



2026

Community-led Greening Initiatives & Gardening Program Application Form

In response to Council's directives on April 30, 2025 (ACS2025-CSS-GEN-007), Recreation, Cultural and Facility Services (RCFS) has established a formal, city-wide mandate for the *Community-led Greening Initiatives and Gardening Program*, aligning with the City of Ottawa's environmental, equity, and climate goals. This program recognizes community gardening and greening as essential tools for civic engagement, community wellness, and sustainability.

Deadline: February 03, 2026, by 4:00 pm

Email: communitygardens@ottawa.ca

Website: ottawa.ca/gardens

Funding, Partnerships & Agreements Unit

Recreation, Cultural and Facility Services Department
City of Ottawa



Community-led
Greening Initiatives and
Gardening Program

Programme d'initiatives de
verdissement et de jardinage
menées par la communauté

Table of Contents

Inquiries	3
General Information	3
Before You Begin	3
Application Information	4
Nature of the Request	4
Organizational Details	4
Location Details.....	5
Project Type	6
Additional Details (Optional).....	6
Declaration	7
After you Apply	8
Application Submission Process.....	8
1. Electronic (Preferred)	8
2. Email (Preferred).....	8
3. Hard Copy (Canada Post or Courier)	8
4. In-Person Delivery.....	9
Application Format.....	9
Email Applications (Preferred).....	9
Hard Copy Applications.....	9

Inquiries

If you have questions about eligibility, site selection, or the application process:

Email: communitygardens@ottawa.ca

Website: ottawa.ca/gardens

General Information

We invite local incorporated or unincorporated community groups to apply to establish, expand or modify a community-led greening and gardening initiatives on City-owned land within the City of Ottawa.

We welcome projects that seek to contribute positively to public space, support environmental stewardship, enhance neighbourhood livability, promote access to healthy, affordable food options, and provide opportunities for residents to gather, grow, learn, and connect with nature.

Before You Begin

To ensure applications are successful, applicants are encouraged to carefully review all information tabs in reference to ottawa.ca/gardens and review all information details before starting their application.

Additional stipulations include:

- If a garden or greening initiative already exists on a property, whether for food production, pollinator support, or another type of greening project, no other organization may apply to start a similar project on that same property.
- Organizations currently managing a community-led garden or greening initiative on a property may apply to expand, enhance, or update their existing project at that same location.
- If your organization wishes to apply for multiple properties, simply submit a separate application for each community-led greening or gardening project.

Before applying, please review the three documents found on Ottawa.ca under the ottawa.ca/gardens webpage:

1. **How to Complete the Application Guide**
2. **Supplemental Application** (required only during Phase Two)
3. **Community-led Greening Initiatives and Gardening Program Standards**

Application Information

Nature of the Request

Is this request for a new or existing community garden or greening initiative?

- ☐ New
- ☐ Expansion and/or retrofit

Organizational Details

Eligible groups include:

- Incorporated or unincorporated community groups or associations
- Neighbourhood organizations
- Not-for-profit or community-focused groups operating in Ottawa

Who Is Applying?

- ☐ Incorporated Not-for-Profit
- ☐ Unincorporated Community Group
- ☐ Volunteer or Resident-Led Group
- ☐ Other (please specify):

Organization Legal Name:

Organization Email:

Primary Contact First & Last Name:

Primary Contact Email:

Primary Contact Phone Number:

Location Details

Provide the precise location of your proposed garden or greening initiative.

Site Address:

Park / Property Name:

Nearest Intersection or Landmark:

Please provide **two images** as part of your application:

Image 1: Aerial Map of the Desired Location

Provide an aerial map, screenshot, or site photo that clearly shows the intended location of the proposed new or expansion of a garden or greening initiative on the full property.

Image 2: Site Plan & Layout

Upload a map or drawing that includes the following details:

1. Garden and/or Planting Beds

- Dimensions (length, width, height) of garden or planting beds
- Exact placement within the overall site plan
- Locations of greening initiatives

Note: Above-ground planting is recommended. In-ground planting for food consumption requires additional soil testing.

2. Structures (if applicable)

- Dimensions (length, width, height) and placement for sheds, compost areas, and tool storage

3. Paths and Accessibility Considerations

- Pathway location and widths
- Spacing and distance between garden beds
- Accessible path widths

- Raised bed dimensions
- Any additional accessibility elements

4. Water access

- Location of water source
- Locations of water systems, if applicable (rain barrels, water totes, etc.)

