

## Park Partners Project Proposal – Application

Saanich Parks | 1040 McKenzie Avenue Victoria BC V8P 2L4 | [parks@saanich.ca](mailto:parks@saanich.ca) | P 250-475-5522 | F 250-475-5525 | [www.saanich.ca](http://www.saanich.ca)

This application is for conducting any project on District of Saanich Park land.

<b>Date:</b>	
<b>Organization Name:</b>	
<b>Key Contact Name:</b>	<b>Phone Number:</b>
<b>Address:</b>	
<b>City:</b>	<b>Postal Code:</b>
<b>Email:</b>	
<b>Alternate Contact Name, Address and Contact Number:</b>	
<b>Project Name:</b>	
<b>Project Description:</b>	

**Desired Location Description:-please attach map for specific location:**

(what park and where in park)

---



---



---

**Main purpose of application:**

**Please check any of the following activities below that apply to your project:**

- Digging underground (by hand or with machinery: please specify with a circle on map)
- Electrical upgrades, replacements or new electrical services
- Plumbing: new or improvements to existing
- Work on or around trees
- Building / installing a permanent structure
- Hiring contractor(s) to do any of the work
- Affecting the public, adjacent neighbours or park visitors (i.e., park or trail closures)
- Extraordinary hazards (please specify \_\_\_\_\_)

**Project Budget**

Line Item	Amount
<b>Total</b> estimated project cost:	\$
Total value of in-kind donations (not including Saanich)	\$
Other financial contributions (grants, etc. – not including Saanich)	\$
Number of volunteer hours contributed (expected) General labour/unskilled support (@ \$20/hr): _____ Professional support/consultants (@ \$45/hr): _____	\$
Financial contributions (grants, loans, etc.) funded by the District of Saanich	\$
<b>Total amount (if any) requested from Saanich Parks*</b>	\$
Additional notes regarding budget:	

*\*Some cost-sharing may be available (maximum of up to 50%), however, funding depends on availability and will only be considered for projects that benefit the greater community. Please note that if your project is depending on Parks funding, Saanich may defer the project to subsequent years or reserves the right to reject the cost-sharing request of this application.*

**Project Details:**

Please include any supporting documentation (i.e., plans, drawings, specifications, etc.). Saanich may require more detailed information through the project review and approval process. Some projects may require more detailed planning, longer timeframes and/or public consultation.

**List attachments:**

- 
- 
- 
-

**Any other information you wish to share about your project (optional):**

- I understand that by applying for this, the District of Saanich may defer the project to subsequent years or may reject this application.
- I understand that this application is to seek the District of Saanich's written approval to conduct a project on public land and I must wait for written approval prior to conducting any work.
- I understand that I/we as the applicant agrees to maintain and repair the asset for which this application has been made.
- I understand that my contact information is being collected for the purpose of administering partner projects in Saanich Parks.

This collection of personal information is authorized under the Local Government Act, Community Charter and Section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC, V8X 2W7, t. [250-475-1775](tel:250-475-1775), e. [foi@saanich.ca](mailto:foi@saanich.ca)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you are not the president/decision maker for your club, please include their signature below:

**President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

President's Name (please print clearly) \_\_\_\_\_

Submit completed form via email [parks@saanich.ca](mailto:parks@saanich.ca), fax 250-475-5525 or in person to the Parks office at 1040 McKenzie Avenue

**For Saanich Parks Administration only**

Date application received:	
Date reviewed:	
Feedback Given:	
Approved: Yes/No	Date of Final Decision:
Approved By:	
Signature : _____	
Cost share applications only:	
Date cost -share Approved	
Amount approved:	
Parks Manager Signature	