



# **Community Watershed Restoration Grant**

## **Application Package**



**2026**

## How to Submit Your Application

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### Email

Please submit your application by email to [parksandarecreation@nanaimo.ca](mailto:parksandarecreation@nanaimo.ca) by **4:00p.m. on March 9, 2026.**

### In-Person

Please submit your application at the Bowen Complex Dropbox, **by 4:00p.m. on March 9, 2026.** The dropbox is accessible from outside and is located on the lower level of the building (Pine Street Entrance). Please make sure your package is clearly marked with the applicable grant name.

### By Mail

c/o , City of Nanaimo 455 Wallace Street, Nanaimo BC V9R 5J6

A confirmation email will be sent to all applicants using the email address indicated in your application form to confirm that we have received your submission.

## Important Notes

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### Late Applications

Please note that late applications will not be reviewed.

### Information Session

Applicants should plan to attend an online information session on **February 10, 2026, at 5:00p.m.** Please contact [sustainability@nanaimo.ca](mailto:sustainability@nanaimo.ca) to RSVP.



The Millstone River flowing through Bowen Park.



Main trailhead at Diver Lake Park.

## Grant Request Details

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

**Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Grant Amount Requested:** \_\_\_\_\_

## Organization Details

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**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Project Focus

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Please indicate which of the following City Plan Goals your project addresses.

☐ Watershed Protection

☐ Urban Tree Canopy, Natural Areas & Greenways

☐ Climate Adaptation

☐ Other (Please Specify) \_\_\_\_\_

## Project Information

Please provide a brief summary of the proposed project. This information may be used in public communications and on the City's website (150 words maximum).

Does your proposed project take place within the City of Nanaimo? ☐ Yes ☐ No

Has this project received this grant funding in previous years? ☐ Yes ☐ No

In the following box, please describe in detail the project/program for which grant funding is being sought. Be sure to provide information on all aspects of its operation including timelines, location, zoning, staffing, target market, potential programming, relevance to City and Parks Recreation and Culture priorities, and community partnerships. Please provide information on the scalability of your project in case we are unable to grant you the full amount requested.

## Project Budget

Does your organization already receive (or have you applied for) other sources of City of Nanaimo funding?

☐ Yes    ☐ No    ☐ Pending Application

If yes (or pending application), please specify:

Funding Type: \_\_\_\_\_ Amount: \_\_\_\_\_

**\*Please complete the attached Budget Form on page 6\***

## Signature & Declarations

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above named organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above named organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

### *Freedom of Information and Protection of Privacy Act Statement*

Information collected on this form, or provided with this form, is collected under the general authority of the Community Charter and the Freedom of Information and Protection of Privacy Act, and is protected in accordance with the Act. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services Department at 250-755-4405.

## Project Budget

<b>Funding Sources</b> <i>(please list all other grants or funding received or presently being pursued for this project)</i>	<b>Amount (\$)</b>	<b>Confirmed (Yes/No)</b>
Community Watershed Restoration Grant	\$	
	\$	
	\$	
	\$	
<b>Total Funding Amount</b>	<b>\$</b>	
<b>Project / Program Revenue</b>		
	\$	
	\$	
	\$	
<b>Total Project / Program Revenue</b>	<b>\$</b>	
<b>Other Revenue Sources (e.g. donations, services in-kind)</b>		
	\$	
	\$	
	\$	
<b>Total Other Revenue</b>	<b>\$</b>	

<b>Expense Item</b>	<b>Amount (\$)</b>	<b>City Funding To be Applied (Yes/No)</b>
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total All Expenses</b>	<b>\$</b>	