power to install and maintain. Last year volunteers contributed hundreds of hours of skilled and unskilled labour to increase food security in our neighbourhood through the Fairfield Food Forest. This funding will increase our capacity to support volunteers to maintain the garden.

We appreciate the opportunity to have financial support for this work, which is often unrecognized, and look forward to growing opportunities for meaningful volunteer engagement in our community.

Yours sincerely,

Joan Kotarski
Executive Director

1330 FAIRFIELD RD. VICTORIA, BC V8S 5J1

Tel. 250.382.4604 Fax 250.382.4613
www.fairfieldcommunity.ca
place@fairfieldcommunity.ca



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

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: Fernwood Community Association

Mailing Address: 1923 Fernwood Road Victoria B.C. V8T 2Y6

Contact Person: Joanne Murray Email: joannemurray@telus.net

Telephone: 250-595-3191 Website: thefca.ca

SECTION 2: ORGANIZATION INFORMATION

Are you registered under the *Society Act*? YES Society Registration Number: S-0010687

Are you a registered Charity? YES Charity Registration Number: 10738 0974 RR 0001

Organization mission/mandate

volunteer community association dedicated to serving the residents of Fernwood. Active role in Fernwood land use and development issues. Act as a liaison between the Fernwood neighbourhood and the City of Victoria. Provide monthly meeting opportunity for Victoria City Council liaison to meet and interact with Fernwood residents. Provide venue for residents to speak about neighbourhood concerns, pitch ideas for improving neighbourhood amenities. Provide inexpensive or free space for events, shows, meetings and celebrations in community hall.

Brief history and role in benefitting residents of Greater Victoria

Volunteer non-profit community association operating for 40 years in Victoria serving the residents of Fernwood. Arts and culture mandate includes providing space for art groups (Pandora Arts Collective, Theatre Inconnu) small art gallery, other artistic ventures in community hall. We provide garden plots for residents unable to garden at their residence in 2 allotment gardens. We provide venue for residents and developers to discuss landuse, and have a safety committee to deal with safety issues in neighbourhood. We are both proactive and receptive to any community projects. We repair (roof, sewers etc) and maintain (paint etc) a city owned building.

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

How many volunteer staff at organization? All work is done by unpaid volunteers with the exception of part time office worker.

SECTION 3: ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$54,000

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

Source	Total Funding	Use
City of Victoria annual base grant	\$3000 ish	Communications, office expenses, upgrade computers, community space etc.



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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: Community Garden Volunteer Grant

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

~~Hire a programmer to be responsible for coordinating volunteer activities in community gardens with food~~
production as a primary focus. This programmer will: Lease out garden plots to Fernwood residents who have no garden space at home. Keep a waitlist database. Answer inquiries re plots. As plots become vacant, interview potential gardeners, go over garden agreement, assign to plot. Ensure gardeners sign Garden Lease each year. Schedule and facilitate annual meetings for the gardeners. Source soil amendments ie mulch, bark and wood chips and facilitate delivery. Coordinate and facilitate annual pruning of fruit trees and bushes. Pass information to gardeners concerning seed sales, start sales and other garden or soil amendments, Keep a database of existing gardeners and monitor task assignments. Act as a liaison between the city, the gardeners and the FCA. Help trouble shoot and problem solve as issues arise. Act as liaison and help with communication with CEC, Pedal to Petal and the gardeners. Respond to various inquiries from the University or other organizations who are seeking information on community garden initiatives and green space initiatives. Report to the FCA board on a regular basis as to garden activities. Actively encourage and support gardeners to construct, maintain and repair compost bins, and to make, turn and spread compost. Schedule yearly clean-up of the garden.

Does this project or program impact public space? 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 checked="" 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.

The Strategic Plan Objectives that this project supports include enhancing the stewardship of food systems, making Victoria more affordable by the production of food, and facilitating community wellness by strengthening communication and encouraging cooperation and self-sufficiency among gardeners.



