

## PollinateTO Community Grants - Eligible and Ineligible Expenses

Funding can only be used for the direct delivery of the proposed project. Please refer to this list when spending your grant funding. If you are unsure if an expense is eligible, please contact PollinateTO Program staff at [pollinateTO@toronto.ca](mailto:pollinateTO@toronto.ca).

### Eligible expenses:

- ✓ Plant material – seeds, seedlings
- ✓ Soil, compost, peat, mulch, sand, etc
- ✓ Tools – shovels, rakes, forks, cultivators, hoes, spades, pruners, hand tools, etc
- ✓ Garden gloves, knee pads and kneelers
- ✓ Irrigation supplies – hose, nozzles, wands, rain barrels, watering cans
- ✓ Wheelbarrows and garden carts
- ✓ Garden border materials and supplies – wood, logs, stones, pavers, rocks, etc
- ✓ Porous pathway materials – stepping stones, gravel, wood chips
- ✓ Seed starting materials – trays, pots, soil, markers (greenhouses are not eligible)
- ✓ Plant supports – stakes, rings, poles, ties, string, twine
- ✓ Sheet mulching materials – cardboard, newspapers, leaves, compost/soil
- ✓ Rain garden materials and construction supplies (sand, compost, mulch, riverstone, pea gravel, limestone, pvc piping) – if you are installing a rain garden
- ✓ Raised beds materials and supplies (must be open at bottom), open bottomed containers where roots can access soil (no closed bottom containers)
- ✓ Plant identification markers and tags
- ✓ Signage – design, printing, installation
- ✓ Outdoor storage – weather resistant bins, small shed, lock
- ✓ Yard waste bags
- ✓ Equipment rentals (no gas powered equipment)
- ✓ Permit fees, space rental, liability insurance for your event/activity
- ✓ Delivery fees for plant material and supplies (max \$100 per delivery)
- ✓ Volunteer recognition, volunteer food expenses
- ✓ Food and refreshments (no bottled water) for participants (max \$200 per event)
- ✓ Training and workshop expenses
- ✓ Honorarium for speakers/facilitators (max \$500 per person, per event)
- ✓ Honorarium for group members (up to \$500 per group)
- ✓ Communications and promotion (e.g. flyers, posters, design, printing)
- ✓ Interpretation and translation fees
- ✓ Art supplies
- ✓ Solitary bee nest building supplies (bee condos, bee hotels, etc)
- ✓ Books – reference, gardening, flora and fauna identification guides
- ✓ Public transportation costs for project participants
- ✓ Labour costs to prepare the area and plant the garden, if required (up to 10% of the grant total)
- ✓ Removing asphalt, concrete or other hard surfaces, if required (up to 10% of the grant total)
- ✓ Consultant fees such as a landscape designer, rain garden expert (up to 10% of the grant total)
- ✓ Staffing costs for organizing project (up to 10% of the grant amount)
- ✓ Trustee administration fees (up to 10% of the grant amount)
- ✓ Costs to maintain garden (up to 10% of the grant amount)
- ✓ Other expenses on a case-by-case basis (please check with City staff prior to purchasing)

### Ineligible expenses:

- × Costs associated with the regular operation of your organization, current programs and services such as office rental, utilities, computer equipment, phones, fax, internet, accounting services, insurance, etc.
- × Mass market advertising campaigns
- × Award ceremonies, banquets, receptions, annual general meetings, sport tournaments
- × Religious activities/services, political activities, fundraising events, donations to charitable causes, lobbying or advocacy on behalf of for-profit entities
- × Alcohol
- × Bottled water
- × Gas and gas powered tools and equipment
- × Land acquisition, lease or rental
- × Purchase or rental of media equipment (computers, laptops, or software)
- × Purchase or rental of vehicles, personal vehicle expenses and parking
- × Postage and shipping costs
- × Disbursement of funds to provide additional grants to other parties
- × Conference registration and travel fees
- × TTC monthly passes
- × Reserve funds, debt repayment, deficit funding, capital costs (i.e. building repairs, renovations, water service, etc)
- × Fencing, gates, wire mesh
- × Armour stone
- × Garden furniture – plastic patio sets, umbrellas
- × Greenhouses
- × Barbeques, cooking equipment
- × Chemical fertilizers
- × Vermiculture supplies (worm composters)
- × Mushroom logs
- × Container gardening planters and supplies, including canoes (open bottomed containers where roots can access soil are eligible)
- × Beekeeping supplies, hives, honey bees
- × Water fountain or water connection service
- × Pesticides
- × Activities that extend beyond Toronto's borders