*Attention: This is not the PollinateTO Application Form.*

The Application Questions Summary is a reference document which lists all the application questions exactly as they appear on the online [PollinateTO Application Form](https://s.cotsurvey.chkmkt.com/?e=287038&h=A59068426F28A4F&l=en). All questions with an asterisk (\*) preceding them are required (i.e. mandatory) questions. You can use this document to help prepare, organize, and draft your responses. When you are ready to submit your application, please ensure that you use the online [PollinateTO Application Form](https://s.cotsurvey.chkmkt.com/?e=287038&h=A59068426F28A4F&l=en).

Prior to starting your application, it is recommended that you review the [PollinateTO program website](https://www.toronto.ca/services-payments/water-environment/environmental-grants-incentives/pollinateto-community-grants/). Applications which demonstrate strong alignment with the goals, guidelines and other requirements of PollinateTO are more likely to receive conditional approval.

# A. Group Information

## \*1. Please tell us about your group:

Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website (if applicable - otherwise, indicate N/A): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [*short answer text; three fields*]

## \*2. Project Summary: Please provide a brief summary of your project. What does your project intend to accomplish and where will it be undertaken? (max. 350 words)

[*long answer text*]

## \*3. Group Members:The Group Lead is the main contact person for your group. Please provide the requested information for the Group Lead and at least two other group members. To be eligible for funding, your group must have at least three members residing in Toronto in three separate households.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Group member* | Name (First, Last) | Email | Address (Street Number, Street Name, Suite/Unit Number, Postal Code) | Telephone Number |
| Group member 1 (Group Lead) |  |  |  |  |
| Group member 2 (Secondary Contact) |  |  |  |  |
| Group member 3 |  |  |  |  |

[*short answer table*]

## **\*4. What is the total number of people in your group? (including you)Provide your responses in digits (e.g. "4", not "four").**

**[*short answer numerical text*]**

## **\*5.** Which category best describes your group?

* Not-for-profit organization
* Resident/tenant/neighbourhood group
* School group
* Parent council
* Faith group
* Registered charity
* Business improvement area (BIA)
* Indigenous group
* Other (please specify)

 [*selection from drop-down list with short answer text if applicable*]

## \*6. Experience:

Please share the experience, knowledge and skills your group will use to successfully implement your project. (max. 350 words)

[*long answer text*]

## **\*7. How did you hear about PollinateTO?**

* City website
* Poster / Postcard
* City Councillor
* City Staff
* Live Green News
* Facebook
* Twitter
* Instagram
* TikTok
* Live Green Toronto Volunteer
* Community Cluster Coordinator
* Friend or family member
* Past PollinateTO Grant applicant
* PollinateTO garden sign
* Community Organization (please specify):

[*selection from drop-down list with short answer text if applicable*]

# B. Project Information

## **\*8.** Community Engagement & Education:  How will your project engage and educate your community? How will your project motivate others to learn more about pollinators and create their own pollinator habitat? (max. 350 words)

[*long answer text*]

## **\*9.** Results: What methods will you use to measure the impact of your project? Include both qualitative and quantitative measures. (max. 350 words)

[*long answer text*]

## **10.** Community Partners: If you are working with any community partners (partners may be organizations or individuals), please list them below and briefly describe how each of them will be involved.

[*long answer text*]

## \*11. Is this project aimed at serving individuals and/or communities from [equity deserving, vulnerable or Indigenous groups](https://www.toronto.ca/city-government/council/2018-council-issue-notes/equity-diversity-and-inclusion-within-the-city-of-toronto/)? Check all groups that apply.

□ 2SLGBTQ+ (Two-Spirit, lesbian, gay, bisexual, transgender and queer communities)

□ Immigrants and refugees

□ Indigenous communities

□ Persons who are homeless or under-housed

□ Persons with disabilities

□ Persons with low income

□ Persons with low literacy

□ Racialized group(s)

□ Residents in Neighbourhood Improvement Areas

□ Seniors

□ Undocumented workers

□ Victims of violence

□ Women

□ Youth

□ None of the above

[*one or more selections from checkbox list*]

# C. Proposed Project Location(s)

PollinateTO funds gardens on private land and public space. Your project proposal can include multiple gardens at one or more sites (i.e. different addresses). Your proposal can also have one or more gardens at a single site/address (i.e. separate garden beds on different parts of the site/property). Ensure that property owner support has been obtained for each individual site.

## **\*12. Neighbourhood:**

**Which City neighbourhood is your project located in?**

**Note: Toronto’s neighbourhood boundaries have changed as of April 2022. Visit the City's** [Neighbourhood Profiles website](https://www.toronto.ca/city-government/data-research-maps/neighbourhoods-communities/neighbourhood-profiles/find-your-neighbourhood/)**to confirm your neighbourhood - search by address or the place name of your primary garden location and then select it from the drop-down list below.**

**If your project is spread over multiple neighbourhoods, please identify the neighbourhood of your primary garden location (i.e. largest pollinator garden).**

 [*selection from drop-down list; visit the website link provided for details*]

## \*13. How many gardens are you proposing as a part of this project?

* 1
* 2
* 3
* 4
* 5
* more than 5

[*selection from drop-down list*]

## **\*14.** Location Suitability:

Please describe your garden location(s). Why is it suitable for a pollinator garden? Please identify and describe your site conditions (e.g. full sun/partial sun/shade, wet/dry, current ground cover, etc.).