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How many will benefit from the project or program? Directly – 52 gardeners. Potential benefits would include community groups needing examples of best practices for allotment and community gardens.

Percentage of Greater Victoria Residents: 100%

Who is your target audience? Present and future gardeners at allotment gardens. _____



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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 \$ 6000 Amount Requested \$ 6000

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

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

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

Matching funds

Organization Name	Contact Person	Phone Number	Amount

In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

Other

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$

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.

If we do not receive full funding we will grit our teeth and soldier on.



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Victoria, BC V8W 1P6 E grants@victoria.ca

SECTION 6: PROJECT OR PROGRAM TIMELINE

Project or program dates From: 2015 To: 2016

Project or program location: Fernwood

Project or program timeline and major milestones.

The ultimate

Date	Milestone

SECTION 7: PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 52 Total volunteer hours required: cannot calculate
but lots,

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?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sponsor Plaque | <input type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other <u> </u> | <input type="checkbox"/> Other <u> </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

Signature:

Position:

vice president



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

Name:

Joanne Murray

Date:

June 25 2015



Fernwood NRG

June 26, 2015

Delivered by email: grants@victoria.ca

To Whom It May Concern,

The Fernwood Neighbourhood Resource Group Society (Fernwood NRG) is pleased to submit this letter in application for a **Community Garden Volunteer** grant.

Fernwood NRG is a non-profit charitable organization dedicated to improving the quality of life for all residents of Fernwood. As part of that objective, we operate the Spring Ridge Common at the corner of Chambers Street and Gladstone Avenue as a "common" garden open to all. We currently have a volunteer caretaker of the site—this grant will enable us to direct more resources to organizing volunteer work parties to ensure the site is maintained to a standard acceptable to surrounding neighbours.

We also maintain the Fernwood Neighbourhood Orchard (on the west side of the Fernwood Community Centre) and the Fernwood Community Centre Kitchen Garden (on the south side of the Fernwood Community Centre). Both the orchard and the kitchen garden are open and accessible to all, though they are maintained by our staff and volunteers.

We are very grateful for the City recognizing the costs associated with coordinating volunteers to maintain these installations. Many residents have commented positively on the orchard and the kitchen garden in particular, and with dedicated resources, I'm certain the Common can also be brought to a standard neighbourhood residents will be proud of.

If you have any questions, please do not hesitate to contact me at lee@fernwoodnrg.ca.

Sincerely,

Lee Herrin
Executive Director



James Bay Neighbourhood Association

To: The City of Victoria
From: James Bay Neighbourhood Association (JBNA) Board of Directors
Date: June 24th, 2015

Re: Community Garden Grant

In accordance with City of Victoria strategic directions JBNA is prepared to serve as the non-profit society responsible for the 2015-2016 community garden volunteer coordination grant designated for the James Bay neighbourhood. This role is supported by the James Bay Garden Association (see attached letter).

Over the past several years, JBNA has facilitated community gardening within James Bay through the identification of areas for allotment and community gardening (site scoping done and presented to Parks department in 2010/2011), the support of a 'commons' herb garden at Fisherman's Wharf Park, and planting of food bearing trees (nuts) on City boulevards including St. Lawrence and Montreal Streets. Since 2013, JBNA has been advocating and working towards the re-settlement of the Michigan Street garden from Provincial land to City land within James Bay.

JBNA recognizes that food gardening is of interest for many residents, regardless of whether they are living in single detached homes, duplexes, multi-dwelling townhouses, or apartment complexes. We have detailed an ambitious plan, which will be refined as the program moves forward. The JBNA garden committee would NOT be dedicated to any one garden, but service the whole community.

JBNA Gardens Committee:

JBNA will establish a Garden Committee, responsible to the JBNA Board of Directors, in accordance with JBNA Committee policy. The committee will comprise the JBNA Garden Volunteer Coordinator, at least one member of each garden group within James Bay that wishes to avail itself of the coordination services provided by the Volunteer Coordinator through the JBNA Society, and two Directors of the JBNA.

