

Guidelines for Projects in Parks

Interested in applying for a *My Great Neighbourhood* grant to do a project in one of Victoria's parks or green spaces? Below are guidelines and considerations to help you plan for your project.

What types of projects are suitable for parks?

This grant program supports residents to do small or temporary placemaking projects in parks and green spaces. Here are some ideas of the sorts of projects that this grant can be used for:

- Seasonal installations, such as fairy lights, ephemeral art or light portable seating (like Adirondack chairs)
- Projects that take advantage of existing concrete surfaces, such as street painting, murals, seating areas
- Little free libraries (books, seeds, toys, etc.)
- Placemaking improvements to existing community gardens, such as trellises, furniture, and community art
- Boulevard gardens and boulevard improvements, including pollinator pathways and partnerships with local commercial businesses
- Neighbourhood events and celebrations



You can find more details on placemaking in parks in the City of Victoria's *Placemaking Toolkit* at [Tools and Resources | Victoria](#)

General Considerations:

- Projects proposing substantial long-term changes to parks are outside the scope of this grant program. Large and complex projects are led by City Staff, and often involve public consultation and approval by Council.
- Projects in parks require public consultation to demonstrate support. Public consultation requirements are determined on a case-by-case basis with help from City staff.
- Proposed projects must not involve construction in the park using heavy machinery. *
- Features for children's play must meet applicable safety standards and may need to be reviewed by a CSA certified playground inspector for safety approval. Any grant applications for children's play components should include a budget line item for inspection services.
- Projects must minimize impacts to trees by staying outside of critical root zones. The size of this critical root zone varies by tree size, soil profile, and growing conditions, but is typically within 5m of the tree's main trunk. Any projects proposing to break ground within the critical root zone of a tree will require an arborist report to identify impacts and, if the project is approved, will require supervision from a certified arborist during installation.
- Projects installed in parks should be appropriately designed and constructed, and use materials strong enough to safely withstand heavy use.
- Projects should not require power, water or other connected services*.

*Unless under a license agreement with the City of Victoria (e.g., a community garden)

Furnishings

Stationary furniture

Stationary placed furniture in parks must be installed on existing concrete.

Portable Furnishings

Portable furnishings (chairs, picnic tables) 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 consider that portable furnishings in parks may be at risk of being stolen.



Proposals for portable furniture must:

- Weigh less than 50lbs each
- Include a maximum of two pieces
- Be easy to drag with a tractor/mower or by hand and should have a bottom with rounded rather than square edges.



Installations on posts (e.g., little free libraries)

When required for a project, City crews will install a metal post and concrete pad. Unless there is a suitable existing post that can be used, 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 project when considering the required post(s). Concrete pads are required at discretion of Parks.

Cost: \$1500 includes concrete pad (pad option determined by Parks); if no pad is required then price ranges between \$250-\$500. Include this as an item in your proposed budget

You will be required submit the construction design for any projects mounted on posts to ensure that 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 \$1500 per sign location in your initial grant application to cover the cost of installation.

Planting



Community gardens

This funding program can be used to make enhancements to existing community gardens where they contribute to the grant program objectives. This may include adding furniture, structures, tool sheds, community art, and other placemaking elements.

This grant cannot be used to help fund the construction of new community gardens. The City of Victoria offers a Community Garden Start-Up Grant to help fund the design and construction of new community gardens. More information on building a new community garden is available on the City's website at: [Growing in the City | Victoria](#)

Boulevard gardens

This grant funding may be used to build a new boulevard garden. Boulevard gardens must follow the Boulevard Gardening Guidelines. If the proposed boulevard garden is not immediately adjacent to property owned by the applicant, a letter of written permission from the property owner must be included as part of the grant application.

Boulevard gardens and other boulevard enhancements in front of commercial properties are not included in the boulevard gardening guidelines and will be subject to additional review and engagement requirements. More information on boulevard gardening is available on the City's website at: [Growing in the City | Victoria](#)



Planting Trees

Fruit and nut trees can be planted in parks through the City of Victoria's *Urban Food Tree Stewardship Program*, which allows residents to plant and maintain up to 5 food trees in a park. This grant can be used towards purchasing the trees and other supporting infrastructure (deer protection, stakes, etc.). You must first apply for the "Urban Food Tree Stewardship Program" through City of Victoria parks and receive approval before you can apply for funding through the My Great Neighbourhood Grant. More information on the Urban Food Tree Stewardship Program is

available on the City's website at: [Growing in the City | Victoria](#).