

## CREATE PLACES COLWOOD Grant Policy

---

### A. PURPOSE SUMMARY

The purpose of the Create Places Colwood Grant Policy is to guide the allocation of grants for placemaking projects that improve public space and support community activities.

### B. OBJECTIVES

The objective of the Create Places Colwood grant is to invite neighbours to creatively transform public spaces and support social connection, pride of place, community enjoyment and vibrance.

### C. DEFINITION

Placemaking projects include the following characteristics:

- initiated by Colwood 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 and installation
- may be a pilot project
- must be completed within one year upon receiving funding
- will contribute to neighbourhood pride and enhance enjoyment and quality of life

Projects require a 100% matching contribution to be made by the community. The City will determine grant amounts up to a combined total of \$5000 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

Eligible expenses for funding include:

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

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
- project plan

#### **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
- interpretive signage
- community lending installation
- playground enhancement
- playable space
- other projects that animate public space
- addition of an activity/booth at a community event
- bring your ideas!

#### **F. GRANT REVIEW PROCESS**

The intake period for grant applications will open in March 2022. 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. eligible applications are presented to the Chief Administrative Officer for approval
8. successful grant recipients announced
9. recipients will have up to one year to complete their project, from the date of grant award
10. 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 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.

**J. 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.