# **GROWING COMMUNITY:** STARTING YOUR OWN COMMUNITY GARDEN





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WWW.GOODGRUB.ORG

# STARTING YOUR OWN COMMUNITY GARDEN

A GRUB GUIDE ADAPTED FOR THE SOUTH SOUND, GLEANED WITH PERMISSION FROM UC COOPERATIVE EXTENSION'S COMMON GROUND GARDEN PROGRAM, THE AMERICAN COMMUNITY GARDENERS ASSOCIATION, GARDENING MATTERS, AND SEATTLE PEA PATCH

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#### THIS GUIDE IS INTENDED TO HELP NEIGHBORHOOD GROUPS AND ORGANIZATIONS ALONG THE PATH TO STARTING AND SUSTAINING A COMMUNITY GARDEN.

### INTRODUCTION

Thank you for being a community-lovin' rockstar! At GRuB, we are excited to provide the space and support for folks to make real change in their own lives and in the future of our communities. We are a non-profit organization dedicated to nourishing our community by empowering people and growing good food. Over the years we have received a multitude of requests for information and support from folks interested in connecting people and good food together. This guide is not exhaustive or definitive. There are lots of ways to create and sustain community gardens. Included here are some suggestions that have worked before. Take and adapt them to your situation OR invent and try out new models (and let us know about them!)

As you already know, there are so many benefits to community gardening. Community gardens:

- provide a catalyst for neighborhood and community development
- get people connecting and building community
- encourage self-reliance
- produce nutritious food
- reduce family food budgets
- create opportunities for recreation, exercise, therapy, and education
- preserve green space
- provide opportunities for intergenerational and cross-cultural connections



### Bringing People Together

Community organizing is key to the long-term success of any community garden. Creating a physical garden is only one of many goals of the planning process. And as far as GRuB is concerned, community cohesion and empowerment is even more important than what the actual garden looks like.

Save yourself from backache or heartache! Aim for at least ten people committed to establishing a community garden. Ten people working together means that no single person is being tapped out. Survey the residents of your community and/or neighborhood to see if they are interested and would participate. Create and distribute a flyer inviting people to become involved. Hold monthly meetings of the interested group to develop and initiate plans, keep people posted on the garden's progress, and keep them involved in the process from day one.

The time spent planning is essential...the more planning, the more successful the garden. Community members should be involved in the planning, design, and set-up of the garden. Invite local leaders to become involved. Creating community ownership is the best strategy for longterm sustainability and project success. Look at resources already available in the community for starting a garden and include these folks early on and invest them in the planning process.

# CREATING A GOVERNANCE PLAN

Many garden councils are organized very informally and operate successfully. Leaders "rise to the occasion" to propose ideas and carry out tasks. However, as the workload expands, many groups choose a more formal structure for their organization.

A structured program is a means to an end. It is a conscious, planned effort to create a system so that each person can participate fully and the group can perform effectively. It's vital that the leadership be responsive to the members. Structure will help an organization to last; it will promote trust; it will help your group grow and create new opportunities for leaders to develop. It can be formed at any time during the process of starting a community garden; however, it's wise to do so early on. This way, council members can share in the many tasks of establishing the

new garden. A well-organized garden with strong leadership and committed members can overcome almost any obstacle.

Garden councils (or other governance structures) can:

- Establish garden rules
- Facilitate plot registration
- Collect garden dues and maintain budget
- Pay water bills/ lease
- Resolve conflicts
- Organize community events

The typical garden council has a shared email and phone list of members, and at least two officers: a president and a treasurer; although your garden group may have more positions. There are many possible leadership positions and several descriptions of different leadership positions can be found in the appendix.



Before the first meeting, each member should try to do some piece of homework, whether it is identifying possible properties, possible partners, or people or organizations interested in being part of the community garden. Before the end of the meeting, members should have held the elections, started the phone/email contact list, scheduled the second meeting, and identified a task for each member to accomplish before the second meeting.

Use the first meeting to draw out people's interest in the garden and what they would like to see from the garden. The worksheet, Developing a Vision for Your Garden (see appendix), can guide the discussion, record the outcomes of the meeting, and be shared with people who join the garden project later. To ensure that everyone feels like they were heard during this process, go round the group and ask for people's thoughts and input, and then write it down on a large pad of paper for everyone to see. Many problems and headaches can be avoided in the future by developing a vision of the garden at the very start, and can be reviewed when decisions are being made.

We've found that it's helpful to really nail down how the group will make decisions. Will council members vote on ideas? Does majority rule? Will the group be working by consensus where a decision is made when every one agrees or stands aside? We believe having a way to make decisions is more important that which way you choose, especially at the beginning.

# SELECTING THE LOCATION

Look around in your community for a vacant lot that gets plenty of sun--at least six to eight hours each day. Other important considerations when choosing the site are access to water, interested gardeners who live within walking distance, and a willing landowner. You may want to select three potential sites in your neighborhood in order to end up with at least one that works out. The county or city tax assessor's office can tell you who owns the property.

Every garden site must have access to water. The easiest solution is to select a site with abundant well water. When discussing the site with the land owner, be sure that the well does not typically dry up during summer months, when your plants will be most in need of watering.

As your community garden becomes more established, the group may want to install its own water system and meter. If so, contact the water service provider in your area to find out if your potential site has an existing water meter to hook-in to. Call your water provider's customer service department, and ask them to determine the availability of water. If there has not been water service to the site in the past, it is very expensive to get a new water meter installed.

