



Green City Growers Community Garden Program – 2018

Request for Applications

As part of the Salt Lake City Green City Growers program, underutilized City land will be considered for community gardens. This document includes program guidelines, submission procedures, and all necessary forms. For more information, visit <http://www.slccgreen.com>, or contact Van Hoover, Green City Growers Coordinator, Wasatch Community Gardens at van@wasatchgardens.org or (801) 359-2658 x16.

Program Overview

Salt Lake City recognizes the important role community vegetable gardens play in supporting our local food system. Community gardens:

- Increase access to fresh nutritious food, often in underserved areas;
- Provide viable gardening plots for community members who lack their own;
- Provide safe spaces for recreation and healthy physical activity;
- Create shared venues for community events and public education opportunities;
- Provide community-building opportunities in the process of their development and utilization;
- Contribute to the development of food-based microenterprises;
- Reduce crime rates in their surrounding neighborhoods;
- Transform unused parcels into aesthetically appealing and productive spaces that can add value to surrounding properties;
- Preserve or enhance water, air and/or soil quality, and create urban habitat for native wildlife, birds and essential pollinators.

In recognition of these potential benefits, Salt Lake City has made it a goal to support community gardens, and partners with Wasatch Community Gardens (WCG) to develop and coordinate sustainable, flourishing community gardens on City-owned land.

This year, Salt Lake City has funding to develop one community garden; the City partners with WCG to select and provide ongoing support for the site. Under WCG's coordination, gardeners will help develop the site and handle most day-to-day operations. There will be a cost to gardeners to participate on a yearly basis (typical plot fees are from \$20 and \$40), determined by WCG. Garden Organizers preparing the application are encouraged to reach out to members of the area with limited mobility who might be interested in gardening, as the gardens will be designed with ADA accessibility.

Selecting a Site

In order to facilitate the development of new gardens, the City has identified the City-owned or managed parcels below, which are located on properties with access to a waterline and other conditions conducive to creating a successful and sustainable community garden:

- Gateway (46 North 500 West)
- Dilworth Elementary (1985 S 2100 E)
- Claybourne Ave (2850 S 1300 E)
- Cortez Water (500 N. East Capital Blvd.)
- Warm Springs Park (1020 N Beck St)
- 700 E (1880 S 700 E)

After you locate your preferred location, please call Van Hoover, Green City Growers Coordinator, (801) 359-2658 x16 to indicate your interest. This must be done prior to filling out the application!

Membership in Wasatch Community Gardens

Gardens established through the Salt Lake City Green City Growers program are official gardens of the local non-profit organization, Wasatch Community Gardens, whose mission is to empower people of all ages and incomes to grow and eat healthy, organic, local food. Benefits include staff assistance in community organizing, volunteer coordination, infrastructure repair, financial management, gardener applicant processing, general trouble-shooting, and conflict mediation. Annual benefits may also include free access to WCG's organic gardening workshops, donated seedlings, seeds, and eligibility to apply for mini-grants for garden enhancement projects, as available.

Required Application Documents

Before submitting any documents, applicants should review the proposed garden site with City and WCG staff. **Please call Van Hoover, Green City Growers Coordinator, (801) 359-2658, to schedule this meeting prior to filling out the application.**

Applicants need to have a realistic expectation of the enormity of starting a community garden. Wasatch Community Gardens oversees the organizing process, but garden organizers will need to generate interest and support for the project from the community, which translates into hundreds of hours of labor and planning. (Garden organizers should expect to contribute at least 30 hours each, during the garden's first year of development.) It is essential that an ever-broadening list of participants is brought into the process, beginning in the initial stages.

The purpose of the required documents is to allow applicants to demonstrate their commitment to involving the maximum number of community members to ensure the long-term sustainability of the garden. Applications must adhere to the following outline, and include all required documents, in order to be considered:

1. At least five (5) Garden Organizer Cover Pages, including all required signatures.
2. Application Narrative, thoroughly addressing all questions.
3. Community Support Petition. Applicant(s) are required to use this form to gather signatures and verify 1) community support and 2) gardener interest in the project. You are allowed to print out additional copies of this petition if you need additional space.
4. Letter of Support from the Community Council Chair of the Community Council in the area of the proposed garden.
5. Include the names of two (2) Garden Organizers who can commit to completing Wasatch Community Gardens' leadership training Growing Community Gardens if your garden application is accepted. The training is offered in January-February, 2018, and covers a range of topics related to community organizing and garden development. A full description of the training is available at www.wasatchgardens.org. Please direct any questions about the training to Susan Finlayson, susan@wasatchgardens.org or 801-359-2658 x12.

