![TORONTO]

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. 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.

Prior to starting your application, it is recommended that you review the PollinateTO program website. 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. How would you describe your group? PollinateTO is open to all resident-led groups, registered charities, and non-profit organizations.

Not sure? Learn more about registered charities and non-profit organizations.

- A group of 3+ individuals
- A registered charitable organization or a not-for-profit organization

[*radio button, single select*]

*If your group is "A group of 3+ individuals", please answer:

[*question 2 will only be shown if "A group of 3+ individuals" was selected in question 1*]

By checking this box, I hereby certify that each individual below has provided consent to have their personal information collected and stored by the City of Toronto, and the Notice of Collection statement was presented to these individuals.

[*one selection from checkbox*]

*2. If your group is "A group of 3+ individuals", please answer:

[*question 3 will only be shown if "A group of 3+ individuals" was selected in question 1*]

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.

NOTE FOR SCHOOL GROUPS: Group Leads must be a school staff member. For student group members, please only include names. Student emails and other contact information should not be included.

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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*]

*2. If your group is "A registered charitable organization or a not-for-profit organization", please answer:

[question 4 will only be shown if " A registered charitable organization or a not-for-profit organization" was selected in question 1]

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

[*short answer table*]

A. Group Information Continued

*3. Please tell us about your group:

Group Name: _____

Project Name: _____

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

[*short answer text; three fields*]

*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) For example:
- Gardening experience (has your group or members successfully created a garden in the past?)
- Knowledge of native plants and wild pollinators

[*long answer text*]

*7. How did you hear about PollinateTO?

- City website
- Poster / Postcard
- City Councilor
- 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
- Neighbourhood Climate Action Champions
- Community Organization (please specify):

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

B. Project Information

*8. Project Summary:

Please provide a brief summary of your project to help the Review Committee get a better understanding of your proposed project. (max. 350 words)

For example:
What does your project intend to accomplish?
Where will it be undertaken?
Will you be planting directly in the ground or in open bottom raised beds/stock tanks?

[*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)

Ex. Attendance of events/workshops, species counts, etc.

[*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. Will your project intentionally engage individuals and/or communities from the list below? 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*]

*12. 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*]

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.

13. Ward:

What City Ward is your project located in?

Visit the City's Ward Profiles website to confirm your Ward - search by address or place name of your primary garden location.

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

*14. 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 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*]

*15. Which category best describes the location of your primary garden location?

- School Learning Garden (e.g. takes place at a school)
- Boulevard (e.g. City owned right of way)
- Spiritual Centre Garden (e.g. a faith/spiritual site)
- City Park (e.g. City owned/managed park)
- Communal Garden (e.g. a Community Centre or is undertaken by a non-profit in community accessible space)
- Multiple Front Yard Gardens (e.g. multiple privately owned front yards)
- Multi-Residential Garden (e.g. condos, co-ops, apartments)
- Multiple Property Garden (e.g. a mix of privately owned and public properties)
- Other (please explain)

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

*16. What is your relationship to the proposed project location(s)? (e.g., teacher at the school, live across the street, volunteer at the church, boulevard in front of my house, etc.) (max. 60 words)

[*long answer text*]

*17. Why did you choose the proposed project location(s)? (e.g. heavy foot traffic, close proximity to community, in need of restoration, etc.) (max. 60 words)

[*long answer text*]

C. Proposed Project Location(s) Continued

*18. How many gardens are you proposing as a part of this project?

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- more than 10

[*selection from drop-down list*]

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 as shown on the pre-approved parks list
- Public property - provide the full facility name
- City boulevard - provide the nearest street address or closest intersection

For Pollinator Garden Size:
- Please provide the estimated garden area at each location, including the unit of measurement (square metres or square feet)

For Water Source:
- Please tell us if there is already water access on the site of your proposed garden(s)
- If yes, please describe (i.e. hose spigot, built-in irrigation, rain barrel)

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- If no, please explain how you plan to water your garden(s) (i.e. install hose spigot)

For Garden Beds:
> Indicate if you will be enhancing existing garden beds or if you will be creating new ones

19. Garden Location(s) Summary:

You must submit information on your proposed garden location(s) below. Not doing so may result in your application being rejected from this process.

NOTE: If your project includes more than 10 locations, please provide a document with a full list via the optional supporting documents upload on Question 29.