In a perfect world, the soil already located at your garden site would be a nice loam with tons of nutrients that your gardeners can double dig or till into a nice bed. Consider past uses of the land. Is there any contamination? Do a soil test in the fall for nutrients & heavy metals or toxins such as lead or arsenic. If the native soil is not usable or you're building on a compacted surface, then the best option might be to import soil. (see Material Resources section)

Once you have determined that your potential site is feasible, contact the landowner to see if they are open to the idea. If so, then follow-up with a letter to the landowner (see appendix), asking for permission to use the property for a community garden. Be sure to mention to the landowner the value of the garden to the community and the fact that gardeners will be responsible for keeping the site clean and weed-free. Establish a term for use of the site, and prepare and negotiate a lease. Typically, groups lease garden sites from land owners for \$1 per year. You should attempt to negotiate a lease for at least three years (or longer if the property owner is agreeable). Many landowners are worried about their liability for injuries that might occur at the garden. Therefore, you should include a simple "hold harmless" waiver in the lease and in gardener agreement forms.

Is insurance something you need to consider? Landowners may also require that your group purchase liability insurance. You can contact a non-profit or business that already has property nearby to put a rider on their insurance. It is possible to purchase insurance independently, but this often is much more expensive than finding a community partner.



# CHOOSING THE MODEL

Community gardens can be laid out and managed in various ways. Some are set-up as allotment gardens where folks sign up for a single plot, while others can be gardened collectively.

### INDIVIDUAL PLOTS

10 plots assigned to community members is a nice minimum amount to work with. These should be placed in the sunniest part of the garden site. Raised bed plots, which are more expensive, should be no more than 4 feet wide (to facilitate access to plants from both sides without stepping into the bed), and between 8 and 12 feet long (it is advisable to construct your raised beds in sizes that are found in readily-available lumber, or that can be cut without too much waste). In-ground plots can be from 10 x 10 up to 20 x 20 feet. Pathways between beds and plots should be at least 3 to 4 feet wide to allow space for wheelbarrows and wheelchairs.



### COLLECTIVELY GARDENING

Another option is to plan and manage the community garden collectively. Collective management has several advantages over individual plots. Working together to master plan the garden space can build a team spirit among gardeners. It can also result in higher yields, since crop rotation, companion planting and succession planting are more easily implemented in a larger space. In addition, collective gardening may be more sustainable if the gardeners agree to set aside land for compost crops

or seed production. On the other hand collective gardening requires the establishment of clear guidelines and expectations for members of the garden collective, including conflict resolution arrangements. Collective gardening tends to work best with groups of less than 20 gardeners.



# CREATING THE SITE PLAN

For best results, community members should be involved in the planning, design, and set-up of the garden. Before the design process begins, measure your site and make a simple, to-scale site map. Hold two or three garden design meetings at times when interested participants can attend. Make sure that group decisions are recorded in official minutes, or that someone takes accurate notes. This ensures that decisions made can be communicated to others, and progress will not be slowed.

Here are some questions that your site plan might address:

- <u>What is the water access?</u> Develop a watering system for the community garden depending upon the resources available. Many gardens use a combination of hoses and water barrels (55 gallon food-grade barrels).
- <u>Do you need a fence?</u> If so, what kind? Depending on the site, fences are often necessary to keep out deer and dogs. Fences need to reach 8 feet high to deter deer. Some gardeners find that fences dissuade vandalism. Don't count on eliminating all acts of vandalism or theft. At GRuB, we've found that relationship building with neighbors (including young people) is the best way to decrease vandalism. See the section on Trouble-shooting for more information.
- A fence with a drive-through gate can be ideal.
- <u>Where will you store tools, supplies, and materials?</u> A tool shed or other structure is often included in the garden plan although sometimes there is storage available in a nearby building.
- <u>Where can gardeners sit, relax, and take a break?</u> A bench or picnic table in shade can be nice. If there are no shade trees on the site, a simple arbor can be constructed from wood or pipe, and planted with grapes, kiwis, or some other vine.
- <u>How will visitors and passer-bys get information about the garden?</u> A sign or mural with the garden's name, sponsors, and a contact person's phone number for more information can help with this. If your community is multilingual, include information in the most common languages used.
- <u>Where will gardeners compost?</u> In their own plots or in a shared composting area? Many gardens have some kind of communal compost system. Wood pallets are easy to come by and (when stood on end, attached in an U-shape, and the inside covered with galvanized rabbit-wire) make excellent compost bins.



# CREATING A GARDEN BUDGET

Use your design to develop a materials list and cost-out the project. You will need to call-around to get prices on fencing and other items. At this point, your group might decide to scale back on initial plans and save some design ideas for a "Phase Two" of the garden. Use the Sample Budget Worksheet (see appendix) to develop the garden's budget and determine a priority list. A budget will help identify annual expenses and determine how much to charge for a plot.

Do a community asset assessment. What skills and resources already exist in the community that can aid in the garden's creation?



While some start-up funds will be needed, through strong relationship-building, you can obtain donations of materials for your project. Community businesses might assist, and provide anything from fencing to lumber to plants. The important thing is to ask. Develop a Donation Letter (see appendix) that tells merchants about your project and why it's important to the community. Attach your "wish list", but be reasonable. Try to personalize this letter for each business you approach. Drop it off personally with the store manager, preferably with a couple of cute kids who will be gardening in tow! Then, follow up by phone. Be patient, persistent, and polite. Your efforts will pay off, with at least some of the businesses you approach. Be sure to thank these key supporters and recognize them on your garden sign, at a garden grand opening, or other special event.