Definitions:

Garden Organizers:	Individuals who participate in promoting, organizing, and implementing the garden, before the garden is established.
Garden Stewardship Team:	After the garden is established, Garden Stewardship Team members volunteer and serve under the garden management structure provided by Wasatch Community Gardens for the maintenance and ongoing needs of the garden.
Interested Gardeners:	Individuals interested in gardening at the specific location and willing to sign the application and check the box stating their interest.
Garden Supporters:	Individuals who are not interested in gardening at the specific location, but are willing to sign the application to support for the garden in their community.

Application Submission

Application narrative and community support petition must be submitted in one of the following ways:

- Electronically: Email either Word or PDF files to bridget.stuchly@slcgov.com.
- Mail: Send all required documents to Bridget Stuchly, Division of Sustainability, P.O. Box 145470, Salt Lake City, Utah 84114-5467
- Hand-deliver: Personally deliver all required documents to the Salt Lake City Sustainability Division offices at 451 S. State St., Room 148.

Deadlines & Application Approval Process

July 1	Application released to the public
September 1, 2:00pm	Deadline to submit all completed application documents
September 15	Winning site announced

Evaluation Criteria & Procedure

All applications are competitively reviewed and judged as per the evaluation criteria stated below.

The application review committee is facilitated by Salt Lake City staff and comprises Salt Lake City Division of Sustainability & the Environment, Wasatch Community Gardens, and the Green City Growers Program Manager. Reviewers are not applicants. Reviewers have significant knowledge of the skills required by and the demands of community gardening and community organizing. Each reviewer reads every proposal. Once every proposal is scored by every reviewer, the scores are totaled and the proposals are ranked in descending order, based on the cumulative score. The City may invite representatives of the group to an interview.

Applications will be evaluated based on:

1. The number of interested gardeners listed in the Community Support Petition.
2. The application narrative responses.
3. The number of garden supporters listed in the Community Support Petition.
4. Level of expertise and organizational abilities of Garden Organizers.

In the case of more than one application being equal in all of the criteria listed above, ease of site development will be the final criteria. Any applicants not being funded for this application cycle are encouraged to apply in future years. As such, the Green City Growers Community Garden program will be evaluated for its effectiveness and success at the end of each harvest year.

Application Assistance

For assistance completing this application, please contact Van Hoover, Green City Growers Coordinator, at van@wasatchgardens.org or (801) 359-2658 x16.

Roles and Responsibilities

Salt Lake City (SLC) will:

- Create and review applications for SLC Green City Growers gardens on SLC property
- Pay for and install water meters

Wasatch Community Gardens (WCG) will:

- Create and review applications for SLC Green City Growers gardens on SLC property
- Act as liaison between Community Gardeners and SLC
- Oversee garden design process with community input
- Establish Garden Policies for participation and site management
- Provide gardening education and leadership training
- Accept plot/membership applications, collect fees, assign plots, and administer the garden funds
- Provide the garden with liability insurance, paid for by plot/membership fees
- Establish irrigation best practices
- Provide access to garden resources (seeds, seedlings, etc.) as available
- Provide conflict mediation and arbitration
- Provide initial site improvements and ongoing infrastructure repairs, as funds are available
- Provide for garbage, recycling and yard waste pick up, paid for by plot/membership fees
- Manage and pay for water bills, paid for by plot/membership fees

Garden Organizers will:

- Conduct community outreach to recruit interested gardeners and outside volunteers
- Submit application for garden on SLC property
- Participate in garden planning meetings, and facilitate communication between meetings
- Assist in coordinating site work days, including site layout, digging garden beds, mulching pathways, building raised boxes, installing above-ground drip irrigation, planting communal areas, landscaping, etc.
- Participate in designing the site, specifying garden rules, and determining Stewardship Team roles

Community Gardeners will:

