



**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**

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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)

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**3. PROJECT PURPOSE (Need, problem or issue)**

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

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

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

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**4. NEIGHBOURHOOD INVOLVEMENT & PROJECT DESIGN**

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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).

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

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

ITEM	MATERIALS		*LABOUR EXPERTISE		EQUIPMENT		DOLLAR VALUE
	Quantity	Unit Cost	Hours	Rate	Hours	Rate	
<b>TOTAL PROJECT VALUE =</b>							
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](mailto: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.