

MY GREAT NEIGHBOURHOOD GRANTS READINESS CHECKLIST



ELIGIBILITY

- Does your idea relate a project or activity that would:
 - Bring people together to help create a strong sense of community and neighbourhood pride
 - Renew or revitalize space in the public realm
 - Contribute to neighbourhood improvement, education, diversity or transformation
 - Enhance quality of life for the residents and visitors to your neighbourhood

- Have you read the grant policy?

- Do you need a sponsor?
 - Registered not-for-profits, such as formal neighbourhood associations and parent advisory councils, can apply directly
 - Informal ad hoc groups and businesses must have a not-for-profit partner, such as a neighbourhood association

- Will you be able to “match” the amount being requested from the City?
 - The grant requires an equal matching community contribution. For example, if you request \$5,000 from the City, your group will need to match it with a \$5,000 community contribution.
 - The matching component can include any combination of volunteer labour, donated materials, donated professional services and/or cash. Volunteer labour is valued at \$20 per hour. If professional services are provided, the professional donating their services will provide a reasonable value of the donation.

- Have you engaged your neighbours and do they support your project?

- Have you considered all City permissions and approvals required for your project to proceed?

- Have you had a pre-application meeting with City staff at least two weeks before the deadline?
To discuss your project idea and schedule a meeting, contact your neighbourhood advisor:
 - **Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland, South Jubilee, James Bay**
Gary Pemberton: gpemberton@victoria.ca

 - **Downtown-Harris Green, Fernwood, North Park, Vic West, Fairfield-Gonzales, North Jubilee**
Michael Hill: mhill@victoria.ca

APPLICATION

- Is all requested documentation attached?
 - e.g. design information, including site map and visuals of project location
 - Letter from not-for-profit society, if required

Submit application to grants@victoria.ca Pre-application meeting deadline: **October 8, 2019**
Deadline to submit application: Oct. 15, 2019