Money, which will be needed to purchase items not donated, can be obtained through community fundraisers such as car washes, craft and rummage sales, pancake breakfasts, and bake sales. Initial start-up costs can sometimes be obtained by writing grants if the garden will be serving a underserved neighborhood. Contact the foundation to see if the community garden is a good fit and what is the process for applying for a grant. Be aware grant writing efforts can take six months or longer to yield results, and you will need a fiscal sponsor or agent with tax-exempt 501(c)3 status (such as a church or non-profit) that agrees to administer the funds. Grants are not a sustainable source of on-going funding. Ideally the annual budget will be covered by plot fees.

# MATERIAL RESOURCES

We encourage you to 'think local' when creating your garden. What materials already exist on site? What local businesses can you partner with? At GRuB, we have experienced the power of building strong relationships with local businesses. While supplies might cost less at a big box store, local stores are much more likely to discount their goods and support your efforts over the long-haul. And, of course, your support of them contributes to a vibrant local economy.

- <u>Raised bed frames</u>: if you are going to build raised beds, we suggest using non-treated lumber so that chemicals are not leaching into your soil. For GRuB's backyard gardens, we build with fir 2x8's. Fir will last 5-7 years. Cedar lasts longer and is more expensive. We encourage folks to use what is most available. Cinder blocks, bricks, or straw bales can all make great garden beds too.
- <u>Soil</u>: GRuB uses garden mix (a mixture of top soil and mushroom compost) from Great Western Supply (see appendix), a garden & landscape supply company located in Tumwater. This soil has enough nutrients for two years of gardening. Gardens should be amended each year after installation with aged compost or manure to improve its fertility and increase its organic matter content.



- <u>Path materials</u>: Wood chips are perhaps the least expensive option for pathways and can usually be garnered free from local tree pruning companies. Grass works well if gardeners are willing to mow and clip grass from around beds. Hazelnut shells, straw, or burlap are other options.
- <u>Fencing</u>: Good fencing is essential, particularly if security is necessary or if there is the potential for animal damage. One option is to use 12 foot tall round 4 8 inch posts, set 4 feet in the ground. Six foot deer fencing can be stapled to the posts, with four strands of 14 gauge wire set above the wire at six inch intervals. The wire can be inexpensively electrified with a solar powered unit that costs under \$50. Gates can be locked, with all members of the garden having a key or gate combination.
- <u>Tools</u>: It's helpful to have simple tools available on-site (shovels, rakes, hoes, trowels).
   Gardeners may want to purchase and store their own more expensive hand tools as these can get lost or stolen.
- <u>Fertilizers & Pest repellents</u>: There are many organic gardening resources in the library and online. Locally, Black Lake Organic makes and sells great organic fertilizer mixes in bulk. (see appendix)
- <u>Seeds and plant starts</u>: Look for seeds from regional organic seed companies at local nurseries or order directly through catalogs. Locally, the Olympia Seed Exchange (see appendix) facilitates the saving and exchange of seeds among local gardeners. You can ask local farms as well as high school or college horticulture programs to grow starts for the garden.



# BUILDING THE GARDEN

Get everyone involved! The more folks there from the beginning the more ownership and pride gardeners will feel for the overall project. Helping build the garden can be a great community service opportunity for youth groups, civic organizations, and church groups. (The Evergreen Men's Basketball team helped build the garden at Sunrise Park and a high school carpentry program built extra high beds for the St. Francis Senior Garden. Be creative!) Invite your local newspaper to cover the ground-breaking by sending a PSA (public service announcement) to the news desk.

Turn it into a party. Snacks, potluck dishes, and music can all help folks get to know each other, feel welcome, and get the work done quick! Post a sandwich board or sign on the nearest street welcoming impromptu volunteers.

Borrow tools from the city parks department or your local conservation district. Remember to label tools ahead of time so they all get back to their owners. See "Build your own raised bed guide" in the appendix for specific information on constructing raised-beds.



# TROUBLESHOOTING

All community gardens will experience problems somewhere along the way. Don't get discouraged – get organized. The key to success for community gardens is to plan ahead to avoid problems AND to work together to solve them when they do inevitably occur. In our experience, these are some of the most common problems that "crop-up" in community gardens, and our suggestions for solving them

VANDALISM Most gardens experience occasional vandalism. The best action you can take is to replant immediately. Generally the vandals become bored after a while and stop. Good community outreach, especially to youth and the garden's immediate neighbors is also important. Most important--don't get too discouraged. It happens. Get over it and keep going. What about barbed wired or razor wire to make the garden more secure? Our advice-- don't. It's bad for community relations, looks awful, and is sometimes illegal to install without a permit. If you need more physical deterrents to keep vandals out, plant roses or barberry or other thorn-enhanced plants along your fence, their thorns will do the trick! (As with all thorny plants, maintenance tends to slack over time unless there is a concerted effort to maintain them.) Major projects in the garden may require additional assistance, so recruit help!

**COMMUNICATION** Clear and well-enforced garden rules and a strong garden coordinator/council can go a long way towards minimizing misunderstandings in the garden. But communication problems do arise. It's the job of the garden council to resolve those issues. If it's something not clearly spelled out in the rules, the membership can take a vote to add new rules and make modifications to existing rules. Language barriers are a very common source of misunderstandings. Garden council leadership should make every effort to have a translator at garden meetings where participants speak various languages---perhaps a family member of one of the garden members who speaks the language will offer help.

# GARDENER ENGAGEMENT There will always be some turnover in community gardens (people move, lose

interest, die). Often, people sign up for plots and then don't follow through. Be sure to have a clause in your gardener agreement which states gardeners forfeit their right to their plot if they don't plant it within one month, or if they don't maintain it. While gardeners should be given every opportunity to follow through, if after several reminders, either by letter or phone, nothing changes, it is time for the group to reassign the plot or open to someone on the waiting list. It is also advisable that every year, the leadership conduct a renewed community outreach campaign by contacting churches and other groups in the neighborhood to let them know about the garden and that plots are available.