Current and planned gardens on public and private lands include:

- James Bay Community Garden: 54-plot allotment garden on Montreal Street
- Niagara Garden (expected to be formed between Montreal and Dock Streets)
- Fisherman's Wharf Park Herb garden (now established and being used)
- Niagara Grocery demonstration/education plot
- Capital Park commons garden: fruit bearing and herb garden (2019 completion)
- Vancouver Island Rock and Alpine Society: Alpine Garden in Beacon Hill Park

Note: Although not a primary food producing garden, this garden falls within the community garden framework and may have edible plantings.

All garden groups would be invited to join the JBNA Garden Committee. Any garden participating in the JBNA Garden Committee must either be an open accessible garden, an allotment garden under a not-for-profit society with liability insurance as required by the City of Victoria, or a garden directly affiliated with JBNA and covered under JBNA liability insurance. This committee would vet proposals and create the Coordinator's deliverable targets.

JBNA's ongoing and direct role will be to:

- ensure an open and competitive process for the selection of coordination services
- ensure transparency regarding distribution of grant funds, and reporting of same to the City of Victoria
- create a gardening web-page at www.jbna.org
- review the quarterly and final reports submitted by the Volunteer Coordinator through the JBNA Garden Committee

Neither JBNA nor the Garden Committee will play any direct role in the day-to-day operations of existing or future gardens established in James Bay, except for the facilitation of bulk materials purchasing and the recruitment of volunteers for any commons garden created in James Bay (e.g. Community Orchard).

Services of the Volunteer Coordinator would be provided on an as needed basis to garden members of the JBNA Garden Committee as well as other gardeners within James Bay as general services and coordination of common materials and garden informational gatherings that may arise from time to time. Opportunities for cooperation through the sharing of "wait-lists" for allotment gardens will be explored as will discount or other member programs. There may an opportunity to "match" gardeners with private property owners who may want to share their garden space (this happens upon occasion).

Community and Allotment Garden Opportunities in James Bay:

Parcels of underused City property may be suitable for edible food production. Three such sites were identified by JBNA in 2010/2011, the Niagara Boulevard being one such site. JBNA recognizes that privately held greenspace within James Bay could provide garden opportunities for residents, particularly renter and condominium residents. Such opportunities would be pursued, with the objective of encouraging landlords and stratas to facilitate gardening.

Potential Projects (examples only):

2016-2017: Develop submission to the City of Victoria directed to creating a commons orchard, Todd Orchard on Todd Parkette, north of the tennis courts on Montreal Street for the use of children and others.

2017-2018: Develop a submission for the creation of a food garden either on available hard-surfaced City of Victoria property, under-utilised public and/or privately owned greenspace (non-boulevard or park) such as Rithet Street.

As part of an expressed commitment to public use of gardens on public lands; Garden Committee member-gardens receiving services of the Volunteer Coordinator would be expected to assist with garden-bees or work-parties from time to time; such work parties would be directed to Commons Orchards or other common garden areas.

All grant funds will go for garden volunteer coordination; JBNA itself is a volunteer-driven, non-profit society with no paid staff. JBNA will retain no administration or other fees from the grant funding. The grant will not be used to supplement any existing program.

JBNA Management:

JBNA has proven capability in project management. Team members who would be involved with the grant through financial reporting or as members of the JB Gardens Committee offering program (educational) advice would be:

- Marg Gardiner, BSc, MBA: Pres JBNA, retired, grant management administration (University Officer - research grants) and regulatory experience (Health Protection & Hazardous Products).
- Wayne Shillington, PhD: Treasurer JBNA, retired, Educational Administration responsible for major project budgets (Past President, NorQuest College).
- Britta Gundersen-Bryden, BA, MEd, MBA: Vice-President JBNA, retired from BC Ministry of Education, Executive Director responsible for provincial examinations, scholarships and French language Programs.
- Tim VanAlstine, Past-President JBNA, retired from Canada post and avid gardener.

