My Great Neighbourhood Grant Resource Kit

CITY OF VICTORIA | MY GREAT Neighbourhood

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All photos in this document are from resident-led projects funded through the My Great Neighbourhood Grant program.

An Introduction

The My Great Neighbourhood Grant Resource Kit contains information and guidelines for community projects, especially those on public property. Whether you want to create a mural or add something to our parks or streets, there are considerations to discuss and regulations to follow.

Please start by reviewing the Equity, Diversity and Inclusion guidelines and then read the sections that are relevant to your project. Make a list of questions to discuss with your Neighbourhood Liaison at the City of Victoria.

You will be required to prepare a final report. The report template has been included in this kit. We recommend you review it now, so you know what is expected when your project is complete.

Thank you for your enthusiasm and energy. There is so much we can all do to create vibrant, fun and resilient neighbourhoods.

Equity, Diversity & Inclusion Guidelines

The City of Victoria is committed to embedding equity, diversity, inclusion and accessibility considerations into its policies, programs and services. Successful projects will ensure everyone, regardless of their race, colour, ancestry, place of origin, religion, marital status, family status, ability, sex, sexual orientation, gender identity or expression, or economic status can access and benefit from the project. Please read through these guidelines to get an understanding of how the City would like you to think about and approach this important subject within your project proposal.

What is Equity?

Equity is the guarantee of fair treatment, access, opportunity and advancement while striving to identify and eliminate barriers to participation. The City of Victoria is working to ensure that everyone has fair access to equal benefits and outcomes by being able to engage fully in a barrier-free, equitable and inclusive society.

Who are Equity-Seeking Individuals and Communities?

An equity-seeking group/individual is a community or individual that faces significant collective barriers to participating fully in society. This could be created by barriers based on race, colour, ancestry, place of origin, religion, marital status, family status, ability, sex, sexual orientation, gender identity or expression or economic status.

Examples: Indigenous people, newcomers to Canada/Victoria, members of the 2SLGBTQIA+ community, racialized people, persons with disabilities, unhoused people.

What are Barriers?

Barriers are challenges that interfere with a person's ability to access and benefit from services, opportunities and programs. Often people face multiple barriers that can make it extremely difficult or even impossible for equity-seeking individuals to thrive.

When planning your project, it is important to think about the barriers that people face to ensure that all residents have equal access and opportunity to participate. This will help people feel welcomed and valued, while creating a meaningful and enjoyable experience.

What are Equity Considerations?

Structural – Which groups have been represented overwhelmingly in similar projects? Have past histories been acknowledged? Have you thought about how to address past harm to groups that have been previously excluded from community projects or initiatives?

Procedural – Which groups are typically overlooked during the planning and engagement processes? Will everyone be able to contribute?

Distributional – Which groups have typically been excluded from benefits from similar projects to yours? How can you ensure you include these groups in your project?

Transgenerational – Are you being fair about distributing the impact of your initiatives equitably across generations? Have you considered the climate impact of your project?

What Other Questions Could You be Asking?

Accessibility

- Is the project accessible for people with mobility challenges?
- How will the project be accessible for people with hearing, vision or sensory issues?
- Are there accessible and gender-neutral bathrooms available (if applicable)?
- Is there accessible parking (if applicable)?

Inclusion

- Is your project inclusive and welcoming of people from diverse backgrounds and cultures? Is your project inclusive of all types of families?
- Will you be providing language interpretation or culturally appropriate food and beverages?
- Does your project occur on a religious or cultural day of observance?

Representation

- Does your project include representation from diverse perspectives and communities?
- How can you make your project inclusive of people of all ages, abilities, cultural backgrounds and lived experiences?
- Where and how will you advertise the project? Will the advertising include inclusive language and images? (Use of international symbols is helpful with this.)

Safety

- How will you make sure your project is safe for all who attend, especially those who may face greater risk of violence?
- How will you handle insensitive comments or actions?
- How will you make sure people feel safe and secure?

Environmental

- How are you considering the environment in your planning?
- Are you using renewable resources rather than disposable, where possible?

Wall Murals

Artwork in public places increase the livability and artistic richness of our city. A mural in a well-considered location often brings a community together and improves spaces for residents. A mural can create belonging and a sense of pride, reduce graffiti and tagging and allow neighbourhoods to shape their community through beautification.

