



Parks Division  
1 Centennial Square  
Victoria, BC V8W 1P6

250.361.0600  
[parks@victoria.ca](mailto:parks@victoria.ca)  
[victoria.ca](http://victoria.ca)

# Community Garden Start-Up Grant Application

## HOW TO APPLY:

1. Please review all essential information prior to applying, including:
  - [Community Garden Policy](#)
  - [Boulevard Garden Guidelines](#) (if applicable)
  - [Building a Community Garden in Your Neighbourhood Guideline](#)
  - [Community Garden Start-up Grant's terms of reference](#)
2. Complete this form in its entirety.
3. Attach required documentation to ensure eligibility and completion of this application, and send to [parks@victoria.ca](mailto:parks@victoria.ca).

Which phase of the Community Garden Start-Up Grant are you applying for? (please select only one)

- Phase 1: Design (up to \$5,000)
- Phase 2: Build (up to \$10,000)

## SECTION 1. CONTACT INFORMATION

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Registered under the Society Act or registered Charity?  Yes  No

Society/Charity Registration Number: \_\_\_\_\_

Include CRA Canadian Registered Charities details page showing charity status as registered (if applicable).

Please select if the applicant organization is a:

- Community or neighbourhood association
- Other type of registered non-profit organization

## SECTION 2. COMMUNITY GARDEN INFORMATION

Community Garden Name(s): \_\_\_\_\_

Type(s) of Community Garden:

- Allotment Garden  Commons Garden  Community Orchard  Community Boulevard Gardens

Is this project in compliance with the Boulevard Gardening Guidelines and/or Community Garden Policy?  Yes  No

Where will this community garden or eligible project be situated?  City land  Non-city land



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## SECTION 3. DESIGN OR BUILD REQUIRED DOCUMENTATION

### Phase 1: Design (up to \$5,000)

Phase 1: Design required documentation:

If your proposed design is situated on City land, please attach:

- Expression of Interest letter of acceptance from the City of Victoria Parks Department

If your proposed design is situated on non-City land, please attach:

- Letter of support from landowner where proposed garden will be taking place
- Site map
- Questions answered from the Community Garden Expression of Interest Form

### Phase 2: Build (up to \$10,000)

Phase 2: Build required documentation

- Community Garden Start-Up Grant: P1 Design Phase Final Report *(required only if grant received from prior year)*
- Proof of general liability insurance** against claims for bodily injury, death or property damage arising out of garden-related activities. The City must be named as an additional insured and a copy of the liability insurance must be provided to the City.

If your proposed build is situated on City land:

- Completed proposal letter of approval from the City of Victoria Parks Department
- Date of Committee of the Whole Meeting wherein the proposal was approved \_\_\_\_\_

If your proposed build is situated on non-City land:

- Submit a summary document that includes:
  - Description of garden vision, garden activities, expected projects and deliverables associated
  - Public engagement strategies and results
  - User agreement (if an allotment garden)
  - Site map

## SECTION 4. PROJECT OBJECTIVES

1. Describe how this project aligns with your organization's mandate and your organization's capacity to undertake this project.

2. Please give a rationale as to why this community garden is needed in your neighbourhood. Please include priority areas listed in the [Community Garden Start-Up Grant's Terms of Reference](#). How will this garden provide additional community benefits?



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3. How will your proposed project involve the community before, during and following implementation? Who will be included in the process?

4. How will diversity, inclusion and accessibility considerations be implemented at this phase?

5. How will the funding be used? Are you hiring a consultant or contractor to work on this project? If so, why have you selected them and what experience do they bring?

6. Provide a proposed work plan for the selected phase:

Activity/Milestone:	Timeframe:



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## SECTION 5: PROJECT COSTS

What is the amount requested from this phase of the Community Garden Start-Up Grant? \$ \_\_\_\_\_

Items Funded by Grant	Amount
<b>TOTAL REQUESTED</b>	<b>\$</b>
Other funding sources, in-kind labour and donations	Amount
<b>Total cost of project phase:</b>	

## SECTION 6: PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does the organization plan on publicly acknowledging the City's funding support? (PLEASE CHECK ALL THAT APPLY)

- |  |   |
|--|---|
| <input type="checkbox"/> Website                 | <input type="checkbox"/> Newsletters    |
| <input type="checkbox"/> Newspaper advertisement | <input type="checkbox"/> Sponsor plaque |
| <input type="checkbox"/> Social media            | <input type="checkbox"/> Annual report  |



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## SECTION 7: DECLARATION

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the *Community Garden Start-Up Grant Terms of Reference* and the *Community Garden Policy*.
2. The non-profit organization is not in arrears with the City.
3. The Project will be carried out when and as described in the application. If there are significant changes to the project or it is not completed, I am responsible to notify the City of Victoria of any changes and I am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with project or activity implementation and for all life cycle costs described above.
5. The project or activity must comply with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. I will submit a final report as specified by the City of Victoria.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

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Applicant Organization

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Lead Name

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Signature

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Date