Early in the season, it becomes clear which gardeners are having difficulty tending to their plot. Be sure to address this concern with them early on and see if they want to share the plot or relinquish it to another gardener. Toward the end of summer, gardeners usually let the weeds go as their plants are typically established enough to contend with weeds. This is a good time to have a neighborhood event at the garden, to encourage gardeners to tidy up the garden and their plots. Also, schedule garden workdays in advance since you know you'll need them at least once a month and at the end of the season to put the garden to bed for the winter. Encourage gardeners to apply a thick layer of mulch or hay to the beds and paths to reduce weed proliferation.

# GARDENING RESOURCES

GRUB'S KITCHEN GARDEN PROJECT connects youth & low-income people to the resources & support they need to grow fresh food. GRuB primarily serves families in Mason & Thurston Counties but will gladly consult with other communities to support their efforts to grow good food. 360-753-5522 www.goodgrub.org

WSU MASTER GARDENERS "provide professional, unbiased, research-based home gardening and horticulture information to the public". In Grays Harbor County, Mastergardeners provide educational workshops as well as phone consultations. Www.pnwmg.org

GREAT WESTERN SUPPLY Located in Tumwater, Great Western sells compost, garden mix, topsoil and wood chips. Better yet, they deliver! 360.754.3722 www.greatwesternsupply.net

**NORTHWEST INDIAN COLLEGE** The Traditional Plants and Foods Programs promote self-sufficiency and wellness for indigenous people through culturally grounded, multigenerational, and holistic classes related to native foods and medicines. www.nwic.edu

**NATIONAL** (THOSE WITH A \* GLEANED FROM TO CREATE THIS GUIDE)

### ★AMERICAN COMMUNITY GARDENING ASSOCIATION,

www.communitygarden.org/

COMMUNITY FOOD SECURITY COALITION, NATIONAL,

www.foodsecurity.org/

★GARDENING MATTERS, Minneapolis, MN, www.gardeningmatters.org/

GROWFRIEND, National Networking Forum, growfriend.org/

GROWING POWER, Milwaukee, WI, www.growingpower.org/

★ NEIGHBORHOOD GARDENS PROGRAM, Cincinnati, OH,

www.civicgardencenter.org

★ PHILADELPHIA GREEN, Philadelphia, PA,

www.pennsylvaniahorticulturalsociety.org

★ SEATTLE P-PATCH, Seattle, WA, www.seattle.gov/Neighborhoods/ppatch/

### ★UC COOPERATIVE EXTENSION'S COMMON GROUND GARDEN PROGRAM,

Los Angeles, CA, http://celosangeles.ucdavis.edu/garden/articles/startup\_guide.html

# **APPENDIX** WHY REWRITE THE BOOK?

# WHAT'S YOUR GARDEN VISION?

Defining why you want to develop a community garden will help you create a vision for your garden project. Similarly, it will help you (your garden group) identify what you want to accomplish and how you will prioritize your garden's goals. This will help to recruit new garden members and gain community support.

### **DEVELOPING A VISION FOR YOUR GARDEN**

A Community garden doesn't just happen, it takes hard work and commitment. List three reasons why you (your group) want(s) to develop a community garden.

1.

2.

3.

#### DEFINE WHAT YOU WANT TO ACCOMPLISH AND PRIORITIZE YOUR GOALS.

Example:

1. Our primary goal is to produce fresh nutritious food for our families and our neighbors.

2. We want to clean up our neighborhood block and create a beautiful garden where people can come together.

3. We want to educate youth about gardening and the importance of environmental stewardship. *List three goals your garden group wants to accomplish and then prioritize* 

1.

2.

3.

### USE YOUR GARDEN GOALS TO CREATE A BRIEF MISSION STATEMENT

Example: "Our mission is to strengthen our community by maintaining a community garden that provides a common ground for neighborhood members to garden together and get to know each other and to create a healthier community." *Create a mission statement that unites the group and the garden to a larger purpose.* 

#### IDENTIFY HOW YOUR GARDEN WILL BENEFIT YOUR COMMUNITY.

Think of examples:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Adapted from the Guide to Community Gardening (2002) by Urban Lands Program, Sustainable Resources Center.

# SAMPLE LETTER TO THE LANDOWNER

Property Owner 123 Grand Avenue Our Fair City, WA 98502

Dear [name of landowner],

My name is [your name]. I am contacting you on behalf of the Sunshine Community Garden Committee, a group of Neighborhood residents working on starting a community garden in the Neighborhood. Our committee has met several times for planning meetings and has started building a strong and diversified coalition of supporters for the garden including a representative of the Community Hospital Employee Advisory Council (who offered volunteers), the Sweet Library Branch, the Neighborhood Community Council, and the Lutheran Baptist church. We've also had the ongoing support of an experienced community garden organizer from the local non-profit organization, GRuB.

We've been searching for potential sites for the Sunshine Community Garden (SCG) and have come across your property at 9th Street and Grand Avenue (926 Grand Avenue). As you might guess, the purpose of this letter is to inquire about the possibility of using your land as the site of the garden.

We'd love to speak with you in person or over the phone to discuss what hosting a community garden on your property would entail. We'd also like to present to you the beautiful and vibrant community gathering space we envision and discuss our proposal in detail.

In general, the garden would be a place where community members who don't have their own gardening space (those living in apartment buildings), or who have too much shade (like so many residents in the Neighborhood) could grow nutritious produce on plots that they would rent for the cost of maintaining the garden each year. In addition to making individual plots available to community members, the garden would serve as a gathering place facilitating positive social interactions. Other possible uses for community gardens include offering adult educational workshops, youth gardening programs, growing food for local food bank, and integration within senior centers.

