



## City of Victoria Neighbourhood Development Program Neighbourhood Greenways Grant Guidelines

The Neighbourhood Greenways Grants are designed to support and enhance greenways in the City of Victoria's neighbourhoods. This grant program was approved in the City of Victoria's Greenways Plan, adopted by Council in August 28, 2003, for \$25,000.00 to be given annually to community associations for Greenways projects. This grant program will fund neighbourhood groups/community associations wishing to build or animate a portion of a City of Victoria Greenway. The goal of the program is to enhance and develop interesting neighbourhood sites on the Greenways arterial grid. Annual deadline is **May 1 annually**.

1. **A City of Victoria Greenway** as identified in the City of Victoria Greenways Plan, is a green path for pedestrians and cyclists. They can be waterfront promenades, urban walks, environmental demonstration trails, heritage walks, green spaces and native trails. Their purpose is to expand the opportunities for urban recreation, to provide alternative ways to move through the city, and to enhance the experience of nature and city life. City wide greenways projects are larger in scope than a neighbourhood greenway and would not qualify for Neighbourhood Greenways funding.
2. **Neighbourhood Greenways** that would qualify for this funding have the following characteristics:
  - They are initiated by local residents, community groups and neighbourhood associations and are smaller City Greenways.
  - They develop and rehabilitate interesting and engaging sites.
  - They enhance neighbourhood sections of the City's Greenways arterial grid.
  - They are partnerships between the community and the City where communities take the lead in these projects: City staff provide advice in design, development and construction.
  - They connect local community amenities such as parks, schools, community centres, shopping streets and places of special meaning.
  - They reflect local character and identity by providing opportunities to express the unique character of the area and by adding details and activities to the public landscape.
  - They consist of smaller projects and shorter routes that are maintained by the community once completed. (Examples of Neighbourhood Greenways: the Spirit Garden in North Jubilee, Maddison Lane and Wilmer Green Park Stewardship initiative, and the Cecilia Creek Stewardship Project).
  - Ideas for Neighbourhood Greenways projects could include: greenways planning, path enhancements, benches, signage, public art, trees and urban habitat restoration, and bike racks.
  - They adhere to the Greenways Planning Principles.
3. **Greenways Planning Principles** (as adopted by the City of Victoria Council August 28, 2003).
  - a. Promote connectivity by developing the Greenways arterial grid, as shown on the Greenways Map.
  - b. Distribute greenways equitably throughout all the neighbourhoods.
  - c. Provide for multi-modality (e.g. accommodate pedestrians, bikes and other non-motorized rolling traffic\*) except where overriding ecological, topographical or space constraints exist.
  - d. Establish and secure Greenways infrastructure and funding to ensure a lasting legacy for future generations.

- e. Prioritize the allocation of resources on the basis of:
  - 1<sup>st</sup> protect existing Greenways
  - 2<sup>nd</sup> take advantage of unique acquisition opportunities
  - 3<sup>rd</sup> fill gaps in the existing Greenways network
  - 4<sup>th</sup> enhance existing Greenways
- f. Design routes that:
  - Promote personal and public safety (use Crime Prevention Through Environmental Design principles)
  - Do not impede emergency access
  - Are interesting, engaging and enticing to the public (e.g. incorporate design elements such as public art, interpretive signage, landscaping, native plantings, large canopied trees, rest stops)
  - Minimize conflict between pedestrians and rolling traffic
  - Limit vehicular traffic to an amount and speed that is appropriate to the type of Greenway
- g. Maximize all opportunities for education and participation in Greenways (e.g. promote benefits and use of Greenways and encourage stewardship)

#### **4. Neighbourhood Greenways Matching Grant – General Requirements**

- a. For each calendar year, awards totaling \$25,000 will be made in the following categories : \$5,000, \$10,000, \$15,000, \$20,000, or \$25,000. Groups will have to compete with each other for these limited funds. The ones with the best proposals will be successful in any calendar year.
- b. The application for funding should indicate its congruence with the Neighbourhood Development Policy and reflect the Greenways Planning Principles.

