



Festival of Neighbourhoods

Thank you for your interest in the
2010 Kitchener Festival of
Neighbourhoods.

Inside you will find:

Registration Form	p. 2
2010 Frequently asked Questions	p. 5
Planning Ideas	p. 8
2010 Gathering Flyer-to advertise your activity	p. 12
Youth Grand Trunk Booking Form	p. 13



Festival of Neighbourhoods Registration

Please complete and return within two weeks of your event. Registrations will be accepted until October 5, 2010.

Your Neighbourhood Information

Give your Neighbourhood a name.	
Define your Neighbourhood (use streets and/or landmarks)	
What is special or interesting within the streets or street boundaries you defined as your neighbourhood?	
Approximate number of households in your neighbourhood	
Is this the first time your neighbourhood has registered an event?	
Has your neighbourhood registered an activity for five or more consecutive years.	
About your Neighbourhood Activity	
Date and time of Activity	
What did you do? Describe the activity.	
Approximate number of people who attended	
How did you invite everyone within your identified neighbourhood?	
Was your activity intentionally planned to include participation of all? (ie. range of ages, income levels or cultural backgrounds) Please describe.	



Did your activity include the arts as a way of bringing people together, either as the main focus or some aspect of it. Please describe.	
Did your activity include an element of environmental awareness/ improvement. Please describe.	
Did your activity focus on or include an element of neighbourhood safety awareness. Please describe.	
Did your activity include an element of community building that sought ways to improve the larger community. Please describe	
Did your activity meet a social need in your neighbourhood. Please describe.	
Organizing Your Activity	
Who helped to organize your activity?	
Did a youth or group of youths (aged 21 or younger) organize your event or lead an aspect of it? If yes please include youth contact information.	
Did you work with other groups (churches, schools, businesses) to organize this activity? Please list.	
Improving Your Neighbourhood	
How has your activity made your neighbourhood a better place to live and play? Did anything happen as a result of your gathering?	



What do you and your neighbours think would make your community a better place?	
Tell us about your ideas to strengthen your neighbourhood?	
Do you have ideas for a neighbourhood improvement project?	
Contact Information	
Name of person completing form	
Address	
Telephone	
Email:	
Youth Contact Information (if appropriate).	
Signature (Parent/Guardian if under 16):	
Alternate Contact Name and Phone	

- I'm interested in volunteering for the finale.**
- I know others who are interested in helping out at the finale.** (high school community service hours available)

Name :
 Phone # :
 E-mail:

Please Return Registration to:

Festival of Neighbourhoods
 c/o Social Planning Council of Kitchener Waterloo
 151 Frederick Street
 Kitchener ON
 N2H 2M2

Phone: 519 579 1096
 Fax: 519 578 9185

entries@festivalofneighbourhoods.ca



Frequently Asked Questions

1. What is the Festival of Neighbourhoods?

It is an annual initiative that began in 1994. The Festival of Neighbourhoods encourages Kitchener residents to connect with each other through gatherings, activities and projects, to build stronger relationships. The gathering you plan can be as small or as big as you like. In our attached 'Planning Ideas and Resources' section (page 8) we provide information to support both small and large gatherings.

The Festival of Neighbourhoods founding partners are: City of Kitchener, Social Planning Council of Kitchener-Waterloo and John MacDonald Architect.

2. When does it occur?

Activities and projects that occur between October 1, 2009 and September 30, 2010 can be included in the festival.

3. How will Festival of Neighbourhoods benefit my community?

By bringing your community together, you help build relationships with your neighbours which will help foster a healthier, safer, and more fun neighbourhood for everyone!

The Festival also recognizes neighbourhoods through a variety of awards distributed at the Festival Finale in October.

4. What activities are eligible?

Any gathering in Kitchener is eligible if neighbours are brought together in a direct, face-to-face way, and it is open to all people living in the geographic area defined as that neighbourhood.

If the activity is led by organizations such as churches, schools or agencies, it is eligible if the activity is advertised to individuals outside of their organizations within the local neighbourhood (i.e. flyers, ads in local newspaper, website, bulletin boards). Registration forms must be completed and submitted no later than October 5, 2010.

How do I define my neighbourhood?

A common way to define your neighbourhood is by choosing street boundaries or, if you live in an apartment, your neighbourhood could be your building. The main thing to remember is that once you choose your neighbourhood boundaries, your activity must be promoted to and open to all who live within those boundaries.