JBNA was registered as a not-for-profit under the BC Societies Act in 1993: S-0031280. In July of this year, JBNA will have appropriate insurance coverage to enable gardens to operate under the aegis of JBNA.

In closing, JBNA (with an elected board, membership open to all James Bay residents and a 20+year track record in the community) is in the ideal position to reconcile what are often seen as competing land use interests within the community and to work with the City of Victoria to achieve its Strategic Plan Objective 8, related to public spaces, green spaces and food systems.

Respectfully Submitted,

Marg Gardiner
President, JBNA
250-360-0300



Downtown Blanshard Advisory Committee (Est.1974)
901 Kings Rd. Victoria, BC V8T 1W5 T: 250.388.7696 F: 250.388.7607

June 25, 2015

To: City of Victoria

grants@victoria.ca

CC: Kimberley Stratford, Neighbourhood Coordinator

RE: Application Letter for Community Garden Volunteer Coordinator Grant

To whom it may concern,

The mission of Quadra Village Community Centre(QVCC) 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. We act as the official neighbourhood association for Hillside-Quadra.

Over the years QVCC has played a key role in coordinating, managing and maintaining the Wark St Gardens as well as seeking out opportunities to create more community garden space in the neighbourhood. We have done this alongside an active and informal group in our neighbourhood called Hillside Urban Farmers for Sustainability (HUFFS). HUFFS supports this application by QVCC. QVCC will work in partnership with HUFFS to ensure that Community Garden Volunteer Coordinator will coordinate volunteers in a way that ensures a well maintained site with inclusive neighbourhood involvement. As well, we can see this position making it more feasible to expand the food offerings at Wark St Park and take steps to increase the number of community food gardens and plantings such as fruit trees in the neighbourhood.

Growing food is an important life skill and creates an important connection to the land. This is invaluable in neighbourhoods like Hillside-Quadra where few folks have access to garden space and many don't have a green space to call their own given the high concentration of appartments/condos.

We applaud Council for making these funds available. This will surely contribute to a more sustainable and vibrant neighbourhood and City.

Caring ~Inclusive~Respectful~Community

www.quadravillagecc.com



Downtown Blanshard Advisory Committee (Est.1974)
901 Kings Rd. Victoria, BC V8T 1W5 T: 250.388.7696 F: 250.388.7607

Yours in community,

Kelly Greenwell, Executive Director

Quadra Village Community Centre

250.388.7696 ext.221

kelly@quadravillagecc.com

www.quadravillagecc.com.

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www.quadravillagecc.com

July 7, 2015

Mayor and Council,

Please consider this letter as application for the 2015 City of Victoria Community Garden Coordinator grant for the Vic West community.

Our Vic West Food Security Collective, an active and effective component of the Victoria West Community Association, manages three community gardens and two community orchards, including:

- Banfield Commons
- Rayn or Shine Community Garden
- Banfield Tea Garden
- Banfield Park Community Orchard
- Evans Street Community Orchard

All but one of these gardens/orchards is located on City property. The Rayn or Shine Community Garden is located on private land in collaboration with the landowner. Volunteer resources within the community have been relied upon to undertake the planning, implementation and maintenance of these valued and important community food garden amenities.

The Vic West Food Security Collective project Terms of Reference (attached) is the formal agreement with the Victoria West Community Association to manage the gardens. In addition to establishing and supporting these gardens, the Collective has been instrumental in providing training, awareness and other provisions that promote and strengthen the local production, consumption and access to food that meets triple bottom line sustainability interests such as being socially (e.g. nutritious, equitable) environmentally (e.g. non-toxic and habitat restorative), and financially (e.g. affordable) responsible.

Several dozen volunteers are coordinated to manage these community amenities. Many more participate in activities such as seed sales, community potlucks and annual celebrations. The entire community gains from their efforts.

Thank you for your support in building a sustainable local food system for our community and the City of Victoria. Please do not hesitate to contact me if you have any questions or concerns about this application.

Sincerely,



Bernie Gaudet
President, Victoria West Community Association