To qualify for a My Great Neighbourhood Grant, murals must follow the community-led model. For artist-led murals, please email culture@victoria.ca for opportunities and to be added to the City's Mural Roster. You can also review the City's Mural Toolkit.

The Community-Led Model

The community-led model is ideal for a neighbourhood association, school or group of neighbours who would like to create a mural in their community. Community-led murals qualify for the My Great Neighbourhood Grant program. Business and artist-led models should follow the guidelines in the Mural Toolkit.

Step 1: Gather your team and consult with neighbours

Plan an initial gathering of all the community members who are interested in participating in the mural project. This may include residential neighbours and businesses. Identify a coordinator who can lead the project.

Step 2: Identify the mural site and get necessary permissions

You may already have a site in mind that prompted the idea for a mural. Permission from the building owner in the form of a letter or email must form part of the grant application.

Please note, the City will not fund a mural on a business frontage or on a wall that contains any reference to any commercial elements (e.g. business logo or name).

Artist Luke Ramsey, 2017

Step 3: Identify an artist to work with the community

If you already have an artist to work with, great! If you are looking for an experienced mural artist, there are many in the Greater Victoria area. The City has a Mural Roster of artists that could be a great fit for your project. You may also want to consider providing a skills development opportunity for an emerging artist who has experience making art but is new to large-scale painting projects and community-led murals. Please email culture@victoria.ca and staff will work through the Mural Roster with you.

Step 4: Neighbourhood notification

Make sure that all those who may be impacted by the mural – such as neighbouring residents and businesses – are aware of your mural plans. A poster, letter and door knocking are all good forms of neighbourhood notification. Make sure there is an opportunity for community feedback built into your notification.

Step 5: Meet to discuss process and sign an agreement

The mural coordinator should meet with the site owner, artist and interested community members to discuss the mural's objectives, budget, action plan and timeframe, and health and safety concerns. Your Neighbourhood Liaison at the City can assist with letting you know whether a permit or traffic management plan is required.

Step 6: Mural design

Sometimes your artist might develop a few options for community members to choose from. In other cases, community members and the artist might brainstorm ideas together. In either case, it is important that the immediate neighbours see the design ahead of time and that the design has been approved by the Neighbourhoods Team at the City. Once the design has been approved by the City and artist, major alterations or additions will not be allowed. Refusal to comply may require removal of the mural by the City.

Artwork content included in this project must be suitable for the general public. Designs must not include:

- Language or imagery that includes profanity, incites or is motivated by hatred against any identifiable group*
- Language or imagery that convey or portrays drug and/or alcohol use
- Acronyms, explicit and/or encrypted signatures

Artist Caitlin McDonagh, 2021

**Identifiable group means any section of the public distinguished by colour, race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, mental or physical disability, or any similar factor.*

Step 7: The budget

Items covered by the grant include paying the artist (design fee, artist fee, etc.), materials (paint, brushes, tarps, etc.), any insurance that may be required, anti-graffiti coating, equipment rental and other physical hard costs to produce the mural. You should also add a line in the budget for maintenance and removal of the mural once it has reached its expected lifespan.

The grant must be matched by the community. We value volunteer labour at $20/hour, and the time spent in every stage from planning through implementation can be counted toward the match.

Other considerations

- Once completed, murals should be coated in anti-graffiti coating.
- The City requires a commitment to clean the mural of any graffiti within seven days of reporting.
- Responsible parties throughout the project should be clearly identified in your application form (including those who will maintain the project).
- The mural lifespan should be no more than three years at which time a decision can be made about its future.
- Maintenance and closure costs should be retained by the sponsor if the applicant is not a registered society.

Your Neighbourhood Liaison at the City can guide you through these pre-application steps to ensure you have community support for your mural. City staff can also assist with providing templates for a safety management plan and guide you to the correct permit application if required. We love seeing new art in neighbourhoods and will work to support your project.

Street Murals

Artistic painting of road surfaces has become a popular way to bring residents together to create public art. Road surfaces are designed primarily to facilitate getting people safely around town, and they present unique challenges to be considered. Maintenance and removal plans are required.

Choosing Paint

Road murals are subject to weather and high levels of vehicle traffic that present difficulties, even for specialized road marking paints.

The lifecycle of the project needs to be considered in advance. Temporary paint using equal parts of cornstarch, water and food colouring lasts for a few weeks. Spray chalk paints are available in a variety of colours. More enduring community art projects require paint that is safe and easy to apply. These are available in a range of colours and durability. The following chart shows considerations and recommendations for types of paint to use.