5. How can my neighbourhood be eligible to enter the draw for the \$10,000 Neighbourhood Improvement Grant?

Step 1- Start by thinking about your neighbourhood.

How would you describe the area around you? What would you include? The boundaries of your neighbourhood are set by you. You define your neighbourhood, large or small.



Step 2- Plan for a successful neighbourhood gathering! Read the information and registration package. Be sure to complete the Registration Form in the package. Call us if you have any questions or need ideas.

Our contact information:

Festival of Neighbourhoods Kitchener
c/o Social Planning Council Kitchener Waterloo
151 Frederick St Suite 300
Kitchener, ON
N2H 2M2
Phone: Kim 519-579-1096
Fax: 519-578-9185

entries@festivalofneighbourhoods.ca

Step 3- Bring all your neighbours together to celebrate and build stronger relationships.

Be inclusive! Invite all of the neighbours within your defined neighbourhood and have a most enjoyable time.- Be sure to Register by October 5, 2010.

Step 4- Join other participants who brought their neighbours together at the 17th annual Festival of Neighbours Finale!

Sunday, October 24th, 2010, 1:00-3:00 p.m. Kitchener City Hall.

Come and enjoy:

Refreshments and family activities

Stories and displays celebrating our gatherings and activities

Prizes and awards including the random draw for the \$10,000 capital improvement grant for qualifying registered neighbourhoods.

6. If we win the \$10,000 Neighbourhood Improvement Grant, what do we get?

The draw winner does not receive a cheque for \$10,000. Instead, the winning neighbourhood works with the City of Kitchener to develop a capital project (i.e. a physical object built on public property) costing the City of Kitchener no more than \$10,000.

Your neighbourhood would need to develop a committee representing an area of at least 50 households in and around your neighbourhood to work in conjunction with the City and receive approval from City Council for your project.

7. What has been done with the \$10,000 Neighbourhood Improvement Grants in the past?

These 16 projects have either been implemented or are in progress:

1994 Mt. Hope-Breithaupt Park Neighbourhood: Duke St Playground re-design and upgrades.



- 1995 Courtland Shelley Neighbourhood: Vanier Park bridge, playground upgrades and planting.
- 1996 Cedar Hills Neighbourhood: Residential Façade Improvement Loan Fund.
- 1997 College St Neighbourhood: safety audit and streetscape improvements.
- 1998 Kilkerran Crescent Neighbourhood: accessible nature trail in neighbourhood woodlot.
- 1999 Doon Pioneer Community Association: Skatium mobile skateboard park.
- 2000 Brubacher St: park upgrades.
- 2001 Asgard Green/Cherry St: green space improvements and accessible walking trail.
- 2002 Huron Park Community Garden: improvements to Huron Park (Weber and Louisa Sts).
- 2003 Country Hills: accessible playground and park upgrades.
- 2004 Breithaupt Park Neighbourhood: upgrade to park area with soccer field, winter rink, storage shed and outdoor performance area with hydro, also expected is new LCD projector for Movie Night.
- 2005 Chandler-Mowat Neighbourhood: spray pad
- 2006 Margaret / Guelph / Weber / Erb (Hartwood Green): landscaping
- 2007 Auditorium Neighbourhood Association: in consultation
- 2008 Chandler-Mowat Neighbourhood: in consultation
- 2009 Topper Woods/Doon: in consultation



Festival of Neighbourhoods

Planning Ideas and Resources

1. Getting started...

Remember:

- Define your neighbourhood. Use natural neighbourhood boundaries: a neighbourhood could be defined as a street, an apartment building, a few blocks or adjoining backyards.
- Keep It Simple Sweetie (KISS): Start with smaller activities the first year. Things can always grow in future years.
- Be inclusive of all the neighbours within that boundary.
- Pick an activity or project you think would suite your neighbourhood.

Ideas for Activities / Projects:

- "Get to know your neighbours" afternoon social in someone's backyard
- Neighbourhood art project
- Hopscotch tournament
- Nature walk
- House to house / apartment to apartment tour
- Games night (bring your favourite board game)
- Movie night
- Book exchange
- Charity yard sale & BBQ

For more ideas feel free to give us a call 519-579-1096 ask for Kim.

