My Great Neighbourhood Grant Application Guide

Step 1: Please use this guide as a first step in completing your My Great Neighbourhood Grant application. The questions from the online application form are included below, some include a maximum word count. We suggest you draft all your answers before starting in the online form.

Step 2: Copy and paste your content into the online application form. You must complete the online form in one session. It cannot be saved and completed later.

Questions:

☐   I have met with my neighbourhood liaison to discuss this application.

This refers to your staff neighbourhood liaison at the City of Victoria. A mandatory pre-application call is required before you apply. If you haven't had this conversation, email neighbourhoods@victoria.ca to set up a call. Applications cannot be reviewed without this first step having taken place.

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

NEIGHBOURHOOD (you will be prompted to choose one from this list)

- Burnside Gorge
- Downtown
- Fairfield
- Fernwood
- Gonzales
- Hillside Quadra
- James Bay
- Jubilee
- North Park
- Oaklands
- Rockland
- Victoria West

PROJECT TITLE (up to 10 words)

PROJECT OVERVIEW Please provide a brief description of your proposal (up to 50 words)

TYPE OF ORGANIZATION (You will be prompted to make a choice)
- Registered Non-Profit Organization or
- Informal Group *If you're applying as an informal group, please include a letter of support from a registered non-profit organization and complete the following section*.

NON-PROFIT GROUP / SPONSOR
- Society Registration Number
- Organization Name
- Contact Name
- Mailing Address
- Telephone
- Email

PROJECT LEAD
- Contact Name
- Organization Name
- Mailing Address
- Telephone
- Email

PROJECT TYPE
- Placemaking*
- Activity
- Community Recovery and Resiliency
*If Placemaking is chosen, then you need to answer the following questions

SUSTAINABILITY
- What is the intended lifespan for your proposed project?
   2 years   3 years   4 years   5 years
- How will your project be maintained through its lifecycle and retired after its intended lifespan?
- Who will assume responsibility for ensuring these actions are undertaken? (up to 100 words)

PROJECT DESCRIPTION Please describe your proposed project (up to 200 words)

COMMUNITY INVOLVEMENT How will your proposed project involve the community before, during and following implementation? (up to 200 words)

BENEFITS How will your proposed project benefit the community? (up to100 words)

EQUITY, DIVERSITY & INCLUSION
The City of Victoria is committed to embedding equity, diversity, inclusion and accessibility considerations into our 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 our Equity, Diversity & Inclusion Guide on our grant webpage to get an understanding of how the City would like you to think about and approach this important subject.

Describe how your project will improve access and inclusion, and increase participation of diverse communities, including Indigenous and/or equity-seeking groups. **(up to 200 words)**

ZERO WASTE

The City of Victoria's Zero Waste plan aims to reduce waste disposal by 50% by 2040. A key strategy is supporting public projects and events in adopting sustainable practices. All projects and events funded through the My Great Neighbourhood Grant program are expected to align with the City's [Zero Waste Event Guide](#) to ensure they are sustainably managed.

Please outline the specific measures you will implement to help achieve this objective (up to 200 words)

APPROVALS What approvals and/or other regulatory requirements must be met to complete your project? *(e.g., property owner permission, Heritage Alteration Permit, etc.)* (up to 200 words)

LIABILITY Are there aspects of your proposal that present risk to people or property during the activity or placemaking project installation? How will risk be managed during the lifespan of the placemaking project after installation? (e.g., insurance) **(**up to 200 words)

ACQUISITION OF TOOLS Will there be any acquisitions of materials, goods or tools for this project? What will happen to them once the project is completed and removed? (up to 200 words)

PROJECT TIMELINE   (*Projects must be completed within one year of receiving funds*)
- Start date
- Completion date

PROJECT LOCATION
- Street Address

WORKPLAN SCHEDULE (*you can add up to 10 more lines in the table*)

Date	Milestone

PROJECT COST

Please complete following budget

What is the **total cost** of the proposed project*?* $

Amount requested from My Great Neighbourhood grant fund: $ (must not exceed 50% of total cost)

Your total matching contribution $

Project Cost

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

DECLARATION

I certify that the information given in this application is correct. I agree with the following terms:

- The non-profit organization is not in arrears with the City.
- The Project will be carried out when and as described in the application. If there are significant changes to the Project or it is not completed, I am responsible to notify the City of Victoria of any changes and if required, will return the funds back to the City of Victoria.
- I will return all unused funds to the City of Victoria.
- I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
- The Project or Activity must comply with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
- A final report conforming to the template on the grant webpage will be submitted.
- I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date

Applicant Group/Resident Lead Name   Signature(s)

☐   I have completed the Readiness Checklist

LIST OF ATTACHMENTS (optional)

- Design information, including site map and visuals of Project or Activity location
- I have attached a letter from our sponsor (if you are not a non-profit applicant)