APPLICATION **SITE**	**COMMUNITY INVOLVEMENT** *Water-based, low VOC coatings that are safe and practical for general public use*	**PROFESSIONAL ARTIST** *Coatings that may be applied with appropriate training and precautions*	**INDUSTRIAL CONTRACTOR** *Paints and markings that should be undertaken by specialists*
PEDESTRIAN or NON-MOTORIZED TRAFFIC	• Floor paints and solid stains • Some sport court coatings	• Floor paints and solid stains • Some sport court coatings • Line marking paints	• Sport court coatings • Line marking paints

RESIDENTIAL STREET with LOCAL TRAFFIC ONLY	• Floor paints and solid stains	• Line marking paints • Floor saints and solid stains	• Line marking paints • Thermosetting materials and specialized treatments

Safety of Application

The safety of participants in community art is an important concern. Water-based (acrylic) stains and porch paints contain no lead and are relatively low in volatile organic compounds (VOCs). They dissolve in warm water and soap and require no solvents for cleaning up. These are preferred paints for community street mural projects. Line marking paints are more noxious and are best applied by specialists, so not the best choice for community-led projects.

Ease of Use

Acrylic stains and paints can easily be applied with brushes and rollers and they dry relatively slowly. It's preferred to use a court and deck paint of low toxicity, that dries to the touch quickly. Traffic marking paint can be applied with brushes and rollers, however, they are designed to dry very quickly so not well-suited to a community art project.

Durability and Removal

Acrylic stains and paints are less durable than specialized road marking materials. Alkyd products are somewhat more durable, but the environmental impacts outweigh the benefits for community arts projects. Unlike oil-based paints, water-based products breathe and wear away over time rather than flaking off.

Stains penetrate the rough surface of asphalt, which provides a reasonable bond to the pavement. Exterior paints penetrate less than stains. Neither of these options are suited for high vehicle traffic areas, especially at intersections and corners.

Line marking paint will provide more durability on streets where there is vehicle traffic. For an area with pedestrian-only traffic, a paint with an epoxy component could be a good fit for durability.

Range of Colour

Acrylic stains and exterior paints are available in a wide range of colours. Floor stains may take multiple coats to achieve bright colours, while some paints have a tinted base and achieve brighter colours in fewer coats.

Due to their intended purpose, traffic marking paints are also limited in colour range. The available colours can be mixed to get a broader range of colours. There are also aerosol traffic marking sprays in a variety of colours that can be used to add colour variation.

Cost

Stains and paints typically range from $40-60 per four litres, however house brands may be subject to significant discounts. Traffic-marking paints are a similar cost. Other specialized paints that require application by trained personnel typically cost more. In locations where there is high traffic and where the appearance and quality of the artwork are primary objectives, the extra cost for materials and application may be a valuable investment.

Stains and exterior paints will require typically cover 250-350 square feet per four litres. For stain, multiple coats may be needed to achieve a desired depth of colour.

Lifespan of Project

The lifespan for the project and an understanding of how the artwork will be decommissioned needs to be specified. With more resilient paints in higher traffic areas, markings typically must be ground off or hydro blasted. For community art projects on quieter residential streets, power washing and application of a charcoal-coloured paint to mask the artwork is a satisfactory approach.

Getting Ready

Existing Infrastructure

Try to avoid manhole covers and other infrastructure at your chosen site. If there are other traffic markings, the site should be reconfigured so that it does not overlap the markings or create confusion for motorists or pedestrians.

Slip

It's a good idea to include an anti-slip treatment with your painting. Anti-skid compounds can be sprinkled on top of your last coat of paint while it's still wet or mixed into the final coat of paint. Some are composed of synthetic plastics (micronized polymers), which are not recommended. Products that use crushed walnut shells and white marble or silica are good alternatives. Some paints have an anti-slip agent incorporated into it, so no additives are required.

Surface Preparation

Stains and paints benefit from a clean surface. Clean the surface either by power washing or sweeping the site well. If possible, blow any remaining dirt out of any cracks and gaps in the pavement.

Paint generally does not adhere well to new asphalt so several months of aging is recommended.

Undertaking the Project

Environment

Lay down an absorbent painting tarp or sheet where you can mix your paint and distribute it to you paint crew. Ensure nothing is poured into storm drains and any accidental spills are quickly cleaned up. Having rags and absorbent pads or kitty litter on site is a good idea.