- Participate in creation of the garden design, installation and ongoing maintenance of the garden
- Pay annual plot/membership fee
- Keep the garden clean from garbage and refuse and have garbage cans in agreed upon location weekly in preparation for sanitation truck pick up
- Maintain the garden in a clean and orderly condition, free of objectionable noises, odors, debris, or nuisances
- Abide by all governmental ordinances and laws governing activities on the property
- Abide by WCG's Garden Policies, including attending two mandatory garden meetings per year, and maintaining garden plots, pathways, and communal areas
- Nominate garden Stewardship Team members
- Facilitate good neighbor relations and assist with community outreach and gardener recruitment

Once the Garden Is Established

Garden Stewardship Team will:

- Under the coordination of WCG staff, manage the day-to-day operations of the community garden
- Act as stewards for work areas such as irrigation, membership, work parties, and special projects
- Help fellow gardeners understand Garden Policies and implement garden assignments
- Communicate with WCG and other team members on a regular basis to keep garden running smoothly

Garden Organizer Cover Page

In addition to receiving the support of your community as demonstrated by your petition, the commitment of at least five (5) community members is required to assure accountability and consistent involvement in the project. Each of these five Garden Organizers will be expected to contribute a minimum of 30 hours toward the promotion, organization, and implementation of the garden over the course of its first season. Please declare which tasks you will commit to below. Additionally, one Garden Organizer is required to act as primary liaison for the group. **Please copy this page for each of the five (5) organizers' information.**

Location of Desired Community Garden (name/location): _____

Garden Organizer Name: _____

Home Address: _____

Phone: _____ check: () home () cell

E-mail: _____

I have met with SLC/WCG staff to review the proposed garden site: Yes No

How do you plan to complete your 30 hours (please check all that apply)?

- Primary Liaison
- Note taking during meetings and dissemination
- Spreading information to the group via email and phone
- Planning meetings (coordinating schedules, reserving venue, set up and clean up)
- Community outreach and publicity
- Fundraising
- Volunteer outreach and coordination
- Organizing and coordinating site work days (plot layout, digging beds, mulching pathways, erecting fence, building raised bed boxes, installing above-ground drip irrigation, planting communal areas, landscaping, etc)
- Offering trainings in gardening or relevant topics for your gardeners
- Attending the growing Community Gardens training
- Other:

Please explain your personal interest in a community garden at your site:

If accepted, I understand that my signature below verifies that I have read and understand

(Signature of Garden Organizer)

(Date)

Application Narrative

Address the following six (6) questions thoroughly. You may use a separate sheet(s) of paper to respond to this section of the application.

1. Why does your neighborhood want a community garden? In what ways will this garden benefit the surrounding community? Describe the demographics and other characteristics of the area.

2. Describe the process you went through to recruit and involve members of your community to complete this application. How did you determine community interest? What partnerships have you developed (with local churches, non-profits, youth, businesses, etc) and how will they aid the project?

3. Gardens developed through the Green City Growers program are managed primarily as allotment gardens with rental plots open to the public. Is there any additional programming at the garden (demonstration beds, teaching gardens, etc.) that you are interested in implementing at the garden? If so, describe these additional features, and your management plan for them. How will your group maintain them over the long term?

4. Are there any other skills/expertise/resources that you and your garden organizer group can bring to the garden?

5. Have you identified any funding sources for the construction of the garden? If so, please list them, along with the amount (or materials) that each source would be able to provide.

6. If selected, would two of your garden organizers be available to attend the Growing Community Gardens training listed above on page 2? Check: () yes () no

Names: _____ and _____

Community Support Petition

By signing this form, I confirm that I had a conversation with _____ (garden organizer's name) about the application to create a community garden in our neighborhood. By checking the line, "I want a plot," I am stating that I want a community garden plot and am interested in participating in garden development. By checking the line, "I want to help," I am stating that I do **not** want a plot in the garden, but I'm still interested in participating in garden development. By checking neither box, I am stating that I support the creation of a community garden in our neighborhood. I was shown Appendix A of the application documents titled Roles & Responsibilities, and understand the various roles of those involved in the community garden project.

	I want a plot	I want to help	Print Name	Signature	Address	Email/Phone
1						
2						
3						
4						
5						
6						
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10						
11						

Community Support Petition

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	I want a plot	I want to help	Print Name	Signature	Address	Email/Phone
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Community Support Petition

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	I want a plot	I want to help	Print Name	Signature	Address	Email/Phone
23						
24						
25						
26						
27						
28						
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