

CREATE PLACES COLWOOD

Placemaking and Community Recovery & Resiliency Grant Policy

A. PURPOSE SUMMARY

The purpose of the Create Places Colwood Grant Policy, is to guide the allocation of grants that improve public space and support community activities. This Policy closely follows the City of Victoria's 'My Great Neighbourhood Grant Policy', and its associated terms and conditions.

B. OBJECTIVES

The objectives of the Create Places Colwood grants are to bring neighbours together to creatively transform under-utilized public spaces, and support community development through action and education.

C. DEFINITIONS

Create Places Colwood projects that qualify for this funding fall into two separate categories:

Placemaking projects, which include the following characteristics:

- initiated by local residents
- animate under-utilized public spaces
- create gathering spots that bring people together
- is a partnership between the community and the City of Colwood
- is community led – City staff provide advice in design, development, installation and construction
- may be a pilot project
- must be completed within one year upon receiving funding
- will contribute to neighbourhood pride and enhance quality of life
- the project must adhere to Provincial guidelines related to COVID-19

In response to the COVID-19 pandemic, a second category has been introduced. Titled **Community Recovery & Resiliency**, this category is designed to further reinforce community actions that support residents impacted by COVID-19, as well as assist in the recovery period.

This category includes the following characteristics:

- initiated by local residents
- engage and/or educate community members
- promote community development and community programming
- in direct response to the COVID-19 pandemic

- is a partnership between the community and the City of Colwood
- is community led – with guidance and advice provided by City staff
- the project does not have to produce a physical legacy
- the project must adhere to Provincial guidelines related to COVID-19

Both categories require a 100% matching contribution to be made by the community. The City will provide up to \$5000 in grant funds to be split and awarded to successful applicants. The matching contribution can be a combination of volunteer labour, donated services, donated materials and supplies and other funds raised. A rate of \$20/hour will be used to calculate volunteer labour contributions. If professional services are provided, the professional donating their services will provide a reasonable the value for their contribution (e.g. \$20-60/hour).

D. ELIGIBILITY CRITERIA

The applicant must meet all the following criteria to apply for a grant:

- the applicant must be a resident of Colwood, or a not-for-profit organization based in Colwood
- each applicant can submit one application per intake period
- the project must be situated in Colwood and benefit residents of Colwood
- each application must have the support of at least 3 Colwood residents
- there must be evidence of clear mandate and competent administration
- projects must be completed within one year upon receiving funding
- recipients must fulfil reporting requirements
- applicants must outline the matching contribution from the community
- **Placemaking** project applicants must describe how the project will be maintained and terminated
- **Community Recovery and Resiliency** project applicants must describe how their project will impact residents during the revival of social well-being

Eligible expenses for **Placemaking** funding include:

- materials (paint, equipment, wood, etc.)
- insurance fees
- equipment rentals
- professional labour costs

Eligible expenses for **Community Recovery and Resiliency** funding include:

- program materials (craft supplies, food)
- insurance fees
- equipment/space rentals
- professional facilitation costs

Ineligible expenses include all other applicant expenses not related to the project including:

- fundraising
- direct financial assistance to individuals or families
- maintaining ongoing programs, services or events
- funding staff positions and staff training / professional development costs
- deficit or debt repayment
- commercial activities and related costs
- projects on private property
- purchase of land or buildings
- travel and accommodation expenses

The following items are required as part of the application package:

- project budget showing matching contributions
- letters of support and permission
- consideration for any risk associated with the project
- program outline for activity projects
- design information, including a site map and visual images of the location, for placemaking projects
- maintenance and termination plan for **placemaking** projects

E. EXAMPLES OF PROJECTS

Examples of **Placemaking** projects could include:

- community garden enhancement
- boulevard enhancement
- neighborhood gathering place
- community pathway
- decorative lighting display
- community art display or mural
- neighborhood branding initiative
- interpretive signage
- community lending installation
- playground enhancement
- playable space
- other projects that animate public space

Examples of **Community Recovery and Resiliency** projects could include:

- formation of mutual aid group(s) at the block or neighbourhood level (beyond Block Watch)
- engage ongoing neighbourhood response teams to provide tangible and emotional support to isolated individuals especially seniors
- create/enhance recreation spaces to ease isolation and keep people active
- create and promote more online connected youth groups/communities
- support for programming that promotes public health

F. GRANT REVIEW PROCESS

The intake period for grant applications will open in early 2021. All grant applications will be evaluated and awarded using a competitive process.

The grant review process includes following steps:

1. intake period opens
2. staff work with applicants to help refine their project ideas and advise on submission
3. applications submitted as ready
4. staff review applications for eligibility
5. staff conduct a technical review of the applications to ensure they meet City of Colwood standards and bylaws
6. applications that impact public space are vetted through appropriate departments to assess the project or program feasibility
7. the City's unions are notified of eligible applications for their review and notification of any staff considerations
8. eligible applications are presented to the Chief Administrative Officer for approval
9. successful grant recipients announced
10. recipients will have up to one year to complete their project, from the date of grant award
11. recipients report on grant use and deliverables as projects are completed

G. DECISION MAKING

Staff will review all applications and evaluate based on eligibility requirements, technical details and grant program objectives. All eligible grant applications will be presented to the Chief Administrative Officer who will approve final grant allocations.

H. GRANT LIMITATIONS

Not all applicants that meet the eligibility requirements will receive a grant. Grants are one-time approvals and are not an automatic ongoing source of annual funding.

I. MAINTENANCE AND PROJECT LIFESPAN

Successful **Placemaking** projects will be maintained for a mutually agreed upon lifespan not to exceed five years. If the item created through the project falls into disrepair, requires replacement or becomes a safety concern it will be removed by the City of Colwood. Placemaking projects may be continued beyond the initial term as agreed upon by the City. Community Recovery and Resiliency projects must be completed within one-year of grant award.

J. MONITORING AND REPORTING

Each grant recipient will be required to submit a succinct final report within 3 months of the end of the project as specified by the City of Colwood.

K. TIME EXTENSIONS AND REPAYMENT OF GRANTS

If the grant will not be used for the stated purpose, the full amount must be returned to the City of Colwood.

At the discretion of the City of Colwood, a three-month extension may be granted for placemaking projects; a second three-month extension may be granted under extenuating circumstances. If after eighteen months (one year to complete and six months of extension) the project is not complete; the City will ask for the grant funds to be returned.