



Parks Department
100 Cook Street
Victoria, BC V8V 0B9

T 250.361.0600
E parks@victoria.ca
victoria.ca

Community Garden 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 or user agreement with the property owner
- Letter of support (or other proof) that the Community or non-profit organization is responsible for managing the Community Garden
- Community Garden Volunteer Coordinator Grant Final Report (REQUIRED ONLY IF GRANT RECEIVED IN PRIOR YEAR)

SECTION 3. SUBMISSION

Submit Application

- Email: parks@victoria.ca
- Mail: Parks Department, 100 Cook Street, Victoria, BC V8V 0B9
- In person: Parks Department, 100 Cook Street, Victoria, BC V8V 0B9

SECTION 4. CONTACT INFORMATION

Grant Support

- Questions: parks@victoria.ca or Food Systems Coordinator – 250.361.0621