2026 Community-led Greening Initiatives & Gardening Program "How to Apply"

Supporting Document for Applicants – Community-led Greening Initiatives & Gardening Program

This document is intended to assist applicants in completing the Community-led Greening Initiatives & Gardening Program application forms (Part 1 and Part 2).

All applicants must complete the **2026 Community-led Greening Initiatives & Gardening Program Application Form**. Applicants whose projects are successful following the initial review and are either approved or approved in principle will then be required to complete the **Supplemental Application Form**.

Before applying, please review all program documents available on ottawa.ca/gardens.

Email: communitygardens@ottawa.ca
Website: ottawa.ca/gardens

Funding, Partnerships & Agreements Unit
Recreation, Cultural and Facility Services Department
City of Ottawa

Table of Contents

Inquiries

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

Email: communitygardens@ottawa.ca

Website: ottawa.ca/gardens

Part 1 – 2026 Community-led Greening Initiatives & Gardening Program Application Form

This application confirms basic eligibility and site suitability. Applicants whose projects pass the initial review and are either approved or approved in principle will then be invited to complete Part 2 – the **Supplemental Application Form**. You can submit Part 1 without having all the details required for Part 2. Successful applications identified to proceed will receive clear guidance from staff and a dedicated timeframe to submit the additional information.

Application Information

Section: Nature of the Request

Applicants must indicate whether the proposed community-led project is a *new initiative* or an *expansion and/or retrofit*.

- *New initiative* refers to a garden or greening project on City land where no community-led garden or greening initiative currently exists.

- *Expansion and/or retrofit* refers to the enhancement, enlargement, or improvement of an existing community-led garden or greening initiative on City land.

Note: 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.

Section: Organizational Details

Applicants are to provide their organization's information and a primary contact.

- **Incorporated organizations**: Use the legal name exactly as shown in your Articles of Incorporation.
- **Unincorporated groups**: Use the name your group is commonly known by in the community. If your group is not incorporated under federal or provincial not-for-profit legislation, it does not have legal status. Any future agreements with the City will state that your directors are jointly and severally liable.

Section: Location Details

Applicants are to provide the location of the proposed garden or greening initiative. Use **geoOttawa** (https://maps.ottawa.ca/geoottawa/) to confirm the site details, including site address, park or property name, and nearest intersection or landmark.

Required Image Upload

Applicants must provide at least two images showing the proposed garden or greening initiative's placement and layout. Images should be in **JPEG, PNG, or PDF format** and high enough resolution to clearly show site details.

Image 1: Aerial View of the Site

Show where your project will be located on the property. Use available resources to create the aerial view. Acceptable examples include:

- A geoOttawa map screenshot
- A Google Maps screenshot
- An existing aerial photo

Sample aerial photo

Image 2: Site Plan / Layout Drawing

Your second image should show what you plan to build or plant. This can be **hand-drawn or digital**. Include:

- Garden or planting beds (with exact sizes, dimensions, and locations)

- Any structures (e.g., sheds, compost bins, tool storage)

- Paths and accessibility features (path widths, spacing between beds)

- Water access points (hose bibs, rain barrels, water totes)

Tip: Raised or above-ground planting is recommended. In-ground food planting may require soil testing.

Sample site plan / layout drawing

Example taken from geoOttawa. This mock aerial-style layout is intended to demonstrate what an example park map should include when proposing a community-led garden and greening initiative on City of Ottawa land. All dimensions are approximate and shown for illustrative and planning purposes.

Example Existing Park Amenities

These elements provide context to show how the community garden integrates within a typical Ottawa park. Examples of surrounding features are identified within the blue circles e.g.

- Soccer Field (approx. 60 m x 80 m)
- Outdoor Rink (approx. 20 m x 40 m)
- Splash Pad (approx. 10 m x 12 m)

Community Garden Zone – Dimensions & Requested Elements

Legend	Requested Element	Quantity	Dimensions / Notes
🟩	Raised Garden Beds	8	2.4 m x 1.2 m each; 76–91 cm height for accessibility
	Accessible Pathways between beds	-----	Minimum 1.8 m wide, firm and level surface
1-10	Pollinator Patch	1	6 m x 8 m – native plant list: 1. Wild Columbine (Aquilegia canadensis) 2. Blue Flag Iris (Iris versicolor) 3. Wild Bergamot (Monarda didyma) 4. Swamp Milkweed (Asclepias incarnata) 5. Prairie Smoke (Geum triflorum) 6. Woodland Phlox (Phlox divaricata) 7. Whorled Loosestrife (Lysimachia quadrifolia) 8. Hairy Beardtongue (Penstemon hirsutus) 9. Native Aster Species (Symphyotrichum spp) 10. Canada Goldenrod (Solidago canadensis)
🟧	Accessible Tool Shed	1	3 m x 3 m
✦	Rain Barrels	2	Located adjacent to shed
🟪	Compost Bin Area	1	2 m x 3 m
✖	Existing Water Standpipe	-----	Water access through existing outdoor rink and splash pad amenities

Section: Project Type

Applicants are to describe their project and select all applicable options:

- Choose the type of initiative (e.g., food-producing garden, pollinator planting, ornamental planting, other greening).

