



**Parks**  
100 Cook Street  
Victoria, BC V8V 0B9

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

# ***Growing in the City*** **Volunteer Coordinator** **Application Checklist**

## **SECTION 1. APPLICATION FORM**

### **Complete Application Form**

- Have all questions in the application been answered?
- Is all requested documentation attached?
- Has the application been signed by the appropriate parties?

## **SECTION 2. ELIGIBILITY**

### **Assemble Eligibility Documentation**

- Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered
- Licence of occupation with the City of Victoria, user agreement with the property owner, or food tree stewardship maintenance agreement with the City of Victoria (if applicable),
- Growing in the City* Volunteer Coordinator Grant Final Report (REQUIRED ONLY IF GRANT RECEIVED IN PRIOR YEAR)

## **SECTION 3. SUBMISSION**

### **Submit Application**

- Email:** [parks@victoria.ca](mailto:parks@victoria.ca)
- Mail:** Parks Department, 100 Cook Street, Victoria, V8V 0B9
- In person:** Parks Department, 100 Cook Street, Victoria, V8V 0B9

## **SECTION 4. CONTACT INFORMATION**

### **Grant Support**

- Questions: [parks@victoria.ca](mailto:parks@victoria.ca) or Food Systems Coordinator – 250.361.0621