

# Community Gardens Funding Application

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## Program Overview

The Community Gardens Funding program provides matching funds for the capital costs of community gardens in St. Catharines. Applications are due by **Wednesday, March 8, 2023 by 4:30 p.m.** Approved projects must be completed by October 31, 2023, however preference may be given to projects that can be completed earlier.

## Who Can Apply

The City will not issue a cheque in the name of an individual; instead cheques will be made out to a recognized or accountable group, such as incorporated charities and not-for-profit corporations.

## Evaluation Criteria

Applications will be evaluated based on the following criteria

1. Capacity to support long term maintenance/operation
2. Demonstrated ability of the group to complete similar projects
3. Confirmation of matching funds
4. Project reach/audience, including at-risk populations
5. Project supports engagement or is going to be completed through collaboration or partnerships with other organizations, groups, or the public
6. Ability to leverage other funds

## Application Submission

Applications must be submitted no later than 4:30 p.m. on **Wednesday, March 8, 2023.**

Applications can be submitted via:

- Online: [stcatharines.ca/CommunityGardens](http://stcatharines.ca/CommunityGardens)
- Mail: City of St. Catharines  
CRCS- Development Horticultural Technician  
PO Box 3012 50 Church St.  
St. Catharines, ON  
L2R 7C2
- Hand Delivered:  
City Hall - 50 Church St.  
\*Please drop in mail slot at James St. entrance

## Contact Information

For additional information contact Ilyse Norton at [inorton@stcatharines.ca](mailto:inorton@stcatharines.ca) or 905-688-5600 ext. 3140.

## 2023 Community Gardens Funding Application

Applicant Information					
Organization					
Applicant Address					
City		Province		Postal Code	
Contact Name, Position					
Phone Number					
Email					
Incorporation # (if applicable)			Charitable Registration # (if applicable)		

Application Overview	
Project Name	
Total Project Cost	
Funding Request	

Location of Community Garden
1. Municipal Address of Garden
2. Describe the organization's rights to access the land (e.g. applicant owns the property, applicant has a formal agreement with the property owner allowing for access until 2025, etc.)

Project Description
3. Provide a detailed description of the project, including a list of any project components and how the project will benefit from this funding program.
4. Describe who will benefit from the project (e.g. children, youth, adults, older adults, families – neighbourhood, community, city-wide)
5. Describe any experience the organization has in implementing similar projects.
6. Are there other organizations you plan to work with in implementing this project?



## Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that we have read and understand the Terms and Conditions set out herein. Further, we certify that the information given in this application for funding is true, correct and complete in every respect.

	Signature	Name	Title	Date
1.				
2.				
3.				

## Personal Information Content

Personal information, as defined in the **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**, is collected under the authority of the **Municipal Act, 2001**, and in accordance with MFIPPA. Personal information collected on this application form will be used to assist in selecting recipients for funding for community gardens. All information (excluding home addresses and telephone numbers) may be made available to the public. The City reserves the right to verify all information contained in submissions.

Questions regarding the collection, use and disclosure of this personal information may be directed to Ilyse Norton – Development Horticultural Technician 905-688-5601 ext. 3140 or [inorton@stcatharines.ca](mailto:inorton@stcatharines.ca)

By completing this application form, you consent to the collection and disclosure of your personal information, and to its use by the City of St. Catharines, as described above.

### Appendix 1: Sources of Project Funding

Note: include other grants, funds on hand, and proposed fundraising. Indicate whether each source of funding is confirmed and provide supporting documentation, where available. Funds raised from other government agencies should be noted but will not be considered matching funds.

Source	Amount	Confirmed (yes/no)
<b>Total Funds</b>		

### Appendix 2: Proposed Budget

The City may amend these items through review of the application. If the application is approved any changes will be outlined in the letter of approval.

