



Parks Division  
1 Centennial Square  
Victoria, BC V8W 1P6

250.361.0600  
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# Community Garden Start-Up Grant Final Report

## HOW TO COMPLETE:

1. Complete this form in its entirety.
2. Assemble required documentation and attach to this completed form. Send to [parks@victoria.ca](mailto:parks@victoria.ca).

Which phase of the Community Garden Start-Up Grant are you reporting out on? (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: \_\_\_\_\_

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

## SECTION 2. PROJECT EVALUATION

What were your project objectives, and were they achieved? Please describe how.

How was the wider community engaged? How did this phase of the project implement considerations regarding diversity, social equity, inclusion and accessibility?



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How was the experience of working with the consultant or contractor (if applicable)? What lessons were learned?

How has this phase of the community garden been received by the community? Showcase examples of engagement (if possible).

Are there any other thoughts, lessons learned, or observations to share?

### SECTION 3. PROJECT BUDGET

Please provide a financial breakdown of the final budget and explain any changes that were necessary.

What is the total cost of the proposed project phase? \$ \_\_\_\_\_

Items:	Proposed cost	Actuals
<b>Total cost of project phase:</b>		



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## SECTION 4. LIST OF REQUIRED DOCUMENTS

The following required documentation must be included in your final report.

### Part 1: Design Final Report:

- Name of consultant/ organization and invoices (IF APPLICABLE)
- "What we heard?" public consultation summary (and subsequent hard data, i.e. survey results)
- Final community garden proposal
- Photos from the design activities and signed City of Victoria Media Release Forms (IF APPLICABLE)

### Part 2: Build Final Report

- Name of contractor and invoices (IF APPLICABLE)
- Photos from the garden build activities and signed City of Victoria Media Release Forms
- Documentation acknowledging the City of Victoria's funding support.

## SECTION 5: PUBLIC ACKNOWLEDGEMENT

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

- |  |   |
|--|---|
| <input type="checkbox"/> Website                 | <input type="checkbox"/> Sponsor plaque |
| <input type="checkbox"/> Newspaper advertisement | <input type="checkbox"/> Annual Report  |
| <input type="checkbox"/> Social media            | <input type="checkbox"/> Other _____    |
| <input type="checkbox"/> Newsletter              |   |

## SECTION 6: DECLARATION

I certify that the information given in this final report is correct and accurate. I agree to the following terms:

1. The Project or Activity complies with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
2. I provide the City of Victoria permission to share my name and details of this final report to outside organizations for the purpose of determining funds from those organizations for the project.
3. 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.

\_\_\_\_\_  
 Applicant Organization

\_\_\_\_\_  
 Lead Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date