Garden Location #	Site Address / Name	Estimated Garden Size (square feet or square meters)	Is there an existing water source?	Is this an existing garden bed or a new bed? [*selection from drop-down list*]
Garden #1				• New • Existing • Unsure
Garden #2				• New • Existing • Unsure
Garden #3				• New • Existing • Unsure
Garden #4				• New • Existing • Unsure
Garden #5				• New • Existing • Unsure
Garden #6				• New • Existing • Unsure
Garden #7				• New • Existing • Unsure
Garden #8				• New • Existing • Unsure
Garden #9				• New • Existing • Unsure
Garden #10				• New • Existing • Unsure

[*short answer table; one embedded selection from drop-down*]

*20. Property Owner Support Letter(s):

A Property Owner Support Letter is required for each of your proposed garden locations. Not doing so may result your application being rejected from this process.

You must use the Property Owner Support Letter template (Word doc).

The Property Owner Support Letter is a letter from the property owner(s) which confirms that they support your proposal to create a pollinator garden at each of your proposed garden locations. If you are proposing multiple gardens that span more than one site (i.e. multiple addresses), ensure that property owner support has been obtained for each such site (i.e. as they are different addresses, they likely have different property owners).

Support letters are not required for gardens proposed in City parks on the Pre-Approved City Parks List.

Upload file…	Garden #1 - Property Owner Support Letter
Upload file…	Garden #2 - Property Owner Support Letter
Upload file…	Garden #3 - Property Owner Support Letter
Upload file…	Garden #4 - Property Owner Support Letter
Upload file…	Garden #5 - Property Owner Support Letter
Upload file…	Garden #6 - Property Owner Support Letter
Upload file…	Garden #7 - Property Owner Support Letter
Upload file…	Garden #8 - Property Owner Support Letter
Upload file…	Garden #9 - Property Owner Support Letter
Upload file…	Garden #10 - Property Owner Support Letter

[*multiple file uploads*]

*21. Proposed Garden Location Photos:

Photos of your proposed garden location(s) are required. Not submitting photos of your proposed garden location(s) may result in your application being rejected from this process.

Please ensure that the photo(s) uploaded do not include any identifiable private individuals. These photos will help the Review Committee get a better understanding of your proposed project.

| Upload file… | Garden #1 - Photo |

Garden #2 - Photo

Upload file…

Upload file… Garden #3 - Photo

Upload file… Garden #4 - Photo

Upload file… Garden #5 - Photo

Upload file… Garden #6 - Photo

Upload file… Garden #7 - Photo

Upload file… Garden #8 - Photo

Upload file… Garden #9 - Photo

Upload file… Garden #10 - Photo

[*multiple file uploads*]

D. Garden Maintenance

*22. Who will be responsible for the ongoing maintenance of the garden?

If some key members leave your group, can others fill in?

[*long answer text*]

*23. All PollinateTO gardens are required to have a maintenance plan. Explain how you plan to maintain the garden(s) for long term success.

[*long answer text*]

*24. Proposed Plant Species:

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

[*long answer text*]

E. Funding Request

*25. Upload a Proposed Budget Summary that lists the estimated costs to deliver your project. Please review what costs are eligible before submitting your budget.

You must use the Proposed Budget Summary template (Excel document).

Here is an Example Budget for your reference.

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Upload file...   Proposed Budget Summary

[*file upload*]

*26. Proposed Project Budget:

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

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

[*short answer text; two fields*]

F. Optional Supporting Documents

Please upload any additional documents you think will help the PollinateTO Review Committee understand your proposed project.

Examples of Optional Documents (All of the below examples are optional and are not requirements of the grant):
- Map showing your proposed garden location(s) (Example).
- Garden Plan that includes your water source and major landscape features like trees and surrounding buildings. The plan can be hand drawn or made using software and should be representative of your garden(s).
- Detailed Garden Maintenance Plan (e.g. describe how your proposed garden(s) will be cared for)
- Proposed Plant List to help you organize your plant choices.

27. Upload optional supporting documents, if any.

Upload file...   Other

Upload file...   Other

Upload file...   Other

Upload file...   Other

Upload file...   Other

Upload file...   Other

Upload file...   Other

[*multiple file uploads*]

Ready to submit? **Please use the online PollinateTO Application Form to submit your Application.**

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