[*long answer text*]

## **\*15.** Water Availability:

How will you water your garden(s)? Is there access to water at your proposed garden location(s)?

[*long answer text*]

## **\*16.** Proposed Plant Species:

Tell us about at least three native plants that you are excited to include in your garden and why you chose these plants. Include one species that blooms in spring, one in summer and one in fall.

[*long answer text*]

## **Garden Location(s) Summary:**

## \*17. or \*18. or \*19. or \*20 or \*21. Please provide details about your proposed garden(s). Refer to the instructions below to help you complete the table.

**For Site Address/Name:**

* Private property - provide street address
* School grounds - provide full name of school
* City park - provide the park name
* City boulevard - provide the nearest street address or closest intersection

**For Property Owner:**

* Private property - provide full name of property owner
* School grounds - provide school board name
* City park - type City of Toronto
* City boulevard - provide full name of the adjacent property owner

**For Pollinator Garden Size:**

* Please provide the garden area at each location, including the unit of measurement (square metres or square feet)

[*question 17, 18, 19, 20 or 21 will be shown based on the number of gardens selected in question 13*]

|  |  |  |  |
| --- | --- | --- | --- |
| *Garden Location #* | Site Address / Name | Property Owner | Estimated Garden Size |
| Garden #1 |  |  |  |
| Garden #2 |  |  |  |
| Garden #3 |  |  |  |
| Garden #4 |  |  |  |
| Garden #5 |  |  |  |

[*short answer table; visible table rows vary depending on whether question 17, 18, 19, 20 or 21 is shown*]

## \*22. If your project is proposing more than five gardens, please complete this [Garden Locations Summary (6+ Pollinator Gardens Only) template](https://www.toronto.ca/wp-content/uploads/2021/09/9567-PTOGarden-Locations-SummaryTemplate.docx) (Word Document) and upload it below.

[*question 22 will be shown if "more than 5" was selected in question 13*]

Upload file…

 Upload your completed Garden Locations Summary (6+ Pollinator Gardens Only)

[*file upload for completion*]

# D. Funding Request

## \*23. Proposed Project Budget:

Tip: Complete your [Proposed Budget Summary](https://www.toronto.ca/wp-content/uploads/2020/11/9867-PollinateTO-Budget-Template.xlsx) (Excel doc) before you fill in the information requested below.

Amount requested from PollinateTO: (max. $5,000) \_\_\_\_\_\_\_\_\_\_

Total Project Cost: ($) (Amount requested from PollinateTO + other sources of funding) \_\_\_\_\_\_\_\_\_\_

[*short answer text; two fields*]

# E. Supporting Documents

Please upload your supporting documents here.

1. Property Owner Support Letter(s) – Letter(s) or email(s) from the property owner(s) providing support for your project. Use the [Property Owner Support Letter template](https://www.toronto.ca/wp-content/uploads/2020/11/9887-PollinateTO-Property-Owner-Permission-template.docx) (Word doc).
2. Photo(s) of the proposed garden location(s).
3. Map showing your proposed site location(s). Please label your water source and major landscape features like trees and surrounding buildings. The drawing can be done by hand or using software and should be representative of your site.
4. Garden Maintenance Plan – How the garden(s) will be cared for and who is responsible for the long term success of the project. Please use the [Garden Maintenance Plan template](https://www.toronto.ca/wp-content/uploads/2020/11/983d-PollinateTO-Garden-Maintenance-Plan-template.docx) (Word doc).
5. Proposed Budget Summary – An estimated list of the costs to deliver your project. Please use the [Proposed Budget Summary template](https://www.toronto.ca/wp-content/uploads/2020/11/9867-PollinateTO-Budget-Template.xlsx) (Excel doc).

How to submit documents:

* Upload the documents via this online application form (see below) OR
* Send by email to [pollinateTO@toronto.ca](file:///%5C%5CVS-EED%5CEEDDATA%5CEED%5CEED%5CENV%5CPlanning%5CPollinators%5CGrant%5CWIP%20-%20AMANDA%5CpollinateTO%40toronto.ca) - Please include your Group Name & Project Name in the subject line.

## 24. Upload supporting documents:

Upload file…

1. Property Owner Support Letter(s)

2. Photo(s) of Garden Location(s)

Upload file…

3. Map of Project Site(s)

Upload file…

4. Garden Maintenance Plan

Upload file…

5. Proposed Budget Summary

Upload file…

Other

Upload file…

Other

Upload file…

Other

Upload file…

[*multiple file uploads or email submission for completion*]

***Ready to submit?* Please use the online** [**PollinateTO Application Form**](https://s.cotsurvey.chkmkt.com/?e=287038&h=A59068426F28A4F&l=en) **to submit your Application.**

***Questions?* Email** **pollinateTO@toronto.ca**