



Parks Department
100 Cook Street
Victoria, BC V8V 0B9

T 250.361.0600
parks@victoria.ca
victoria.ca

Community Garden Volunteer Coordinator Grant Application Form

[submit form](#)

HOW TO APPLY:

1. Complete **Application Form** in its entirety and send to parks@victoria.ca
2. Assemble Eligibility Documentation

Attach the following required documentation to ensure eligibility and completion of the Volunteer Coordinator Grant Application Form.

- Licence of Occupation with the City of Victoria or user agreement with the property owner
- Letters of support (or other proof) that the non-profit organization is responsible for managing the Community Garden
- Community Garden Volunteer Coordinator Grant Final Report (required only if grant received from prior year)

SECTION 1. CONTACT INFORMATION

Non-Profit Organization Name: _____

Contact Person: _____ Telephone: _____

Mailing Address: _____ Email: _____

Registered under the *Society Act* or registered Charity? Yes No Society/Charity Registration Number: _____

*Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered.

SECTION 2. COMMUNITY GARDEN INFORMATION

Community Garden Name(s): _____

Type(s) of Community Garden: Allotment Garden Commons Garden Community Orchard
 Community Boulevard Gardens Urban Food Tree Stewardship Program

Is this project in compliance the [Boulevard Gardening Guidelines](#) or [Community Garden Policy](#) or [Urban Food Tree Steward Program](#)? Yes No

Does the Community Garden have a Licence of Occupation with the City of Victoria? Yes (please attach) No

Please describe the Community Garden Volunteer Coordinator role/job description, with expected projects and deliverables associated.



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How many work parties, workshops/events are planned for the community? _____

What type of workshops/events are planned? _____

How many people will benefit? _____

What target audience will benefit? _____

SECTION 3. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

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

SECTION 4. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Community Garden Volunteer Coordinator_ [Grant Terms of Reference](#)

 Name of authorized signing officer

 Position

 Signature of authorized officer of support organization

 Date