The garden would be managed by the not-for-profit Sunshine Community Garden Committee and there would be an elected Garden Coordinator to oversee the project in its entirety, a Treasurer to handle the money generated by fundraising and the plot rental fee, and a Garden Steward who would be in charge of general maintenance of the garden and to make sure that all the gardeners are maintaining their individual plots (this means you would no longer need to take care of the site yourself).

Some of the technical issues that would need to be discussed include negotiating a lease, liability insurance, garden rules and regulations, and water access and billing. Of course, all costs for the community garden project would be covered by the SCG Committee and the gardeners.

I've included with this letter some general information about community gardens including a list of some of the benefits community gardens can bring to a community. The SCG Committee is a well-organized group of interested Neighborhood residents committed to the creation and continued upkeep of a community garden in the Neighborhood.

Thank you for your consideration of our proposal. Please feel free to contact me over the phone, email, or by letter to discuss the community garden project in more detail. My phone number, email address, and mailing address are included below. Thanks again. Respectfully,

# COMMUNITY GARDENING PLANNING

### **COMMUNITY GARDEN PLANNING WORKSHEET**

Discuss these questions and work together to generate ideas and polices for your community garden. Add more questions as necessary and delete when appropriate.

arden name	
arden Opening Date Closing Date	
PEOPLE & PLOTS	
ow many plots? How many people?	
/ill there be plot fees? If so, how much?	
/hat do plot fees include? (water tilling, tools, etc.)	
/hat is the process for plot selection?	
/hat about for last year's gardeners?	
/hat are specific plot care requirements (weed control, etc.)	
/hat if the plot is not planted or maintained?	
/ill a warning be given? By whom? After how long?	
/hat should gardeners have accomplished by the closing date?	
/ill a portion of the fee be refunded if gardener leaves plot in good condition?	
OLICIES	
/hat are the rules on pesticides, herbicides and fertilizers?	
GRuB strongly recommends only organic pest controls and fertilizers, and no herbicide use)	
a garden OK's chemical use, what are application rules? (for example on windy	
ays?)	
/hat are the garden's policies on:	
Compost Bin and its maintenance:	
Water	
Tools	
Overripe/diseased vegetables	
Structures/supports	
Trash	

What are the garden's policies on: (continued)

Parking
Locking of gate
Are gardeners responsible for a common garden task?
Are gardeners responsible for weeding the paths around their plots?
It is OK to grow tall or vining plants?
Are non-gardeners and children permitted in the garden?
What about pets?
Who should be notified if there is a problem in the garden?
What should a gardener do in case of an extended absence?
ORGANIZATION
Will there be a treasurer? A bank account?
Who will cut grass on borders and boulevards?
Will the garden have a bulletin board or information kiosk?
Do gardeners want to order seeds or plants as a group?
GARDEN FEATURES & CELEBRATIONS
Will the garden:
Set aside a plot for a food shelf? Who will tend it?
Include plots accessible by wheelchair?
Have a picnic table, bench, trellis or sandbox?
Set aside space for perennial plants (raspberries, strawberries) or fruit trees?
Have a flower border? Who will tend it?
What about a spring work day?
Must gardeners attend group work day? When?
What about a regular gardening time?
What about a harvest potluck?

### SAMPLE AGREEMENTS/RULES COLLECTIVELY GARDENING

### 2010 Wendell Berry Community Garden Collective Member Agreement

Covenant

We, the members of the Wendell Berry Community Garden Collective, covenant to treat one another as we treat the land: with care, consideration, respect, and patience. The goals of the collective are to grow food for both the community and ourselves while providing a location to educate the community and ourselves on various aspects of sustainable living through gardening and community building.

In the spirit of this covenant, that we may have guidance and clarity about our responsibilities and benefits and so that we may govern ourselves in a manner consistent with our intentions, we commit to the following guidelines.

#### **Member Responsibilities**

· Member agrees to enter and uphold the covenant.

 $\cdot$  Member commits to physically working in the garden for a minimum of four hours a week for each share they have in the garden. The collective may adjust the number of hours to respond to unforeseen circumstances or fluctuation of seasonal chores.

- $\cdot$  Member documents their hours on a weekly basis.
- $\cdot$  Member agrees to abide to the consensus method for major organizational decisions.
- · Members attend quarterly meetings and serve on a rotating basis on one of three committees.
- $\cdot$  Member agrees to keep the gates locked when they leave.
- · Member agrees to keep the garden a pet free zone, and to pick up after themselves and their pets.

 $\cdot$  It is the member's responsibility to alert the membership committee if they will be gone for vacation or other emergencies and how they will make up hours missed (for example, people going on vacation can store up hours before they go or after they return).

• Members are expected to attend the weekly garden walk through and harvest on Saturday mornings at 9:30am. The collective may change the day and time of the walk through and harvest or add additional harvests at its discretion.

• Members of the Wendell Berry Community Garden are also members of Sustainable South Sound, and 10% of the dues paid by members will be retained by Sustainable South Sound to provide administrative services (website, insurance, etc). In addition, the collective shall select at least three representatives to serve rotating one year terms on the Sustainable South Sound Urban Agriculture Committee.

#### Coordination

· Each member is expected to serve at least one week as a back up coordinator, followed by one week as a coordinator.

The coordination schedule will be developed by the operations committee and posted in the shed. Anyone wanting to switch coordination or back up weeks after the initial schedule has been established is responsible for making their own arrangements, updating the schedule, and e-mailing all members of the collective.
 The coordinator is responsible for:

o Posting contact information for themselves and the back up coordinator on the white board. o Being the emergency contact for the Walrod's.

o Leading the weekly walk through, recording notes in the garden notebook, sending out notes by e-mail within 48 hours, developing the weekly greenhouse management schedule and updating the white board with important information and tasks.

o Managing the weighing, recording and distribution of the harvest, and ensuring that the distribution area is not too crowded.

o Track and arrange deliveries to the Food Bank.

o Reminding members to record their hours on a weekly basis.