For examples of Aerial maps and Site Layout Plans, refer to examples in the **How to Complete the Application Guide**, reference the ottawa.ca/gardens webpage.

Project Type

What Do You Want to Plant or Add?

Tell us briefly what you'd like to create or expand at this site. Check all that apply.

Type of initiative:

- ☐ Food-producing community garden
- ☐ Pollinator planting
- ☐ Ornamental planting
- ☐ Other greening initiatives, please describe:

List all the native types of plants you want to plant or install:

Is the removal of invasive species required to prepare the site for your garden or greening initiative?

- ☐ Yes
- ☐ No
- ☐ Unknown

Additional Details (Optional)

Provide any additional notes or special considerations:

Declaration

Before submitting, you must confirm that:

- ☐ Your information is accurate and true and correct to the best of your knowledge.
- ☐ You've read the Community-led Greening Initiatives and Gardening Program Information Package, the How to Complete the Application Guide, and The Community-led Greening Initiatives and Gardening Program Standards under the ottawa.ca/gardens webpage.
- ☐ You understand that approval is not guaranteed. Any preliminary or in-principal approval may be amended, cancelled, or revoked at any time at the City's sole discretion.

Signature

X _____

Full Name:

Date:

Please keep a copy of this signed application for your records.

Personal information is collected on this form under the authority of Section 10 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, and will be used for the purposes of processing your application and management of the City of Ottawa recreation and culture programs. Questions regarding this collection may be addressed to the Portfolio Manager, Funding, Partnerships & Agreements Unit at 613-580-2424 ext. 26275, 100 Constellation Cres, Ottawa, Ontario, K2G 6J8.

After you Apply

Application Review Timeline

Phase One: Following the application close date, your application will be reviewed for site suitability within 20 business days. If the site is deemed suitable, eligible applicants will be asked to complete a **Supplemental Application Form**, reference the ottawa.ca/gardens webpage. The supplemental application form is where the City will collect more in-depth details to confirm that the proposed site operations fit within the site.

Phase Two: Following submission of the supplemental application form, applications will be reviewed through an interdepartmental review process, with ongoing communication and feedback between the City and the applicant.

The estimated total timeline for completing both phases of the application review is approximately 90 days. Note: Timelines may be extended if City services are responding to an emergency or if additional information is required.

Application Submission Process

Applications will be accepted between January 5 and February 3, 2026.

Submit your complete application only once - either online, in a single physical package, or in one email, but not more than one of these options. Applications may be submitted using one of the four following methods:

1. Electronic (Preferred)

Applications are available to be submitted electronically through the ottawa.ca/gardens webpage.

2. Email (Preferred)

Email: communitygardens@ottawa.ca

Subject Line: *Community-Led Greening & Gardening Application*

3. Hard Copy (Canada Post or Courier)

City of Ottawa - Funding, Partnerships & Agreements Unit
Recreation, Cultural and Facility Services Department
100 Constellation Drive, 8th Floor West, Mail Code 26-55
Ottawa, ON K2G 6J8

4. In-Person Delivery

Applications may be delivered to the Funding, Partnerships & Agreements Team at:

City of Ottawa – Ben Franklin Place (Meridian Theatres @ Centrepointe)

101 Centrepointe Drive, Ottawa ON K2G 5K7

1st Floor, Room 1A

Date: Tuesday, February 3rd, 2026

Hours: 9:00 a.m.- Noon & 1:00 - 4:00 p.m.

Application Format

Email Applications (Preferred)

- Email attachments must not exceed 15 MB.
- Files must be print-ready (PDF, Word, JPG, PNG).
- Ensure the subject line reads: *“2026 Community-Led Greening & Gardening Application”*.
- A confirmation email will be sent once received. If you do not receive confirmation:
 - Verify your email size does not exceed your provider’s attachment limit (City of Ottawa limit is 15 MB).
 - Ensure all required documents are attached.
 - Contact communitygardens@ottawa.ca to confirm receipt.

Hard Copy Applications

- Submit the completed application form and all required documents on single-sided 8.5" x 11" white paper.
- Do not submit materials via USB or DVD.
- If submitting by email instead of hard copy, ensure documents are printer-ready and in PDF or Word format.