Safety

Safety when painting is a top priority. The street will have to be closed with appropriate barricades and signage during the painting. Painters should use nitrile gloves and safety glasses when mixing and pouring paint. High visibility vests should be worn and a designated traffic control person may be required. Safety plans will need to be reviewed and approved by City staff.

Clean Up

Please recycle as much unwanted material as possible and do not put project waste into City garbage bins or down the storm drains. Empty and partially full paint cans that are no longer needed should be taken to Ellice Recycling on David Street.

Traffic and Safety

Traffic control aims to create a safe environment for those involved in the project while managing traffic related impacts and accessibility needs.

The City's Transportation staff will determine if a proposed project has low, moderate or high risks in terms of traffic impacts, accessibility considerations and/or need to protect public safety. Different levels of traffic control requirements will be in place for different scales of projects. Low and medium risk projects are considered within the scope of the My Great Neighbourhood Grant program. Projects considered high risk are outside the scope of the grant program.

Block Parties

For a block party, the street is fully closed to vehicle traffic for set-up, the duration of event and take down and clean up. Any safety and liability concerns will be identified and addressed through the block party permit process including emergency personnel access to the street. Traffic control barricades and mandatory insurance are provided by the City. Costs for these are covered through the block party permit.

Low Risk Projects

Local streets have fewer than 1,000 vehicles per day.

Low risk projects are considered on lower volume streets with lower speeds (local streets).

Examples:

- Adding a container garden on a sidewalk requires temporarily detouring pedestrians around a work area
- Marking the roadway with fish symbols next to catch basins requires people to be in the road to complete painting
- A boulevard project that requires transit stop closures

The applicant will share details of their proposed activities, location(s), dates and times. Required safety measures will be determined by the City's Transportation staff and communicated in writing to the person responsible for the activity. The responsible person must ensure these measures are implemented and be on site for the duration of the activity. Photo documentation of the safety measures will be required.

Safety measures typically include pylons, bean-poles and hazard ribbons. These supplies will be made available for pick up by the applicant from the City's Public Works Yard located at 417 Garbally Road. Materials belonging to the City must be returned within two business days after the event or activity. Typically, there should be no additional costs encountered beyond the supplies provided by the City, but in the case something else comes up, it will be identified by City staff and should be accounted for in the application budget.

Moderate Risk Projects

Moderate risk projects can also be considered if taking place on low volume streets with lower speeds (local streets).

Example: Street mural painting which requires travel lane closure and parking removal

Street mural at Pine St. & Langford St. intersection

The applicant will share details of their proposed activities, location(s), dates, and times. City staff will provide a prescribed approach for managing traffic, especially if the project requires the closure of a vehicle travel lane. Traffic management approaches may include hiring authorized Traffic Control Persons with supporting materials (e.g., signage, detours, etc). Photo documentation of the measures will be required.

When a moderate risk project is considered supportable, traffic control costs will be covered by the City within the grant program.

High Risk Projects

Projects on streets with higher levels of traffic and speed (arterial and collector streets) are not suited to neighbourhood-led projects and are considered out of the scope of the My Great Neighbourhood Grant program.

Arterial streets (wide, busy) have between 5,000-20,000 vehicles per day. Collector (main streets) have between 1,000-8,500 vehicles per day

Examples:

- Adding art to an intersection of a collector road
- Adding overhead lighting or banners over an arterial road

In the rare event a proposed project is deemed supportable, a professional level of both planning and traffic management are required to address risks. This typically includes detailed traffic management plans (TMP) and certified traffic control persons. A TMP may include transit detour planning, advanced warning signage (changeable message signs), detour routes, etc. It will also include all sign placement and lane/road closure details including consideration for pedestrians, cyclists, temporary transit access, etc.

Proposals for complex projects will require a longer than usual review phase. Costs for supporting this level of complexity is outside the scope of the My Great Neighbourhood Grant program.

Placemaking in Parks

City parks are complex in their design, function, maintenance and uses. This makes them slightly more complicated for placemaking features than other areas of the publicly owned space. That said, community-led, small scale placemaking is possible in many of our parks through a collaborative process with the community and staff. Some parks have restrictions that do not allow public placemaking. A list of these parks is provided at the end of this section.

Below are guidelines that highlight a few areas where small scale placemaking is possible in our parks and open spaces through the My Great Neighbourhood Grant program.

