



City of Victoria Neighbourhood Development Program Neighbourhood Enhancement Matching Grant Guidelines

Deadline: May 1 annually

The Neighbourhood Enhancement Matching Grant provides opportunities for neighbourhood community associations to start innovative and creative community projects to improve their neighbourhoods. The projects must provide an overall benefit to the neighbourhood, and involve a broad base of people to promote community development and build neighbourhood connections. The neighbourhood matches the City's contribution with donated materials, cash, or volunteer labour. Enhancement Matching Grants can be for one of the following categories: neighbourhood planning, neighbourhood improvements, school partnership projects, program development, or capital equipment acquisition. Enhancement Matching Grants contribute to the implementation of the **Neighbourhood Development Policy**.

A. Enhancement Matching Grant Eligibility

- 1) Applications are welcome from neighbourhood based non-profit associations. A community association is defined as: *“a group of people organized as a non-profit society for the purpose of considering and acting on a broad range of issues affecting the liveability and quality of their neighbourhoods.”*
- 2) Joint applications from more than one neighbourhood organization working together on a project are encouraged.
- 3) Applications cannot be considered from individuals or single businesses, institutions, religious organizations, government agencies, political groups or service clubs.
- 4) Satisfactory completion of previous projects are a condition for acceptance of new applications from that neighbourhood association.
- 5) Applications must also meet the following Project, Neighbourhood Contribution and Application requirements.

B. Project Requirements

1. To receive support all projects must:
 - a) Be specific in the application.
 - b) Provide a public/neighbourhood benefit and create a new tangible product.

- c) Be completed within 12 months following award of funds up to \$5,000, (for phase I of a multi-phased project).

(Note: In order to fund as many projects as possible, the Enhancement Matching Grant will not support more than two phases or components of the same project).

- d) Involve neighbourhood members in the identification, planning and execution of the proposed activity, emphasizing self-help.
- e) Be a neighbourhood planning project, neighbourhood improvement project, school partnership project, program development project, and capital equipment acquisition.
- f) Add to rather than duplicate existing private or public programming.
- g) Be compatible with existing City policy.
- h) Identify the source of maintenance and operating support, if required. (Note: ongoing services or project maintenance are not funded).

2. Neighbourhood Planning Projects must:

- a) Work with City staff and coordinate with existing City policies relative to that neighbourhood.
- b) Demonstrate the potential for action and finance to complete the plan.
- c) Describe the particular actions that will result from the plan.
- d) Be managed and lead by the applicant organization.

3. Neighbourhood Improvement Projects shall include:

- a) Design or construction projects that include such activities as park improvements, playground equipment, community public art (e.g. murals), tree planting, improvement of the natural environment, (e.g. community gardens), etc.
- b) Clearly developed plans for future maintenance of the improvement.

- c) On private land, permission from the owners of the specific property affected by the improvement, and compliance with all regulations normally associated with the particular activities are required in writing.
 - d) If on City land, obtain necessary approvals or license agreements.
 - e) Neighbourhood Improvement Projects can also include a list of activities which result in a product that benefits a neighbourhood, (e.g. children and youth projects, etc.)
4. School Partnership Projects shall:
- a) Recognize the need to develop closer relationships between schools and neighbourhoods and generate benefits to both.
 - b) Involve an active relationship between a neighbourhood and a public school.
 - c) Include a feasible plan for gaining funding past the first year if required.

C. The Neighbourhood Contribution

1. Match Requirements – to gain support from the Enhancement Matching Fund, applications must include a pledge to provide neighbourhood resources for implementing the project.
2. A neighbourhood match may include:
 - a) Volunteer labour pledged to an Enhancement Matching Fund project and valued at \$15.00 per/hr. Fundraising by volunteer time is not considered part of the match.
 - b) Donated professional & trades services necessary to the project and valued from \$40.00 - \$80.00 per/hr. depending on the professional or trades services needed.
 - c) Donated materials and supplies such as office supplies, landscaping materials or construction supplies valued at the cost necessary if they were to be purchased.
 - d) Borrowed equipment such as computers or trucks valued at the cost necessary if they were to be rented.
 - e) Cash Note that other funds from the City of Victoria will not be accepted as part of the match.

3. The total value of the match must at least equal the amount requested from the Enhancement Matching Fund.
4. The applicant must demonstrate how each element of the match is required to complete the project.
5. The proposed match elements are to be expended during the project's implementation.
6. A timeline will be required with the application indicating when specific stages are proposed for completion.

D. The Application Process (Please refer to the application form)

1. Applications for the Neighbourhood Enhancement Matching Grant shall be submitted by the posted deadline on the application form (**May 1 annually**). Attachments to the application shall include all required documentation, and in the Enhancement Matching applications, all appropriate design information, pledges of donated time, material and other neighbourhood matches.
2. All applications for the Neighbourhood Enhancement Matching Grant will be evaluated by the following criteria:
 - a) the proportion of the neighbourhood's match.
 - b) the degree of active community participation in terms of the involvement of the number of volunteers and the number of neighbourhood organizations.
 - c) the degree to which the project addresses such things as: documented neighbourhood needs and the neighbourhood's environment.
 - d) The quality of the project's planning, the budget representation and its innovative response to the problem or needs of the neighbourhood.
 - e) The adherence to the principles and characteristics of the Neighbourhood Development Policy.
3. Based on the analysis of the applications, Recreation & Community Development staff will make a recommendation to Council regarding the list of proposed awards of Enhancement Matching Grants. The total of these awards will not exceed the total budgeted to the Neighbourhood Enhancement Matching Grant Fund that year.