Expenses	Amount	Notes
<b>Total Expenses</b>		



## 2023 Community Gardens Funding Application

### Appendix 4: Terms and Conditions of Funding

Successful applicants shall adhere to the following:

#### **Acknowledgment of Funding**

The recipient shall acknowledge the support of the City of St. Catharines by using the City's logo in all advertising, publicity, programs, signage, and plaques relating to the project to which funds are granted. The recipient shall not hold the City out as a partner or as otherwise responsible for any obligations relating to the organization and project, unless specifically agreed to by the City in writing.

#### **Purpose of Funds**

Funds shall only be used for the purposes outlined in the letter of approval and any attachments thereto. Changes in the proposal shall only be made with the City's written approval. Any unused portion of the funds remains the property of the City of St. Catharines and shall be returned to the City.

#### **Funding Commitment**

The City's funding is limited to 50% of the total cost of the project and shall not exceed the funding amount identified on the letter of approval. If the project is completed under budget the City funding will be reduced accordingly.

#### **Sample of Eligible Project Costs**

- Permits
- Project materials
- Project-related costs for contractors

#### **Sample of Ineligible Project Costs**

- Applicant's operating and administrative expenses
- Expenditures or financial commitments made before the application was approved
- Deposits and refundable credits (e.g. HST) paid by the applicant

#### **Payment of Funds**

Funds will be paid out to the applicant according to the schedule included in the letter of approval. Any residual funds following project completion shall be returned to the City. The City will not issue a cheque in the name of an individual; instead cheques will be made out to a recognized or accountable group.

#### **Disposal of funds**

The recipient shall not sell, lease or otherwise dispose of assets purchased in whole or part with City funds, within 5 years of funding approval without prior written consent of the City.

#### **Repayment of funds**

The recipient shall repay to the City the whole or any portion of the funds if the recipient:



## 2023 Community Gardens Funding Application

- ceases operating during term of funding;
- fails to complete the project;
- has knowingly provided false information in their application;
- uses the funds for purposes other than those detailed in the application;
- breaches any of the terms and conditions of this Agreement;
- breaches any of the provisions of the Human Rights Code, in the operation of this organization and/or project;
- commences, or has commenced against them, any proceeding in bankruptcy or is adjudged a bankrupt.

Where required, the funds shall be repaid by cheque, payable to the “City of St. Catharines” and mailed to: Community, Recreation and Culture Services, P.O. Box 3012, 50 Church Street, St. Catharines, ON L2R 7C2.

### **Ownership of assets**

Unless specifically agreed upon in writing by the City, any assets created through the Centennial Gardens Partnership Fund will be solely owned by the City of St. Catharines and the City reserves the right to determine levels of maintenance or to otherwise deal with such assets following completion of the project, at its sole discretion. All work shall be completed to City standards and be installed in compliance with any other applicable standards, guidelines, or laws.

### **Release and Indemnity**

The Applicant indemnifies and holds harmless The Corporation of the City of St. Catharines, its employees, elected officials, and agents from and against any and all liability, damage, loss, claims or demands and actions of every nature whatsoever, which arise out of or are in any way associated with the project.

The Applicant assumes all liability for the project and releases The Corporation of the City of St. Catharines, its employees, elected officials, and agents from any and all liability for any loss or injury sustained by the Applicant, or any of its employees, volunteers, agents or affiliates, regardless of how caused, resulting from or in connection with the project.

### **Accounting**

The recipient shall keep and maintain all records, invoices and other documents relating to the Centennial Gardens Partnership Fund in a manner consistent with generally accepted accounting principles and record keeping practices, and shall maintain records for a period of three (3) years. The recipient authorizes the City and its agents at all reasonable times to inspect and copy any records, invoices and documents relating to the Grant, in the possession, or under the control, of the recipient and the recipient shall submit such receipts to the City upon request.

### **Reporting**

The recipient shall provide a final report to the City within three (3) months of completion of the project or year, providing all details required by the City and, upon request of the City, shall submit interim progress reports.

## 2023 Community Gardens Funding Application

### **Additional Terms**

The City reserves the right to impose additional terms and conditions on the project in its letter of approval and the Applicant acknowledges that it may be required to enter into a formal funding agreement with the City.