Suitable Projects

A few ideas of the kinds of projects that this grant can be used for include:

- Seasonal installations, such as solar-powered fairy lights, temporary nature-based art projects or light portable seating (like Adirondack chairs)
- Projects that take advantage of existing concrete surfaces, such as street painting, murals and seating areas
- Little free libraries
- Improvements to existing community gardens, such as trellises, furniture and community art

Boulevard gardens, including pollinator pathways

General considerations:

- Park installations are limited to a two-year initial timeframe, with a possible one-year extension
- Projects proposing substantial park improvements or re-design are outside the scope of this grant program
- All grant applications for placemaking in parks require a letter of support from the adjacent property owners
- Projects must be implemented with minimal land disturbance, limited to hand digging

- Projects near trees must stay outside of protected root zones (bulk of the critical root system of a tree which is typically within five metres of the main trunk)
- For installations in a treed area, a consultation with a City Arborist is recommended
- New features in parks must be robust enough to withstand daily heavy use and occasional vandalism
- Projects should not require power, water or other connected services

A small sign that informs the public about the installation will need to be included as part of your project. Your Neighbourhood Liaison at the City can provide support in terms of size, materials and where to install the sign. The sign will include:

- Information stating this is a community-led project
- It is a temporary installation
- Month/year it will be removed
- Contact information for issues should be neighbourhoods@victoria.ca

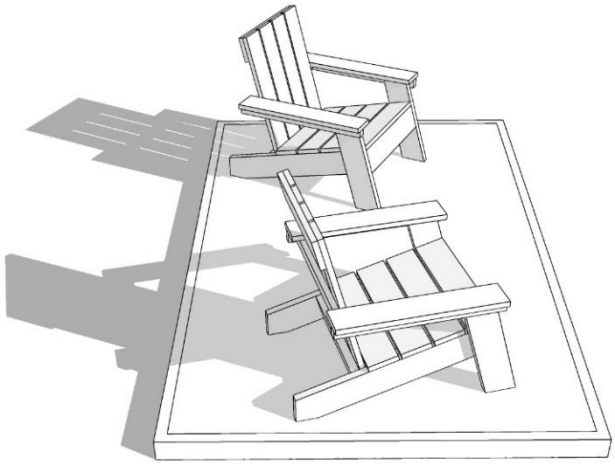
Elements in Parks

This grant program is focused on community enrichment, therefore furniture placement is an important consideration.

Stationary furniture

- Must be installed on existing concrete (preferred placement) or temporary wood platforms
- A single bench or seating that doesn't allow for small gatherings will not be supported
- Use of off-the-shelf products such as seating and planters are allowed, however community-built projects specific to your neighbourhood and site are encouraged (for suggestions on pre-approved products, please refer to City of Victoria's Placemaking Toolkit)

Furniture platforms requirements



- Dimensions:
  - 6’x10’ min
  - 10’x12’ max
- Platform construction details:
  - 2x6 wood edge restraint mechanically fastened at all corners
  - 5/4x6 decking (pressure treated, cedar, or composite) over 2x4 pressure treated joists
- All hardware and fasteners must be galvanized
- No excavation may occur as part of the platform installation. Only stripping of the surface vegetation (1/2” depth max) is permitted
- All work must be performed by hand and the use of heavy machinery is not permitted
- All furniture placed on platforms must be securely fastened in place
- The platform must not interfere with pre-existing drainage patterns
- Platforms must be constructed to be free draining and surface drainage away from the platform must be provided
- Accessibility and universal access need to be considered when choosing a location (flat, open spaces are recommended)
- At the end of the term, all elements must be completely removed, and the area must be restored to the original condition or better
- A consultation with Parks staff is required before undertaking restoration
- Limit of one platform per grant application

Portable Furnishings

Portable furnishings (such as movable tables and chairs) are evaluated on a case-by-case basis, based on the maintenance requirements for the location being proposed. Furniture in areas affecting regular maintenance operations should be avoided (e.g., grass mowing).

If the portable furnishings are seasonal, the project applicant is responsible for removal and storage when not in use. Please note that portable furnishings in parks are at risk of being stolen.

Little Libraries (Installations on posts)

Ideally the placement of your little library will use a suitable existing post. If one is not available, City crews will install a metal post and concrete pad. The cost for the pad and metal post must be included in the grant application. Consideration will be given to the weight, size and configuration of a little library when considering the post requirements. Concrete pads are required at the discretion of Parks staff.

