



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

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

# **Get Growing, Victoria! Service Grant Terms of Reference (2022)**

## **A. PURPOSE**

The purpose of *Get Growing, Victoria!* Service Grant is to provide funding to eligible organizations that deliver a service or program on behalf of the city of Victoria regarding the deliverables of *Get Growing, Victoria!*

*Get Growing, Victoria!* is the City of Victoria's vegetable and herb seedling and garden materials distribution program. For more information, see [victoria.ca/getgrowing](http://victoria.ca/getgrowing)

## **B. OBJECTIVE**

The objectives of the *Get Growing, Victoria!* Service Grant are:

- To help reduce financial barriers in the development of inclusive and accessible gardening activities, resources, and spaces for communities in all neighbourhoods
- To animate and increase usability of underutilized spaces with gardening potential for residents to garden and grow food in their community, in partnership with eligible non-profit organizations
- To promote gardening as a valuable community recreational activity that contributes to health and well-being, positive social interaction, neighbourhood building, food production, environmental education, biodiversity, habitat development and connection to nature

## **C. GRANT DEFINITIONS**

### ***Get Growing, Victoria!***

*Get Growing, Victoria!* is a program administered by the City of Victoria's Parks, Recreation and Facilities department that provides food seedlings and garden materials to equity deserving communities for free, including people disproportionately impacted by the ongoing pandemic. The seedlings are grown in the City's nursery in Beacon Hill Park and distributed in partnership with community organizations.

Deliverables of *Get Growing, Victoria!* include:

- Distribute food start (vegetable and herb) seedlings and garden materials such as compost and leaf mulch annually to communities, in partnership with community partner organizations
- Share best practices and educational gardening resources for program participants in partnership with community organizations
- Market and promote Neighbourhood Distribution Days in partnership with community organizations in each neighbourhood in the city

### **Community partner organization**

A community partner organization is a registered non-profit organization in good standing in B.C. or registered charitable organizations in good standing with the Canada Revenue Agency, that provides a direct service to the community as a part of the deliverables of *Get Growing, Victoria!*

This may include, but is not limited to:

- The transportation of seedlings to eligible recipient organizations
- Hosting the distribution of seedlings and garden materials through organized Neighbourhood Distribution Days
- Creating and disseminating education materials that help educate the public regarding seedling care instructions and gardening knowledge
- Providing additional gardening support and materials to ensure success for new gardeners to grow food at home – i.e., home garden build programs
- Growing produce via the seedlings to be distributed to communities underserved including local food banks and food access programs

### **Neighbourhood Distribution Days**

Neighbourhood Distribution Days are events in each neighbourhood whereby a community organization or other eligible organization hosts an outdoor event where the seedlings and/or garden materials are available to the public to pick up for free. This generally happens outside a community centre or in a park.

## **D. ELIGIBILITY**

The *Get Growing, Victoria!* Service Grant is available to registered non-profit organizations in good standing in B.C. or registered charitable organizations in good standing with the Canada Revenue Agency, that deliver a service on behalf of the City of Victoria.

Organizations are selected based on the service offered to the public on behalf of the City to meet the deliverables required of the *Get Growing, Victoria!* program. Eligible applications are reviewed by staff and funding awarded is approved by Council on an annual basis.

Program services include, but are not limited to, the delivering seedlings, executing the distribution of seedlings, and providing gardening educational resources and support to program recipients.

## **E. ELIGIBLE EXPENSES**

Eligible expenses include:

- Purchasing supplies and materials to support the service provided to support *Get Growing, Victoria!*
- Covering the cost of the coordinator(s) to manage and execute services on behalf of the City of Victoria to support *Get Growing, Victoria!*

## **F. INELIGIBLE EXPENSES**

Ineligible expenses include:

- Ongoing operating or administrative costs of the organization that do not apply to *Get Growing, Victoria!*

## **G. EVALUATION PROCESS**

The selection period will occur annually, and organizations will be invited to participate by March, annually. Service grant deliverables are reviewed by staff and the core community partner organizations are confirmed by April, annually. Service grants will be reviewed and approved by the Director of Parks, Recreation and Facilities on an annual basis.

## **H. AWARD**

Payment of the grant will be issued to the recipient(s) in the spring to align with the start of the growing season and the annual launch of *Get Growing, Victoria!*

## **I. EXPECTATIONS**

A final report is required to be submitted to the City by each grant recipient by November, annually.

If the grant is not used for the stated purpose or proof of required documentation cannot be submitted, the applicant must return the full amount to the City of Victoria. Time extensions are granted on a case-by-case basis at the discretion of the grant review team. If the project is not completed at the conclusion of the extension period, the applicant must return the grant funds in full.

Questions regarding this grant can be directed to the Food Systems Coordinator, Alex Harned at [aharned@victoria.ca](mailto:aharned@victoria.ca)