

Growing in the City

Micro-Grant

Terms of Reference (2022)

A. PURPOSE:

The purpose of the *Growing in the City* Micro-Grant is to provide funding to eligible organizations responsible for managing eligible *Growing in the City* programs to purchase gardening materials, supplies, and equipment. Eligible programming includes community gardening (as defined in the City of Victoria Community Gardens Policy), the Food Tree Stewardship Program and Community Boulevard Gardening.

B. OBJECTIVE:

The objectives of the *Growing in the City* Micro-Grant are:

- To provide support to projects that enhance and steward green spaces and food systems
- To provide support for a diverse array of *Growing in the City* programs and activities
- 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. DEFINITIONS:

Community Gardens

A community garden is a piece of land gardened collectively by members of the community, in partnership with a non-profit society.

In the City of Victoria, there are three types of community gardens:

- **Commons gardens** are communal areas maintained and managed by community volunteers – the harvest is available to the public
- **Allotment gardens** have individual garden plots that are rented, maintained and harvested by members of the garden
- **Community orchards** are groves of fruit or nut trees, and a community organization is responsible for the care, maintenance and harvesting of the trees – the harvest goes to the community

A community garden can be one of or a mix of these different types of gardens. Community gardens can be built on public land (parks, green spaces, vacant lots) or private land.

For more information, including eligible community garden activities, see the [Community Gardens Policy](#).

Community Boulevard Gardens

A community boulevard garden is a piece of boulevard (City land) gardened collectively by members of the community, in partnership with a registered non-profit society. Community gardening activities on boulevards are required to follow the [Boulevard Gardening Guidelines](#).

Urban Food Tree Stewardship

The [Food Tree Stewardship Program](#) enables residents, in partnership with a registered non-profit society, to plant and maintain small groupings up to a maximum of five fruit and/or nut trees in a park or greenspace in their neighbourhood. Program approval is administered through a maintenance agreement with the City.

D. ELIGIBILITY:

The *Growing in the City* Micro-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 manage and maintain the eligible *Growing in the City* programs listed above.

Eligible organizations must comply with all City's food policies such as the City of Victoria Community Garden Policy, Urban Food Tree Stewardship Program description or the Boulevard Gardening Guidelines.

Eligible organizations can be funded to a maximum of \$500 per grant annually. One application per organization.

E. ELIGIBLE EXPENSES:

Eligible expenses include:

- Purchasing supplies and materials for the eligible gardening project
- Upgrading tools or equipment for the eligible gardening project

F. INELIGIBLE EXPENSES:

Ineligible expenses include:

- Ongoing operating or administrative costs (e.g., water costs or paying a coordinator)

G. EVALUATION PROCESS

The intake period will occur annually, and applications will be accepted for the duration of six to ten weeks (mid-November to the end of January, annually). Applications are reviewed by staff and approved by the Director of Parks, Recreation and Facilities on an annual basis. No final report is required.

H. AWARD:

Payment of the grant will be issued to the recipient(s) in the spring to align with the growing season.

I. EXPECTATIONS

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 reviewed on a case-by-case basis at the discretion of staff. 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