#### **Collective Meetings & Consensus Process**

The full collective will meet at least quarterly. The purpose of the quarterly meetings is to strengthen our community, consider proposals brought forth by committee, and deal with other business related to the garden.
A quorum is necessary to make decisions at any collective meeting. A quorum shall be 50% +1 of the current number of members.

· Agenda items and times are agreed upon by the members present at the meeting.

 $\cdot$  The collective operates on consensus. When consensus is not reached after the initial time limit set by the agenda, there will be two extensions of twenty (20) minutes allotted for further discussion and decision.

 $\cdot$  If consensus is not reached after two extensions, a supermajority vote will be automatically triggered. A supermajority is 80% of the members present at a meeting.

#### Committees

· All collective members are required to serve on at least one of the three committees. The committees and their primary responsibilities are:

o The Membership Committee shall develop proposals for:

- •Determining and monitoring labor hours
- Selecting new members to fill vacancies on the collective
- Events (like the Harvest party) to build community and realize our vision
- Ongoing assessment of our consensus process

o The Planning Committee shall develop proposals for:

- Annual garden plans including what crops to plant, where to plant them and when
- Identifying the sources of seeds and/or plant starts
- Informational signage designed to identify crops and further our educational mission

o The Operations and Maintenance Committee shall develop proposals for:

- An annual capital program, highlighting major capital and equipment needs
- Annual collective member dues
- A system for tracking the harvest
- Defining the garden management system (Ex. garden coordinators and their primary responsibilities)
- Coordination with the Thurston County Food Bank and other community groups.

· Committee terms shall be for a minimum for one year.

• Committees should work for consensus when developing proposals to bring before the collective. In the event consensus cannot be reached, decisions shall be made by a supermajority of 80% of the committee members present at any meeting. Any proposals made by committees should be presented in writing (via

e-mail) to the collective at least one week before any meeting of the collective at which the proposal will be considered. Individual committee members may submit minority reports in response to committee proposals with which they disagree, provided they do so in writing at least one week before any meeting of the collective at which the proposal will be considered.

 $\cdot$  Committees should operate with rotating facilitators and note takers.

#### Absences & Accountability

 $\cdot$  If there are unforeseen or emergency circumstances which affect a member's ability to fulfill their weekly obligations, the member may contact the membership committee to request up to two weeks of leave.

 $\cdot$  During the two week leave, the member will enjoy full benefits of membership.

 $\cdot$  Any changes to leave times will be at the discretion of the collective.

· If a member does not fulfill their hourly obligations in any given month, and has not made prior arrangements with the membership committee, someone from the committee will contact that person by email or phone call to inquire if there is a problem, and to offer support in finding a solution that will help the individual remain a member of the collective.

· If there is a response, then a plan, with a time-frame, is set in place to help the member make up the hours missed and continue their responsibilities.

· If the person does not respond within two weeks, they automatically receive a letter informing them that their membership in the WBG Collective is terminated.

· If at the end of the agreed-upon time, the member has not complied with their responsibility to make up missed hours, they are automatically sent a letter informing them of the termination of their membership the WBG Collective.

#### Shares

- The maximum number of shares for the 2010 growing season is 20.
- Each share will receive an equal portion of each harvest.
- Only full shares will be offered. In the event that a member wishes to split their share, then the following procedure shall be followed:
  - o The member will send out a notice to the collective to see if anyone would like to increase or decrease their share portion.
  - o If no one in the collective is interested, then the next person on the waiting list is contacted.
  - - Willingness to abide by our covenant and guidelines; and
    - I Willing to contribute financially.

#### **Harvest System**

- Everything harvested from the garden will be weighed, counted and recorded prior to distribution.
- Members shall provide their own boxes for the harvest. Any member that wishes to receive a portion of the harvest must have their box at the garden by the time the harvest begins. No late comers.
- It is the member's responsibility to arrange for their box to be at the garden for the harvest distribution when unable to attend the harvest. They are also responsible for arranging delivery of their box.
- Each box will get approximately the same percentage of the harvest; members can trade or share when all boxes have been filled.
- Only full shares will be distributed at harvest it is the responsibility of half share members to divide their own box.
- The collective decides on the number and duration of harvests during peak times. The decisions will be made at the weekly walk through.
- Hours spent harvesting will be counted as working hours.
- The Walrod's will receive a share every week unless their box is not in the shed.
- The Food Bank will receive at least the percentage of the harvest stipulated by the collective. The collective may also choose to donate a portion of the harvest to other community groups or individuals. Individual members may choose to donate a portion of their share to the Food Bank or other community groups.

#### **New Member Criteria and Guidelines**

- New members will be chosen based on their geography (within a mile of the garden) and their position on the waiting list. This waiting list will be maintained by the membership committee.
- New members will attend an informational meeting to introduce them to the collective and determine if they can commit to the expectation contained in this document.
- New members will make the agreed upon one time financial contribution not to exceed \$35.00 plus the annual collective member dues.

I willingly agree to become a member of the Wendell Berry Garden Collective. I understand that by agreeing to join the collective I am committing to the structure outlined above, including a minimum of 4 hours per week of work in the garden through the 2010 growing season. I agree to keep track of my commitment and record my volunteer hours weekly. In exchange for my commitment, I understand I will be eligible for an equal share in the harvest, and that I will have a voice in all significant decisions about the garden.

