

The Neighbour to Neighbour (N2N) grant is available to groups of Saanich residents. Grants will be awarded to N2N groups that propose a project that meets the requirements in the grant application form below. Learn more at saanich.ca/n2n.

Eligibility Criteria

- Application must include participants from at least two separate households in Saanich, within three blocks of each other, including the project group lead. Both individuals must speak with Saanich N2N staff about their project before the grant is approved. The group can consist of separate units in the same multi-family building.
- Project must take place within 3 blocks of the group members residences.
- Project does not conflict with other existing Saanich programs.
- Project provides a resilience benefit to the neighbourhood, not only one household.
- Project involves group work.
- Project accomplishes goals in at least two of the three areas of Emergency Preparedness, Climate Action and Care for Nature.
- Adequate resources, such as volunteer time, are available to complete the project.
- Project can be delivered within the \$500 grant budget, or additional budget sources equal to the project needs are shown to be available.
- Project scope is clearly defined.
- If the project requires support from Saanich staff or resources, the request must be reasonable and approved by the appropriate Department managers.
- If ongoing maintenance of the project is required, a reasonable plan is in place.
- If the project involves long term physical modification of an area, that area must either be on a residential property or a Saanich right of way with the proper permit (e.g. a [Boulevard Permit](#)).
- Project will obtain any required permits, including landowner approvals, before relevant activities take place and before the N2N grant will be approved.
- Group can access up to \$500 a total of twice.

Timelines

- Project is to be accomplished and reported on within six months of grant award (or other reasonable timeline as agreed to by the Saanich staff). Report is to include a photo that the District of Saanich has permission to use for communication purposes. See [photo release form](#).

Project Title	
Project Summary (max 500 words)	
Group leader	
Name:	
Phone:	
Email:	
Address:	
Group members (Application must include participants from at least two separate households in Saanich, within three blocks of each other, including the project group leader. Add more lines as needed.)	
Name:	
Phone:	
Email:	
Address:	
Name:	
Phone:	
Email:	
Address:	
Name:	
Phone:	
Email:	
Address:	

Check the boxes below to indicate which goals your project will contribute towards. (Must check a box in at least two columns)			
Program Goals	Emergency Preparedness	Climate Action	Care for Nature
	<input type="checkbox"/> Develop plans to help each other in emergencies <input type="checkbox"/> Become more prepared by getting to know neighbours <input type="checkbox"/> Promote resident knowledge of the Saanich Emergency Program <input type="checkbox"/> Other	<input type="checkbox"/> Improve resilience of people and/or nature to climate change <input type="checkbox"/> Reduce greenhouse gas emissions <input type="checkbox"/> Other	<input type="checkbox"/> Enhance biodiversity <input type="checkbox"/> Learn about nature / take part in Saanich's Natural Intelligence activities <input type="checkbox"/> Conduct a citizen science project using iNaturalist <input type="checkbox"/> Other
Describe how your project will meet the goals outlined above (max 500 words)			
How will your project make an impact at the neighbourhood scale? Where will the project take place?			
If applicable, how will you assess support from neighbours and identify any concerns about the project? (e.g. posters in the neighbourhood)			

Volunteer needs

Describe what kind of volunteer skills and time your project requires.

Material and equipment needs

Describe what kind of materials and equipment will be required for your project.

Anticipated approvals

Describe any regulatory approvals required to complete your project

Anticipated project timeline

Describe when your project will start and finish and the timeline for key project activities

Budget Provide a detailed budget for your project, including additional funding sources, if applicable. Attach additional sheets as needed.		
Item	Funding Source	Cost
Total		

Reporting
 The District would like to know about the impact of the grant and your project in your neighbourhood. On the next page of this form is very short report guide. A report on the grant is expected within six months of receiving the grant (or other reasonable timeline as agreed to by Saanich staff). Please comment below on how you will record and report on the project (see last page of this document for reporting guide).

Communications
 How did you hear about the N2N program?

Declaration:

- I certify that the information given in this application is correct;
- I/we understand that the District's approval of the grant does not create any partnership or ownership interest by the District, and does not in any way impose any responsibility or transfer liability arising from the project to the District;
- I/we assume all liability for activities associated with the project implementation and for all life cycle costs of the project
- I/we understand and agree that the project must comply with all applicable municipal policies, bylaws and requirements of the District.

Name:
Signature:
Date:

Your information is being collected and used for the purpose of administering and evaluating the Neighbour to Neighbour program, a cross-departmental initiative of the District of Saanich. Collection is authorized under the Local Government Act, Community Charter and sections 26(c),(e) of the Freedom of Information and Protection of Privacy Act. Questions about privacy can be directed to the District of Saanich Privacy Officer at 770 Vernon Ave, Victoria BC, V8X 2W7, 250-475-1775, foi@saanich.ca.

Thank you!

Please submit this application to sustainability@saanich.ca, or by mail or in person to Sustainability Division, Saanich Municipal Hall, 770 Vernon Ave, Victoria BC, V8X 2W7.

Applications are reviewed by Saanich staff (N2N Committee). Final grant approval is the responsibility of the Director of Finance.

Report Guide

Please submit a short report on the impact of your project no more than six months after receiving approval for the grant (or other reasonable timeline as agreed to by Saanich staff). The report can be in the format of your choice (e.g. email, Word, or PDF document) and should be submitted to sustainability@saanich.ca.

Please ensure your report includes the following information:

- Your name.
- Your project name.
- Short project summary (one paragraph).
- Approximate number of people involved in the project.
- Do you think the project helped people get to know each other better than they did before the project? Please explain.
- Please explain how your project met or did not meet the goals you set out to achieve from the table below.

Program Goals	Emergency Preparedness	Climate Action	Care for Nature
	<input type="checkbox"/> Develop plans to help each other in emergencies <input type="checkbox"/> Become more prepared by getting to know neighbours <input type="checkbox"/> Promote resident knowledge of the Saanich Emergency Program <input type="checkbox"/> Other	<input type="checkbox"/> Improve resilience of people and/or nature to climate change <input type="checkbox"/> Reduce greenhouse gas emissions <input type="checkbox"/> Other	<input type="checkbox"/> Enhance biodiversity <input type="checkbox"/> Learn about nature / take part in Saanich's Natural Intelligence activities <input type="checkbox"/> Conduct a citizen science project using iNaturalist <input type="checkbox"/> Other

- What did the project cost? (itemized)
- Do you have any suggestions or feedback about the N2N initiative?
- Please attach photos or a video of the project (if there are people in the photo or media please ensure we have permission to use the photo in Saanich communication materials by using the [Photo Release Form](#)).