If you want to work with fire-fighters, police and other groups see the Resources section.

2. Getting organized...

Some things to think about:

- Do you have others you know who will help with your gathering?
- Are activities safe? Do they need to be monitored? Are there different activities for ranges of ability and age?
- How can you be sure to include everyone? How will you invite everyone?
- Find a location (e.g. backyard, street, local park)
- Pick a date. Always have a rain date or alternative location in mind.
- Will there be food? Are there options available for different diets?
- Does your gathering need a theme?

Getting the word out:

- Create a flyer or used the one on page 12 to drop in people's mailboxes
- Invite your neighbours personally
- Create a poster to hang in your building or on signposts
- Involve your neighbours to help organize the activity.

3. Thinking about Inclusion...

Who is in your neighbourhood-seniors? Youth? Who? This section gives ideas depending on the type of people in your neighbourhood.

- Find ways to include youth!
(Information from the Kitchener Youth Action Council)
 - Consider providing free food and/or having contests/prizes for individuals who attend.



- Consider having fun acts and attractions at the event such as clowns, fireworks, and/or music (possibly by youth)
- Consider planning physical activity-such as tug-of-wars, baseball, basketball, street hockey.
- Inform local high schools and middle schools in the area to have your activity announced.
- Consider advertising using internet websites and community networks such as Facebook, Myspace, MSN Messenger, and YouTube.
- Approach youth from the area and talk to them about it.
- Say hi to any young people who attend, welcome them to the event
- Offer community service hours to high school students who are involved in planning and/or helping out with the gathering. This is a great way to get volunteers!

- Including people who have a disability? (Information from the Independent Living Centre)

Basic things to consider when planning a neighbourhood event:

- Is the information about the event being distributed in alternative formats for people with visual impairments or low-level reading skills?
- Is the location of your gathering barrier free?
- If the event is outdoors, is the ground level enough for people with mobility issues to travel across it?
- For further information about making your event inclusive, please contact Paula Saunders at 519-571-6788.

Does your event include a public education/awareness component?

- If so, you may wish to consider booking the Independent Living Centre's Kids on the Block puppets. They have an Activity Bag containing assistive equipment that can be borrowed for your event if it is available. They also may be able to offer some sensitivity training exercises. For further information about Kids on the Block, sensitivity training, or the Activity Bag, please contact The Independent Living Centre at 519-571-6788.

- Find ways to support Seniors!

- To discuss ways to include seniors and support senior participation in neighbourhood events, please contact: Carolyn Cormier, Adults 50+ Services Coordinator, c/o Rockway Centre, 1405 King St. East. Phone: 519-741-2510 or email carolyn.cormier@kitchener.ca

- Have you thought about including different cultural aspects?

- The YMCA's Cross Cultural and Immigrant Services offer free workshops which use crafts, music, games, videos, books and other activities to generate enthusiasm about diversity, cultural awareness, anti-racism and related topics.
- Workshops can be tailored to meet the specific needs of the community group.
- Contact Namam Palander at 519-579-9622 x236 or email npalander@ckwymca.ca to make arrangements.

4. Need Resources? Start here...

This list is intended for general information purposes and it is not guaranteed to be complete. We strongly recommend that you contact the appropriate department several weeks ahead of your event to ensure you have the most up-to-date information possible to assist you in your planning, as well as to arrange for any required fee payments and complete the documentation required.



- The **Youth Grand Trunk** contains a large assortment of games, toys, and arts and crafts supplies, and is available for events registered with the Festival.
- It must be booked in advance by calling 519-579-1096 ask for Kim, or emailing fon@waterlooregion.org See page 13 for the booking documents

- Need equipment for youth events?
- Youth Services have some supplies (e.g., basketballs, volleyballs, footballs, soccer balls, car wash supplies, etc.)
- For more information, contact Marla Pender at 519-741-3400 x3588 or email marla.pender@kitchener.ca

- Interested in an Arts-based project? (Information from the Waterloo Regional Arts Council)
- The arts can include visual art, theatre, dance, music, sculpture and other creative activities and they are ideal way to bring people together.
- Need to find artists? Check out the Regional Directory of Artists and Arts Organizations available through the Waterloo Regional Arts Council.
- Contact: Martin de Groot at 519-744-9342 or email wrac@golden.net for other suggestions and support.

