



2026

Community-led Greening Initiatives & Gardening Program Supplemental Application Form (Part 2)

For Community-Led Greening Initiatives and Gardening Projects on City-Owned Land.

This **Supplemental Application Form** is designed to accompany the main Community-Led Greening Initiatives and Gardening Program Application Form. **To be submitted only after invitation from City staff.**

Deadline: Outlined in correspondence from City staff

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

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Submission Instructions

Completed applications along with supplemental documents can be emailed to:
communitygardens@ottawa.ca.

Subject line: *Community-Led Greening & Gardening Supplemental Application*

Project Readiness Checklist

Before completing this form, confirm that your organization has the following in place. These items demonstrate readiness to move forward and may be referenced throughout this application.

- A preliminary list of materials and infrastructure required, including links or product specifications for any items under consideration.
- A draft project timeline with seasonal milestones.
- A strategy for supporting accessibility and inclusion.
- Identified funding resources or in-kind contributions including a preliminary budget, if applicable.
- Identify the roles associated with the initiative, the individuals responsible for fulfilling these duties, and what resources your organization will use to monitor and manage these responsibilities.
- Your governance and oversight model, including defined roles and responsibilities for individuals involved in this garden or greening initiative.
- A volunteer recruitment and annual retention plan.
- A communications or outreach plan for informing local residents.

Before You Begin

Before completing the Supplemental Application Form, please review the three documents found on Ottawa.ca under the ottawa.ca/gardens webpage:

- **How to Complete the Application Guide**
- **Community-led Greening Initiatives and Gardening Program Standards**
- **How to Complete the Application Guide**

These documents explain additional requirements related to design standards, environmental considerations, and operational commitments.

Tips for Success

- Engage with City staff early if you require guidance related to design, compliance, or site limitations.
- Plan for long-term sustainability, including water access, composting systems, and volunteer scheduling.
- Maintain clear records related to budgets, volunteers, materials, and correspondence with the City.

Inquiries

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

Email: communitygardens@ottawa.ca

Website: ottawa.ca/gardens

Application Information

All fields are mandatory.

Organizational Details

Organization Legal Name:

Organization Email:

Primary Contact First & Last Name:

Primary Contact Email:

Primary Contact Phone Number:

Garden or Greening Initiative Name

What is the name of this Garden or Greening Initiative?

Detailed Site Design & Plantings Plan

Construction & Installation Plan

These details expand upon the basic design information provided in the first Community-led Greening Initiatives and Gardening Program application.

Provide a step-by-step description of how the project will be built or installed once approvals are received. Include:

- Who will lead construction or installation
- Volunteer roles and responsibilities
- Use of contractors or external professionals, if applicable
- Expected timeline and sequencing of work

Identify materials and infrastructure needed for the project (such as garden beds, soil, tools, sheds, compost systems, and rain barrels)? So that we can provide more tailored recommendations, include any links or product specifications for items you've already reviewed or plan to use.

Accessibility Implementation Details

Your previous application asked what accessibility features would exist. This section asks how you will implement them.

Explain how you will ensure accessibility standards are upheld during construction, installation, and seasonal maintenance.

For accessibility standards, refer to **The Community-led Greening Initiatives and Gardening Program Standards** under the ottawa.ca/gardens webpage.

Operations, Maintenance & Environmental Stewardship

Annual Maintenance Plan

Provide additional operations and maintenance details not requested in the initial application.

Describe your annual maintenance schedule, organized by season. Include:

- Weeding and soil care
- Watering
- Path and surface upkeep
- Repairs to structures or infrastructure
- Any other relevant tasks

Water Management Strategy

Beyond identifying water access in the first application, detail your long-term approach to efficient water use. Include:

- Conservation practices
- Mulching or soil moisture retention
- Drip irrigation or other systems
- Drought contingency planning
- Accessibility of water systems

Waste, Composting & Material Handling

Explain how organic and non-organic waste will be managed, including:

- Composting processes
- Weed and plant material disposal
- Recycling and non-organic waste handling
- Safe disposal of broken tools or materials

Tool & Equipment Management

Describe how tools and equipment will be:

- Stored and secured
- Tracked or inventoried
- Shared or loaned to volunteers
- Maintained for safety
- Protected from theft or misuse

Budget & Financial Sustainability

Funding to Date

List any confirmed funding sources; grants, sponsorships, partnerships, or material donations already secured.

Long-Term Financial Sustainability

Describe how your group will maintain financial stability over a five-year period.

Include:

- Projected revenues and expenses
- Cost-saving strategies
- Volunteer contributions
- Ongoing grant or fundraising plans

Organizational Governance

Organizational Structure & Key Contacts:

Provide greater detail about how your project will be governed beyond what was included in the initial application:

List 3–5 individuals involved in the initiative, including contact information and their anticipated role.

| # | Name | Email | Phone | Role |
|---|------|-------|-------|------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

Project Leadership and Governance

Describe how your garden or greening initiative is managed and how decisions are made.

Leadership Roles and Responsibilities

List the key leadership or committee roles involved in this project (for example: Garden Coordinator, Treasurer, Outreach Lead, Volunteer Coordinator, etc.). For each role, briefly describe:

- Main responsibilities
- How the role supports this garden or greening initiative

Decision-Making and Planning

Explain how your group makes decisions and plans its work, including:

- How major decisions are discussed and approved
- Who has decision-making authority
- How annual planning and goal-setting take place

Conflict Resolution

Describe how your group handles concerns or disagreements, both:

- Internally (among volunteers or leaders)
- Externally (with neighbors, gardeners, or other community members)

Explain:

- Who is involved in resolution
- How issues are documented
- How outcomes are communicated

Community Engagement

Engagement to Date

Summarize engagement completed so far, including:

- Meetings or conversations with neighbours or stakeholders
- Feedback received
- Changes made to the design based on community input

Attach additional letters of support, examples include but are not limited to:

- Letters of support from residents, your local Councillor, partners, or community organizations.

Completed applications along with supplemental documents can be emailed to: communitygardens@ottawa.ca. Use the subject line: *Community-Led Greening & Gardening Supplemental Application*

Future Community Engagement Plan

Describe how you will continue to engage the community after the project is built.

Include:

- Ongoing communications
- Opportunities for participation
- Events, volunteer days, or outreach strategies

Insurance

Insurance Coverage Details

Do you require the City's Community Program Insurance Program ([CPIP](#))?

Yes

No, I have my own insurance that meets City requirements (attach proof)

Please attach proof of valid insurance.

Incident Management

Incident Response Plan

Describe how your group will respond to:

- Injuries
- Vandalism
- Emergencies or safety incidents

Include notification procedures and communication plans.

Additional information

Provide any additional information or updates. Any other information or updates related to this project that you would like to note (e.g. Changes to planting plans or plant species being installed, updates to site layout or garden design, etc.)

Declaration

Before submitting the 2026 Community-led Greening Initiatives & Gardening Program Supplemental Application Form, you must confirm that:

- That the information is accurate and true and correct to the best of your knowledge.
- You understand that submission of this Supplemental Application Form does not guarantee approval. Any preliminary or in-principal approval may be amended, cancelled, or revoked at any time at the City's sole discretion.
- Acknowledgment that additional documentation may be requested by the City.
- Agree to participate in site meetings, inspections, and additional review steps as required.
- Once in-principal approval has been obtained, you will be required to enter into a Community Garden Agreement with the City of Ottawa.
- 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.

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.