

My Great Neighbourhood Grant Application Guide

This document contains all the questions for the online application form for the *My Great Neighbourhood Grant* program.

The online application has no *save* function and therefore needs to be completed in one sitting. This pdf will guide you in preparing your answers so you have everything together when you complete the online application. You can cut and paste from your word document into the online application.

On some of the questions below you will see a word count. This is the maximum space you have for each question. Please use the space you need but you are not obligated to use the maximum space.

NEIGHBOURHOOD (you will be prompted to choose one from this list)

- Burnside Gorge
- Downtown / Harris Green
- Fairfield
- Fernwood
- Gonzales
- Hillside Quadra
- James Bay
- Jubilee
- North Park
- Oaklands
- Rockland
- Vic West

PROJECT TITLE (up to 10 words)

PROJECT OVERVIEW (please provide a brief description of your proposal) (up to 50 words)

TYPE OF ORGANIZATION

- Registered Not-for-Profit Organization, or
- Informal Group *If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization and complete the following section.*

NOT-FOR-PROFIT GROUP / SPONSOR

- Society Registration Number
- Organization Name
- Contact Name
- Mailing Address
- Telephone
- Email

PROJECT LEAD

- Contact Name
- Organization Name
- Mailing Address
- Telephone
- Email

PROJECT TYPE

- Placemaking*
- Activity
- Community Recovery and Resiliency

*If Placemaking is chosen, then you need to answer the following questions

SUSTAINABILITY What is the intended lifespan for your proposed project?

<1 year 2 years 3 years 4 years 5 years

- How will your project be maintained through its lifecycle and retired after its intended lifespan?
- Who will assume responsibility for ensuring these actions are undertaken? (100 words)

PROJECT DESCRIPTION (200 words) Please describe your proposed project

COMMUNITY INVOLVEMENT (200 words) How will your proposed project involve the community before, during and following implementation?

BENEFITS (100 words) How will your proposed project benefit the community?

EQUITY, DIVERSITY & INCLUSION *Equity means treating everyone fairly by acknowledging their unique situation and addressing systemic barriers. The aim of equity is to ensure that everyone has equal access to benefits and outcomes. Inclusion is the process of improving the terms of participation in society for people who are disadvantaged on the basis of age, sex, gender identity or expression, disability, race, ethnicity, origin, religion, or economic or other status, through enhanced opportunities, access to resources, voice and respect for rights.*

- What barriers might disadvantaged groups encounter before, during and following implementation? (200 words)
- How will the barriers mentioned above be removed before, during and following implementation? (200 words)
- How will your proposed project benefit disadvantaged groups? (200 words)
- Are there ways this project might reduce barriers or improve accessibility for people with disabilities? (200 words)

APPROVALS (200 words) What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

LIABILITY (200 words) Are there aspects of your proposal that present risk to people or property during the activity or placemaking project installation? How will risk be managed during the lifespan of the placemaking project after installation? (e.g. insurance)

ACQUISITION OF TOOLS (200 words) Will there be any acquisitions of materials, goods or tools for this project? What will happen to them once the project is completed and removed?

PROJECT TIMELINE (Projects must be completed within one year of receiving funds)

- Start date
- Completion date

PROJECT LOCATION

- Street
- Address

WORKPLAN SCHEDULE (you can add up to 10 more lines)

Date	Milestone

PROJECT COST

Please complete following budget

What is the **total cost** of the proposed project? \$

Amount requested from My Great Neighbourhood grant fund: \$ (must not exceed 50% of total cost)

Your total matching contribution \$

Items Funded by Grant <i>(you can add up to 10 more lines)</i>	Amount
For Placemaking , include any funding required to maintain and/or retire the project	
TOTAL REQUESTED <i>(must not exceed your Total Matching Contribution below)</i>	\$

Items Provided by Applicant <i>(you can add up to 10 more lines)</i>	Amount
TOTAL PROVIDED <i>(must equal or exceed your Total request above)</i>	\$

DECLARATION

- I certify that the information given in this application is correct. I agree to the following terms:
- The not-for-profit organization is not in arrears with the City.
- 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 if required, will return the funds back to the City of Victoria.
- I will return all unused funds to the City of Victoria.
- I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.



- The Project or Activity must comply with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
- A final report conforming to the format on the last page of this application will be submitted.
- 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.
- 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.

Date

Applicant Group/Resident Lead Name

Signature(s)

- I have completed the Readiness Checklist
- I have met with my neighbourhood liaison to discuss this application

LIST OF ATTACHMENTS (OPTIONAL)

- Design information, including site map and visuals of Project or Activity location
- I have attached a letter from our sponsor (if not a not-for-profit applicant)