- Want the **Fire Department** at your event?
- Contact the Public Education Department at 519-741-2746 at least 2 – 4 weeks before your event to finalize arrangements. Emergency calls take priority.
- Take a tour the neighbourhood fire station with an educational component on fire prevention and fire safety (maximum of 20 – 25 people)

- Want to include the **Police**? Here are some ideas...
- Contact the Community Resources Branch at 519-650-8500 ext. 8863 or 8855, fax 519-653-8336, or email communityresourceshq@wrps.on.ca to make arrangements for any of the following:
- Presentations about specific topics: drug-use prevention and street proofing strategies.
- Neighbourhood Safety Information Session – learn about crime prevention and home security.
- Bike Rodeo – learn about bicycle safety through an interactive experience.
- Cruiser and Information Display

Please contact 4-6 weeks in advance of your gathering

- Want to use a mobile skateboard park? How about booking the Doon Skatium! This mobile skateboard park can be booked through the City of Kitchener's Community Services department.
- Contact the Youth Services Coordinator at 519-741-2603 or email youth@kitchener.ca.
- Please note that there are fees involved to book the park on a daily or weekly basis.

5. Information...

This section provides information related to permits, legislation etc. We strongly recommend that you contact the appropriate department several weeks ahead of your event to ensure you have the most up-to-date information possible.

- Gas Fired Barbeques
 - For information on fire prevention call: 519-741-2495



- When BBQing for others without selling, the fire department encourages you to BBQ more than 10' from a building or door, not under a canopy, and to have a good fire extinguisher handy.
- Refreshment License – License Office: 519-741-2275
 - Required for the sale of any food and drink items. Fee and application form.
 - Applicants must also get approval from the Municipal Public Health Department. Contact 519-883-2008.
 - When selling food you prepare on a BBQ, a vendor's license and liability insurance are required. The barbeque must be tested and approved by a licensed gas fitter and a final signature must be obtained from the Fire Chief before the barbeque may be used at the event.
- Road Closures – Transportation Planning: 519-741-2373
 - A written request must be made well in advance. Call for more details.
 - certificate of insurance is currently required for road closures for special events. Call for more details.
 - All signage deemed necessary will be provided and placed by the departments.
- Temporary Vendor's License – License Office: 519-741-2275
 - This type of license is required for the sale of any goods, wares, merchandise or services. Fee and application.
- Garage/Craft Sales
 - Vendors must reside within the City of Kitchener. Otherwise, the vendor must obtain and pay for the necessary Temporary Vendor License (see above).
- Tents – Building Division 519-741-2312
 - Tents larger than 645 square feet, or a grouping of tents of this area less than 10' apart, require a permit from the Building Division, Kitchener City Hall, 5th floor.

If there is any other information that you are looking for, or if we can assist with extra resources or connecting you to a department or organization, please call or email us.

We're happy to help your neighbourhood
have a safe and enjoyable gathering, activity or project.

Contact: Festival of Neighbourhoods
c/o Social Planning Council of Kitchener Waterloo
Kim 519-579-1096
entries@festivalofneighbourhoods.ca



Participate!

Everyone in your household is welcome

Neighbourhood

Activity

Date

Time

Location

Your Contribution

Contact Person

This neighbourly gathering is registered with Kitchener's Festival of Neighbourhoods



YOUTH GRAND TRUNK 2010 Booking Form

Booking the Trunk

The Youth Grand Trunk is a FREE resource available to youth leaders who want to lead activities as part of an event registered with the Festival of Neighbourhoods.

Procedure

- To book the trunk, please return this form to FON at:
 The Social Planning Council of K-W
 151 Frederick Street, Suite 300
 FAX: 578-9185 PHONE: 579-1096
 EMAIL: fon@waterlooregion.org
- You will be sent a confirmation and an inventory sheet. Please choose items that you plan on using at your event and return it at least 1 week in advance of your event.
- Pick up the trunk on the day of your event between 2pm and 4:30pm at the above address. If your event is on a weekend, the trunk must be picked up on the Friday.
- Have a great event and take lots of pictures to include in the 2010 festival scrapbook!
- Pack up the trunk and check that all items are being returned by filling in the "Quantity Returned". In the notes section of the Inventory, write down which non-reusable items (ie. Face paint) were used up so that we can replace them. Include the completed inventory with the trunk.
- Return the trunk to the pick-up location by 10am the following day (or the following Monday if you had a weekend event).

