



**City of Victoria
Neighbourhood Development Program
NEIGHBOURHOOD ENHANCEMENT MATCHING GRANT
Application Form**

Application Deadline: May 1 annually

Please keep the information within the established application spaces. After completing the form, print and send to the address listed at the bottom of the application form.

1. GENERAL

Neighbourhood _____ Date _____

Neighbourhood Association
(attach a copy of your annual report)

President/Chair _____

Address _____

Postal Code _____ Phone _____ Fax _____

Project Name _____

Location _____

Starting Date _____ Completion Date _____

Total Cost of Project \$ _____

Matching Fund Request (up to \$5,000) \$ _____

Neighbourhood Match Value \$ _____

Project Coordinator and Contact (if other than applicant)

Organization or Group _____

Name _____

Address _____

Postal Code _____ Phone _____ Fax _____

2C. Provide the project's timeline (including key events or activities)

3. PROJECT PURPOSE (Need, problem or issue)

3A. What is the public benefit for this project?

3B. Are there any safety or on-going maintenance issues for this project?

3C. Describe in your own words how this project relates to the **Neighbourhood Development Policy**. (Appendix)

4. NEIGHBOURHOOD INVOLVEMENT & PROJECT DESIGN

4. Describe in detail how people in your neighbourhood have participated in selecting and planning this proposal and how they will be involved in implementing it. (e.g. number of volunteers).

5. Please attach a design rendering of proposed enhancement, including site dimensions, materials (if applicable)

5. DETAILED BUDGET COST ESTIMATE (include all taxes) OF BUDGET

ITEM	MATERIALS		*LABOUR EXPERTISE		EQUIPMENT		DOLLAR VALUE
	Quantity	Unit Cost	Hours	Rate	Hours	Rate	
TOTAL PROJECT VALUE =							
Volunteers \$15.00/hr., Professional & Trades \$40.00/hr.							

Send the completed application form **May 1 annually** to:

Gail Price-Douglas
Community Development Planner
Recreation & Community Development
City of Victoria
633 Pandora Avenue
Victoria, BC, V8W 1N8

e-mailed to: gprice-douglas@victoria.ca

or **faxed** to: 361-0385 Attn: Gail Price-Douglas

Questions: Contact Gail Price-Douglas at 361-0358

Mailed applications must be postmarked by May 1. Hand-delivered, e-mailed and faxed applications must be received no later than 4:30 p.m.