#### **5. Neighbourhood/Greenways Grants:**

##### I. Eligibility Requirements-

- Applications will be from neighbourhood based non-profit community associations, constituted and registered under the B.C Societies Act and are eligible for funding under the Neighbourhood Development Program.
- Joint applications from more than one neighbourhood association working together on a project are encouraged;
- Applications will not be considered from individuals or single businesses, institutions, religious organizations, government agencies, political groups or service clubs.
- Completion of previous projects will be a condition for acceptance of new applications from that neighbourhood association.
- The Review of Greenways Matching Grant Projects will involve an inter-disciplinary staff team to ensure they meet established standards;

##### II. Project Criteria – To receive support Neighbourhood Greenways Projects must:

- Be a neighbourhood greenway planning, design, and construction project.
- Be specific on the project's purpose and intent.
- Be designated on the City of Victoria Greenways Map to be eligible for funding.
- Provide a public benefit and create a new tangible product beneficial to a neighbourhood but cannot provide for ongoing services or operating budgets.
- Be completed within 12 months following award.  
(Note: In order to fund as many projects as possible, the Greenways Matching Fund will not support more than one phase or components of the same project).

- Involve neighbourhood people in the identification, planning and execution of the proposed activity.
- Demonstrate how the greenway relates or connects to the established network.
- Be feasible in terms of safety and maintenance.
- Be compatible with existing City Neighbourhood Development Policy.
- Identify the Neighbourhood source of maintenance and operating support, if required.

### III. The Neighbourhood Contribution

1. Match Requirements – to gain support from the Greenways Matching Fund, applications must provide neighbourhood resources for implementing the project. The total value of the match must at least equal **half** of the amount requested from the Greenways Matching Grant, (e.g. for a grant of \$12,500, the neighbourhood match must be \$6,250; for a grant of \$25,000 – the match will be \$12,500, for a grant of \$5000 the match would be \$2500 ).
2. A neighbourhood match may include:
  - Volunteer labour pledged to a Greenways Matching Grant project and valued at \$15.00/hour. Fund raising by volunteer time is not considered part of the match.
  - Donated professional & trades services necessary to the project will be valued from \$40.00 - \$80.00 /hour, depending on the professional or trades services needed for the project.
  - Donated materials and supplies such as landscaping materials or construction supplies will be valued at the cost necessary if they were to be purchased.
  - Borrowed equipment such as trucks valued at the cost necessary if they were to be rented.
  - Cash – note that other funds from the City of Victoria will not be accepted as part of the match, (e.g. Neighbourhood Matching fund). At least half of the total match must be in cash.
3. The applicant must demonstrate how each element of the match is required to complete the project.
4. The proposed match elements are to be expended during the project's implementation.
5. Match contribution may be pledged by donors as opposed to being in-kind.
6. A timeline is required with the application indicating when specific stages will be completed.

### III. The Application Process (Please see application form)

1. Applications for Greenways Matching Grants will be accepted once per year and submitted by the posted deadline on the application form **(May 1 annually)**. Attachments to the application shall include all required documentation, including all design information, details of neighbourhood match and evidence of the applicant organization's full support of the project.
2. The project's design must meet the basic design criteria established by the City of Victoria Parks' landscape architects.
3. All applications for the Greenways Matching Grants will be evaluated according to the previously mentioned criteria as well as:
  - The proportion of the neighbourhood's match.
  - The degree of active community participation in terms of the involvement of the number of volunteers and the number of neighbourhood organizations participating.

- The planning, design and construction of the project, the planning, the budget, and its innovative response to the problem or needs of the neighbourhood.
  - The adherence to Greenways Planning Principles.
4. Based on this analysis of the applications, Community Development staff will make their recommendation to Council regarding the list of proposed neighbourhood greenways matching grants. Decision will be made within 6-8 weeks after submission deadline.