

2024 PARKS CIVIC SUPPORT PROGRAM APPLICATION

Completing & Submitting the Application Form

Please complete the following form and submit it by email to: giftsforparks@halifax.ca. All fields on the application form are mandatory unless otherwise indicated.

After your application is received Halifax Regional Municipality (HRM) staff will review your donation request and notify you if we are able to accommodate your donation within the current seasonal application period. There are a limited number of donations approved within each application period and they will be reviewed and approved on a first-come, first-served basis. Applications are only valid for the current period. We are unable to keep a wait-list of submitted applications for future periods.

If you have questions about the program or filling out this application form, please email giftsforparks@halifax.ca or call 311.

Donor Contact Information	
Name	Address (Street, City, Province, Postal Code)
Phone	
Email	

Item & Park Selection

The selected site for your donated item must be located within an HRM-owned park. You can visit our [interactive map](#) to view all of our park locations.

The following table identifies the different items that can be donated and the donation amount for each item.






Item Type	Donation Amount
Wooden Bench w/ plaque	\$2,700
Metal Bench w/ plaque	\$3,400
Tree w/ plaque	\$1,200

If you choose to donate a tree, the tree species will be selected in consultation with HRM staff after your application is approved. Also the following parks are not permitting trees at this time in addition to ones blocked out below: Hemlock Ravine Park, Grand Parade, Public Gardens, Victoria Park in Halifax and Nick Meagher Park. Types of trees will likely include one of the following: Red Maple (Acre Rubrum), Red Oak (Quercus Rubra), Hackberry (Celtis Occidentalis), Northern Catalpa (Catalpa Speciosa) or Ginko (Ginko Biloba).

Please note that not all parks are able to accommodate donations. There are **nine parks** that have been identified by HRM staff as suitable for donations. If you are donating a bench the type of bench is limited to either metal or wooden depending on the park you select. Suggested parks as well as the available item options are listed in the table below.

If you would like to request a park that is not in the list of suggested parks, please identify your 1st, 2nd, and 3rd preferences for review.

Please note that all requests for any donation sites are subject to review and approval at the sole discretion of HRM staff.

Suggested Parks for Donations				Alternate Park Request (Optional)		
<i>Please select your preferred park and item</i>				<i>Item Selection</i>		
 = Wooden Bench	 = Metal Bench			Wooden Bench	Metal Bench	Tree
Park Name				<i>Enter up to three parks to be reviewed by HRM staff</i>		
Cole Harbour Common				1st Preference		
Chain of Lakes Trail Park						
Dartmouth Common				2nd Preference		
Halifax Central Common						
Halifax North Common				3rd Preference		
Mainland North Trail						
Point Pleasant Park						
Shubie Park						
Sir Sandford Fleming Park						
<i>Additional details about your preferred location within the park (will be considered, but is not guaranteed)</i>						

OR

Plaque Wording

The size of the plaque and the number of characters varies depending on your selected item type:

For **Wooden Benches and Trees**, plaques have a maximum amount of 167 characters including spaces and punctuation.

For **Metal Benches**, plaques have a maximum amount of 100 characters including spaces and punctuation which is laid out across 4 lines (each with a maximum of 25 characters).

Plaque content is subject to review and approval at the sole discretion of HRM staff.

Plaque Wording	

Payment & Tax Receipt

HRM staff will contact you to provide payment instructions after your application has been reviewed and approved.

Tax receipts are available upon request. Please indicate below whether you would like to receive one.

Would you like an official tax receipt?	Yes	No
Do you require tax receipts for additional donors not listed as the primary contact?	Yes	No

Terms of Donation & Signature

Thank you! Your generous donation will contribute to the public enjoyment of Halifax Regional Municipality's beautiful parks. The donation is subject to the following terms:

- Your donated item remains the property of the Halifax Regional Municipality at all times and its location is at Halifax Regional Municipality's discretion.
- Maintenance of benches is the responsibility of Halifax Regional Municipality.
- The donation is tax deductible, and an official tax receipt will be issued to the donor listed on this form by Halifax Regional Municipality upon request.
- Placement of wreaths, flowers or other items or any modification to the bench or plaque is not permitted.

I have read and agree to the above noted Terms of Donation:

Signature

Date

In accordance with Section 485 of the Municipal Government Act (MGA), any personal information collected in this form will only be used by municipal staff and, if necessary, individuals and/or organizations under service contract with the Halifax Regional Municipality for purposes relating to the Parks Civic Support Program.

If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902.943.2148 or privacy@halifax.ca.