



Vancouver Park Board Guidelines for Requesting Green Materials for Environmental Art Projects

Please Note: Details for green material availability will be posted in Nov. 2011.

Definition: For the purposes of these guidelines, green materials are biodegradable waste from grasses, trees, or plants collected on during park maintenance procedures.

Considerations

Before requesting green materials from Vancouver Park Board, the following should be considered:

- Projects that propose using green materials of invasive species or that the Park Board currently incinerates will be given priority.
- All materials are subject to availability and priority will be given to projects sponsored by the Vancouver Park Board and/or the City of Vancouver.
- Prior to submitting your proposal, research when the plants you wish to use are pruned or trimmed. Consider the time of year and request material that is seasonally appropriate. Proposals should be submitted **three months prior** to the commencement of the project. **Please note: Black-out periods where no materials are available due to park operations restrictions are April to mid-July and October to December.**
- Please carefully review the quantities you require. Vancouver Park Board will not pick up any unused green waste if over estimated, and proper disposal of left over materials will be your responsibility.
- Allow sufficient time in your project timeline for the collection by Park Board staff of the materials you require. Unfortunately, last minute requests cannot be accommodated.
- Unless you are picking up the material yourself, be sure to budget for delivery charges. Keep in mind that clippings add up quickly in volume.
- Requests for green materials that are not part of the Park Board's regular maintenance procedures are less likely to be accommodated. If the request can be accommodated, there will be a charge for the collection of these materials.
- In exchange for green materials, the Vancouver Park Board must be acknowledged on all promotional materials for the project through the use of the Park Board logo.
- All safety and risk management measures are the responsibility of the project leaders, for example:
 - Knowledge of those plants that cause skin irritations is important and gloves must be supplied for all participants working on the project. Plants that trigger other allergies must also be taken into consideration when planning your project.
 - Safety requirements must be considered. Will participants be using sharp tools? Will they need training? Other than gloves, what type of safety clothing will be required?

Should your proposal be approved, the Arts and Culture Office will then assist the artist(s) in developing a plan for attaining the green materials.

Process for Requesting Green Materials

Please submit a proposal to the Arts and Culture Office via email to: parkboard.artsinfo@vancouver.ca

Include the following in your proposal:

1. Contact information for the person responsible for coordinating the green materials. Include name, organization (if applicable), telephone number, and email address.
2. Briefly describe your experience working with green materials.
3. Describe the type of green materials you would like to use for the project you are proposing. Provide several options in case certain materials are unavailable.
4. Please describe your project in a **maximum of two-pages**, single-sided, single-spaced in 12 pt type size. Your description should address the following:
 - What is your project? What would you like to accomplish? What will the final outcome be? Examples: a growing fence, a semi-permanent structure, a series of ephemeral works, basketry.
 - Who will you work with? (businesses, community groups, residents, etc). Are you partnering with a local community centre or neighbourhood organization?
 - Outline the benefits of your project to the community. How will the project support engagement with, and between, community members?
5. In what location, or locations, will the project take place? Be specific. Include a map and site plan. If the site is not on park land please include a short letter of permission from the appropriate authority.
6. What is the approximate amount of green material required? (Example: three large plastic bags, half ton truck, etc.)
7. How will materials be transported to the site? Will you arrange to pick up materials from Park Board or will you be paying Park Board for delivery? (Delivery charges will depend upon the amount of material). What is the proposed pick up or delivery schedule? (Example: all at once or in different stages?)
8. How will the materials be stored once on site?
9. How will any excess materials be disposed of? The site must be left clean and debris-free.
10. Please include a project schedule, including a start and end date for the project, and timelines as to when green materials will be needed. *Please allow a reasonable amount of time for Park Board staff to collect the required material.*

Please note, while the park board will attempt to assist as many projects as possible, staff resources are limited and we may not be able to support all requests. Applications will be rated on feasibility and community benefit with a prioritization on the use of materials which cannot be composted easily.