I would like to book the YOUTH GRAND TRUNK for:

Event Date and Time:

Event Location:

Contact Name:

Phone Number: Fax:

Email Address:

Additional Notes:

.....

I accept responsibility for the Grand Trunk and all of its contents for the duration of the time period stated above. By signing this agreement, I verify that I have checked the contents of the Grand Trunk prior to its usage and after the event has occurred. Should any missing items occur, I will notify the Festival of Neighbourhoods committee during the return of the Trunk. Finally, I recognize my responsibility to bring out the neighbours and create some fun!

Signature: _____

Date: _____

Youth Grand Trunk Inventory Request-Please check off the items that you need

NOTE: All items have to fit in one 4'x2'x2' trunk, so please only ask for what you will use. Unfortunately, we may not always be able to give you exact items or quantities.

General Games

Please here if you need this item	Item	Qty available	Qt Returned	Notes	For Office use only
	Large Multi-coloured Parachute	1			8
	Giant Twister game	1			2
	Regular Twister game	1			2
	Horse Shoe-4 shoes-2poles	1			8
	Safety Lawn dart set (3 darts each)	1			8
	Jumbo checker game	1			?
	Marble kit (includes inflatable marble arena)	1			?
	Frisbees	1 bag			8
	Large Dice	2			8
	Jumbo Playing cards	1 deck			1
	Large box of Tiddly-winks				8
	Yo-yo and string	1 set			1
	Dominoes (game)	1 bag			2
	Jacks	1 bag			2
	Large Ludo Game	1			2

Ball Games

Please here if you need this item	Item	Qty available	Qt Returned	Notes	For Office use only
	Table tennis racquets and balls	1 bag			8
	Badminton Racquets and shuttlecocks	2			8
	Plastic rackets	2			8
	Balls- plastic, tennis-ball size	22			1
	Mini soccer balls (foam)	1			1
	Basketball	1			8
	Tennis balls	2			1
	Hockey pucks	5			1
	Scoops and ball	4			8
	Mini football	3			1?
	Whistle	1			1
	Mini-Cones-orange as markers	7			1
	Inflatable balls	3			
	Velcro gloves and ball set	1 set			6
	Mesh basket (for ball throw)	2			8
	Yoga ball	1			8
	Soccer ball	2			8
	Giant tennis ball	1			8
	Super soakers	1			8
	Hover disc	2			8
	Mega blocks	1 box			8

Ropes

Please here if you need this item	Item	Qty available	Qt Returned	Notes	For Office use only
	Ankle Skip it	2			1
	Skipping Ropes	1 bag			1
	Tug of war rope	1			8

Costume and young children items

Please here if you need this item	Item	Qty available	Qt Returned	Notes	For Office use only
	Boas	Bag			2
	Costumes	Bag			2
	Face paint				1
	Tattoos				1
	Bag of stuffed toys				6
	Nylon Pop up tunnel				
	Bubbles				1
	Side walk chalk				1
	Large foam Jig saw puzzle	1			6
	Pretend mega phone	1			7
	Balloons, pump (3) and ribbon	?			2
	Plastic Walkie talkie	1			1
	Doll	1			1
	Lawn Flower Kit-13 flowers , 4 stems				8
	Foam bat				8

Music Items

Please here if you need this item	Item	Qty available	Qt Returned	Notes	For Office use only
	Cymbals	5			7
	Bells	4			7
	Horn	1			7
	Drum	2			7
	Maracas	12			7
	Clappers	3			7
	Drum stick	1 set			7
	Flute	1			7

Craft supplies

Please here if you need this item	Item	Qty available	Qt Returned	Notes	For Office use only
	Pencil crayons	1 box			
	Glitter glue	1 box			
	Scissors	1 box			
	Streamers/ribbon/string	1 bag			
	Plastic cups	15			
	Markers	1 bucket			
	Acrylic paint	1 bag			
	Paint brushed				
	Paint sponges	1 bag			
	Sand	1 jar			
	Stickers				
	Yarn				
	Jewellery string	1 spool			
	Straws	1 bag			
	Oil pastels	1 box			
	Roll of paper	1			
	Plastic sheet	1			
	Beads				