It is recommended to use existing hardscape areas for placement of your little library. If there is no suitable existing location, include a placeholder amount of $1,500 per location in your grant budget to cover the cost of installation.

Construction designs for projects mounted on posts will need to be submitted and approved as part of your grant application. This will ensure they are safe, durable and will be supported by the base and post.

Interpretive Signage

Interpretive signage in parks need to follow and meet the standards and guidelines in the City of Victoria's Park Signage and Wayfinding Standards. Signage content must be reviewed and approved by City staff prior to fabrication. Unless there is a suitable site(s) on existing infrastructure (e.g., side of a building), signage must be installed on a concrete footing or pad. City crews must install the concrete pad and signage.

Cost for installation will vary based on sign type and location. City staff will help determine the cost for installation. Include a placeholder amount of $1,500 per sign location in your initial grant budget to cover the cost of installation. The applicant is responsible for sign maintenance during the duration of the project.

Plantings

This grant program may be used to make enhancements to existing community gardens, build a new boulevard garden and to add trees to the urban forest. Please work with your Neighbourhood Liaison at the City to discuss your proposed enhancements. Start-up community gardens should work with City staff to apply for a Community Garden Start-Up Grant. More information on building a new community garden and boulevard gardening is available on the City's website at victoria.ca/grants.

Trees

Fruit and nut trees can be planted in parks through the City's Urban Food Tree Stewardship Program, which allows residents to plant and maintain up to five food trees in a park**.** Apply first through the Urban Food Tree Stewardship Program for approval before applying for funding through the My Great Neighbourhood Grant program. More information on the Urban Food Tree Stewardship Program is available at victoria.ca/parks-recreation/gardening-your-neighbourhood.

Elements on trees

Trees are an integral part of our communities and are managed under the guidance of the Urban Forest Master Plan. There are several bylaws protecting and regulating trees in the City. These bylaws prohibit attaching anything directly to any public tree, to protect trees from unintended damages. Applications proposing affixing lights to trees will be reviewed on case-by-case basis with close supervision of the City's Parks staff.

Restricted Parks

The following parks are unable to accommodate community-led placemaking:

- Beacon Hill Park
- Clover Point (includes Ross Bay)
- Little Ross Bay Green
- Gonzales Park
- Holland Point Park
- sc̓əmaθən | Peter Pollen Waterfront Park
- Raynor Park
- Songhees Park
- Lime Bay Park
- Songhees Hillside Park
- Royal Athletic Park
- Summit Park
- Stadacona Park
- Agamemnon and Eleanor Kasapi Park
- Moss Rocks Park
- Songhees Walkway
- Lime Bay Park
- Songhees Hillside Park
- Royal Athletic Park
- Summit Park
- Stadacona Park
- Agamemnon and Eleanor Kasapi Park
- Moss Rocks Park

Placemaking in Public Space

Placemaking projects in the public domain often require specific consideration to ensure risk during the installation of the project is considered and addressed.

Here are some questions to ask about your project:

- Could the installation damage underground or surface infrastructure?
- Could the installation block access to underground or surface infrastructure?
- Is there any risk of personal or property damage over the life of the project? How does this project need to be maintained through its lifespan?
- What is your plan and budget for removal and site restoration at the end of project?

There may also be costs for insurance, permits or contracted services that affect the feasibility of your project. City staff are available to walk you through these considerations and guidelines as necessary.

Risk

- Is there an identifiable risk associated with installation?
- Are participants appropriately trained and provided with safety equipment?
- Do you need to contract a specialist to safely undertake some part of your project?
- Will traffic be affected during installation? If so, do you have a Traffic Control Plan and budget for traffic control personnel?
- Will this installation affect people with disabilities?

Permits and Permissions

- Do you require permits for your project? (e.g., Street Occupancy Permit, Building Owner)
- Have others in the area been reasonably notified of the project?
- Do you have the support of 75 per cent of residents who will host your project on their street?
- Have you talked to City staff about any required materials and preferred methods to implement your project? (e.g., durable, safe)

Excavation

- Your first required step is to check your location with BC 1 Call. Any project that requires digging, including posts for little free libraries, signs, tree plantings, boulevard gardens or anchoring boulevard furniture must check to see if it is safe to do so.
- Are specialized services required to complete one or more aspects of installation?