- List all native plants you plan to include. *(If unsure, list all possible as designs can be adjusted later.)*

- Indicate if invasive species removal is needed.

- Add any special considerations (optional).

Section: Declaration and Signature

Applicants are to confirm all declaration items by checking the boxes and ensure the application is signed by an authorized individual with signing authority according to the organization's own requirements (e.g., the organizations bylaws, constitution, board resolution, etc.). The authorized individual must **sign**, **print their full legal name**, and **date the application**.

Part 2 – 2026 Community-led Greening Initiatives & Gardening Program Supplemental Application Form

Applicants whose projects are successful following the initial review and are either approved or approved in principle will then be required to complete the Supplemental Application Form.

Application Information

Section: Organizational Details

Applicants are to provide organizational and primary contact information.

- Use the legal name for incorporated organizations (as per Articles of Incorporation).

- Use the commonly recognized name for unincorporated groups.

- Include: organization email; primary contact's name, email, and phone.

Section: Garden or Greening Initiative Name

Applicants are to provide the official name of the garden or greening initiative (for use in City records and communications).

Section: Detailed Site Design & Plantings Plan

Applicants are to submit an expanded site design and plantings plan.

- Provide a step-by-step construction/installation plan (lead roles, volunteers, contractors, timeline).
- Identify materials and infrastructure (beds, soil, tools, sheds, compost systems, rain barrels).
- Attach product links/specifications you intend to use, and any updated drawings.

Section: Accessibility Implementation Details

Applicants are to explain how accessibility features will be implemented during construction, installation, and ongoing maintenance. Include details on how accessibility will be upheld throughout the project lifecycle. Plans must align with:

- The Community-led Greening Initiatives and Gardening Program Standards (available at ottawa.ca/gardens)
- The City of Ottawa Accessibility Design Standards and Features

Section: Operations, Maintenance & Environmental Stewardship

Applicants are to provide an annual operations and maintenance plan.

- Outline seasonal tasks (weeding/soil care, watering, paths/surfaces, repairs).
- Provide a water management strategy (conservation, mulch/retention, irrigation systems, drought planning, accessibility of water systems).
- Describe waste, composting, and material handling (organic/non-organic, recycling, safe disposal).
- Explain tool/equipment management (storage/security, inventory, lending, safety, theft prevention).

Section: Budget & Financial Sustainability

Applicants are to demonstrate financial viability.

- List funding to date (grants, sponsorships, partnerships, donations).

- Provide a five-year plan (projected revenues/expenses, cost-saving strategies, volunteer contributions, grants/fundraising).

Section: Organizational Governance

Applicants are to outline governance and key contacts.

- Describe the organizational structure.

- List 3–5 individuals with contact information and anticipated roles.

Section: Project Leadership and Governance

Applicants are to describe project management and decision-making.

- Define leadership/committee roles (e.g., Garden Coordinator, Treasurer, Outreach Lead).

- Explain how decisions are made (authority, approvals, annual planning).

- Provide a conflict resolution approach (internal/external issues, who is involved, documentation, communication).

Section: Community Engagement

Applicants are to summarize engagement completed and planned.

- Provide engagement to date (meetings, feedback, design changes).

- Attach letters of support (e.g., residents, Councillor, partners, community orgs).

- Outline the future engagement plan (communications, participation opportunities, events/volunteer days, outreach).

Submission of supplemental materials: Completed applications and attachments may be emailed to communitygardens@ottawa.ca with subject line *Community-Led Greening & Gardening Supplemental Application.*

Section: Insurance

Applicants are to indicate insurance coverage.

- Confirm if you require the City's Community Program Insurance Program (CPIP) or have your own insurance that meets City requirements.

- Attach proof of valid insurance.

Section: Incident Management

Applicants are to provide an incident response plan.

- Describe response to injuries, vandalism, emergencies/safety incidents.

- Include notification procedures and communication plans.

Section: Additional Information

Applicants are to provide any project updates or changes (e.g., plant selections, site layout, design refinements).

Section: Declaration and Signature

Applicants are to confirm all declaration items by checking the boxes and ensure the application is signed by an authorized individual with signing authority according to the organization's own requirements (e.g., the organizations bylaws, constitution, board resolution, etc.). The authorized individual must **sign**, **print their full legal name**, and **date the application**.