Further, I agree that any injuries I sustain while acting as a member of the collective are my sole responsibility, and that neither the landowners, Sustainable South Sound nor any other individual or organization bears any responsibility or liability.

Name:	
Email:	
Address:	
Home Phone:	
Cell Phone:	
Signature:	Date:

### INDIVIDUAL PLOTS



### Sunrise Community Garden Orientation – Rules and Regulations

Welcome to Sunrise Community Garden! We're happy to have you join us in growing good food, building community and beautifying Olympia's Sunrise Park.

With several years of success here at Sunrise Garden, we have learned some of the keys that make for a really bountiful and well running community garden. In order to help you become a strong link in this chain of community, please read over and practice the following. Contact the Garden Council if you have any questions or need more information.

Please join our Google group to stay in touch with other gardeners, learn more about gardening and build community. See contact information at the end for details.

#### Weekly Garden Responsibilities

**Maintaining your garden is your responsibility**. If at any time this becomes difficult for you, let us know and we will try to work out a strategy for you to keep your plot with assistance. If that isn't possible we will reassign your plot and your name will stay at top of the waitlist to come back in when you are ready. If you need help with any of the following watering, weeding, harvesting, or in the event of extraordinary circumstances affecting your ability to garden, please notify the garden committee immediately. **Keep paths clear:** You must keep the common paths around your garden weeded and/or mulched. Some of the paths between beds are too narrow to mow. These may be clipped with hand clippers, cleared with a weed-eater or mulched.

Continued on next page...

#### **Monthly Garden Responsibilities**

**Community Hours** 8 hours per year must be completed by serving on one of the five teams that maintain Sunrise Community Garden (working you own plot or adjacent paths does not count). These teams include serving on the Garden Council, Compost Team, Lawn Mowing Team, Maintenance Team, or Tool Shed Team.

**Completing your hours** is your responsibility, team and work party leaders will be recording you hours. Hours are due by October 31.

#### Seasonal Garden Responsibilities

#### Spring:

**Plan to have your plot planted by May 1** (exceptions made for weather). During the garden season your jobs are to maintain your plot by planting, watering, harvesting, weeding and soil building.

In designing your plot, use caution with tall plants and structures. Please be careful that sunflowers, corn or tall trellised crops do not shade your neighbor. Trees and tall structures are not allowed.

Fall:

**Winter gardening option.** Many plants will over-winter in the Puget Sound Area for continued harvest in December, January and February. Some crops can be planted in the fall for a late winter or very early spring harvest.

**Putting your plot to bed**. After the garden season, your will prepare your plot for the winter by any combination of mulching, planting cover crop seeds, or winter gardening.

#### Always Important to Remember

- Sunrise Garden is an organic garden. No insecticides, pesticides or herbicides may be used. The use of insecticides & herbicides (weed killers) made from synthetic chemical materials is strictly prohibited. Slug bait is permitted only in enclosed containers, which must be removed from the site after use. Beer and super/yeast/water solutions serve as organic slug bait. If you have questions about the suitability of a product or an effective way to deal with a garden pest, contact a garden council member or GRuB staff.
- Plan your garden work during Sunrise Park hours which are dawn to dusk.
- Harvest and eat only from your own plot. Feel free to share your own bounty with other gardeners, friends, family and neighbors.
- Please confine all of your garden crops to the boundaries of your garden bed. Do not expand your garden bed beyond its designated area. Keep invasive, vining, and spreading crops within your own plot.
- **Produce from your plot may not be sold**. Please feel free to give away any produce you cannot use. If you need help distributing your bounty, check with the Garden Council.
- Closely supervise your children. This helps them learn respect for gardening & boundaries.
- Clean and put away tools after use so that others can use them too.
- **Treat hoses carefully** and return when finished watering. If others are waiting, please limit your watering time to 10 minutes. Sprinklers must be attended. Don't water others' plots without permission.
- The garden is a pet-free zone.
- Tires are not allowed at the site. They can release cadmium or lead in to the garden.
- Smoking, alcohol, and drugs are prohibited in the garden.
- Please pick up trash and take it home for disposal. This includes any non-compostable garden refuse. There is no garbage service at the garden.
- **Resolve differences in a neighborly way.** For problems with fellow gardeners, stay polite and listen carefully; usually solutions are easily reached. Verbal or physical abuse will not be tolerated. Contact the garden committee or GRuB staff for more serious difficulties.

**The Garden Council monitors plot usage during the growing season**. When plots are untended (overgrown, weedy, un-harvested) for more than two weeks, gardeners are contacted and are asked to take care of their plot by a certain date. If they do not take care of the plot by the given date, their plot will be reassigned to someone waiting for a chance to garden.

#### Garden Council Contact Information - sunrisecommunitygarden@googlegroups.com GRuB contact information: 360-753-5522

**Google Groups**: If you are not already a member of Google groups, go to www.groups.google.com and create a profile. Then search for and join sunrisecommunitygarden. From then on you will receive emails from the Garden Council about important dates, events and opportunities. You can also have conversations with other active Google gardeners about what's happening in your garden. Help us make this a useful tool for gardeners by checking in often.