Liability

- Do you have insurance for your installation? If necessary, ask your sponsor if they can provide it. Additional costs can be added to your budget.
- Do you need insurance for the lifespan of the project?
- Do you need to a safety plan and/or have first aid available?
- If a project is considered too high of a risk by City staff, it will not be approved.

Maintenance and Decommissioning

- Are you prepared to take appropriate care of your project for its lifespan?
- Do you have a maintenance plan included in your budget?
- Have you set aside budget for removal or succession when the project life span is reached?

Types of Projects funded by this program have included:

- Building murals
- Street murals
- Little free sharing boxes – libraries, food, toys, seeds
- Tree lighting
- Street planters
- Interpretive maps and signs
- Gathering spaces (with such things as seating, plants and bike racks)

Trees in the City

The City of Victoria values its urban forest and plants new trees in the public realm every year. However, much of the urban forest is on private land. To encourage residents to plant more trees on their property, the City has created the Trees in the City Program, through the My Great Neighbourhood Grant fund.

This grant will fund up to $1,000 and can be used to:

- purchase trees, staking materials, deer fencing and mulching supplies
- hire a tree professional to lead a workshop for residents on tree care
- purchase of food and other supplies for a tree planting day celebration

Here's the fine print:

- Residents require a non-profit sponsor to accept the funds and a tree champion (community volunteer) to organize the purchase of the trees, materials and coordinate distribution
- A minimum of 10 trees are required per application
- A site plan (the 10 addresses of where the trees will be planted) needs to be included in the application
- If more than 10 residents wish to participate, the funding will go up in increments of $100 per address to a maximum of 75 residents per application
- Trees must be planted on private property within the City of Victoria
- You will need to make a BC 1 Call to ensure you won't be digging or planting trees over utility lines
- Tree species must be identified in the application and invasive species will not be permitted
- More resources are available at victoria.ca/urbanforest

Sponsoring a Grant Application

Sponsorship of a grant application by a B.C. registered non-profit society is required when the applicant is a group of residents or a business. Sponsorship also ensures a level of accountability for grant projects which may be led by these groups. Sponsors have two small but important parts to play:

For the Application

- Provide your society number and contact information on the application form.
- Understand and support the project application.
- Verify you have adequate insurance coverage for the lifetime of the project (we suggest calling your insurance provider and telling them about the proposal and ask if you need additional insurance or a rider on your insurance certificate). If there is a cost, this can be covered within the administration fee in the budget.
- An administration fee of up to 15 per cent of the items funded by the grant may be charged by the sponsor in the project budget. This fee is intended to offset any costs that may be associated through sponsoring a grant.
- Provide a letter of support for the application.

For a Successful Grant

- Co-sign the Letter of Agreement from the City.
- Receive the grant cheque on behalf of the project applicant and disperse the funds. Some sponsors choose to disperse all funding immediately; others distribute funds in increments based on completion of phases or by refund, based on receipts provided. You are welcome to set up whatever tracking system you wish, based on your preferences or requirements.
- Ensure the project is completed as planned and a final report is filed with the City. This final report should also be kept in your own files as part of your bookkeeping practice.

Issues rarely arise with project sponsors, however, if sponsors have concerns with a project relating to any of the above, they can contact the Neighbourhood Liaison at the City listed on the Letter of Agreement to resolve any issues or questions.

Final Report Guidelines

Your project is finished! You've got one last thing to do to wrap up your project. Here are the guidelines for your final report:

- What were your project objectives, and did you achieve them?
- Did your project involve working with residents? How did that go?
- How has your project been received by the community?
- Are there any other thoughts or observations you would like to share?
- Please provide some photos of the finished project and/or of your activity.

Please use this budget table to provide a financial breakdown of the final budget and explain any changes that were necessary.

Project Cost

		Projected Budget		Actual Budget	
Items to be funded	**Total Cost**	**Amount Funded by Grant**	**Amount Funded by Applicant**	**Amount Funded by Grant**	**Amount Funded by Applicant**
Totals:					

Please forward your final report to your Neighbourhood Liaison within 60 days of completing your project or activity.

If you have any questions, please connect with us:

Neighbourhood Liaisons

Burnside Gorge, Hillside Quadra, Jubilee, North Park, Oaklands and Rockland

Gary Pemberton: gpemberton@victoria.ca

Downtown, Fairfield, Fernwood, Gonzales, James Bay and Victoria West

Kimberley Stratford: kstratford@victoria.ca