### SAMPLE REGISTRATION FORM

	Last
2. Other gardeners sharing your plot:	
	First Last
3. Address: Number and Street Nam	ne Apt# City/Town Zip.cod
4. Phone: daytime #	Circle the best time to call: Day evening #
5. E-mail:	
	glish Vietnamese Spanish Other
o. Circle the languages you speak. Eng	gisit vietriamese Spanisti Other
7. I agree to Keep my plot weeded and te	ended weekly
Abide by decisions made col	llectively by the gardening council
Follow garden rules (see atta	ached)
Clear my plot at end of the se	eason
	nunity project I agree to join one of the teams and spend 3 hours pe
for each plot I tend. Circle the team	
	e recruiting gardeners in the spring, contacting all gardeners about ops, involving gardeners in decision making, handling conflict, fund
	er teams and managing the finances. clude keeping the grass mowed between gardens.
Compost Team: Duties include	e attending a spring workshop to learn about how to run a healthy o
	nd taking care of the one at Sunrise Park Garden. elude preventative care of the garden and solving general maintenar
problems as they arise including	g care of the fence, gates, shed, lawnmower,
1	de painting the shed, keeping it clean and keeping in∨entory of the i
	e 16 inch high garden beds for increased accessibility if one is a∨ai
9. I would like to reserve one of the	
10. Media permission: GRuB staff will a	at times take video and/or photos at the garden.
10. <u>Media permission</u> : GRuB staff will a	
10. <u>Media permission</u> : GRuB staff will a I agree to let my photo be used	by GRuB for publicity.
<ul> <li>10. <u>Media permission</u>: GRuB staff will a</li> <li>I agree to let my photo be used</li> <li>I do not agree to let my photo b</li> <li>11. I agree to pay between \$10-\$50 dol</li> </ul>	l by GRuB for publicity. De used and will let any photographer know.
<ul> <li>10. <u>Media permission</u>: GRuB staff will a</li> <li>I agree to let my photo be used</li> <li>I do not agree to let my photo b</li> <li>11. I agree to pay between \$10-\$50 dol the attached envelope (checks s</li> <li>12. <u>Personal responsibility</u>: I agree to he</li> </ul>	l by GRuB for publicity. be used and will let any photographer know. llars for my plot to help with general garden costs. Please send pay

THANKS FOR YOU INTEREST IN BEING A PART OF SUNRISE COMMUNITY GARDEN! Rochelle will be calling you to set up an appointment in February to complete the registration process and go over your application.

The Sunrise Community Garden is brought to you by GRuB, Olympia Parks, Art, & Recreation Department, and the United States Department of Agriculture. For more information call GRuB at (360) 753-5522.

# SAMPLE OUTREACH MATERIALS INTERESTED IN A GARDEN PLOT FOR THE UPCOMING SEASON?



Each plot comes with seeds, starts and workshop opportunities to help you grow your own healthy and fresh food.

Call GRuB at 753-5522 or visit us at 2016 Elliott Ave. NW to get on the list!



There are only a few Sunrise Park Community Garden plots left, so sign up soon!



## ROCHESTER IS BUILDING A COMMUNITY GARDEN!

It will be located at Independence Park surrounding the Rochester Community Center

### **GET INVOLVED!**

### Wed Oct 15<sup>th</sup>

Join us for our next planning meeting at 6:00 p.m. at the Rochester Community Center conference room.

### Sat Nov 8<sup>th</sup>

Help us build the garden beginning at 10:30 a.m.

### Interested in a garden plot?



Each plot comes with seeds, starts and workshop opportunities to help you grow your own healthy and fresh food. Get your name on the list now!

### Contact Alexandra at 273-6375 or at americorps@roofcommunityservices.org

The community garden is a partnership between the Grand Mound Rochester Parks Association, Garden Raised Bounty GRuB, ROOF Community Services, Rochester 4-H, Rising River Farm and the Rochester School District. Get Involved!

### SAMPLE LEASE

### Sample Lease Agreement

For Community Garden Site at 100 Grand Avenue

This lease is between Property Owner, the owner of the property at 926 Grand Avenue, and the

lessees: the Sunshine Community Garden and the Neighborhood Council (their address).

The duration of the lease shall be from March 31, 2008 to November 30, 2008 and will be renewed a yearly basis after November 30, 2008 unless one of the three parties does not approve.

There shall be no charge for use of the land for the purpose specified herein.

The lease is for use of land for the purpose of building and operating a community garden. The garden shall be located on the eastern portions of the lot owned by Property owner. The Property owner shall provide access to and reasonable use of water.

The Sunshine Community Garden will prepare a plan for the garden in consultation with the church showing the location of the beds and submit the plan to the church for approval.

In the future, features may be added to the garden such as a decorative fence, compost bins, a pergola/gazebo type structure, a sign, etc. Plans for such improvements will be presented to the church for design and location approval.

Liability insurance will be provided The Neighborhood Council, and the Sunshine Community Garden and Property Owner will be listed as additional insured parties on the insurance policy.

Signing of this agreement constitutes acceptance of the above terms and conditions.

Property Owner Date

Sunshine Community Garden Date

The Neighborhood Council Date

### SAMPLE BUDGET WORKSHEET

### Sample Budget Worksheet

Use this worksheet to list anticipated costs for items that your garden group have planned. Record actual expenditures and donations as they occur.

We've included some typical expenses for gardens here in this sample budget. *Please note the dollar amounts used in the worksheet are not estimates and are only illustrative.* 

Line Items	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
Revenue/Income			
Plot Fees (20plots x \$25/plot)	\$500	\$500	\$500
Neighborhood Start-up Grant	\$500		
Garage Sale Fundraiser			\$300
Balance from previous year		\$700	\$600
Total Income	\$1,000	\$1,200	\$1,400
Expenses/ Costs			
Basic Elements			
Water bill (meter and/or hydrant hook-up)	\$100	\$100	\$100
Water system (supplies, like hoses & barrels)	\$100		
Tool storage and combo lock		\$100	
Hand tools (shovels, rakes, trowels, pruners)		\$100	
Lease fee (if applicable)			
Liability insurance (if applicable)	\$100	\$100	\$100
Woodchips			
Compost or topsoil		\$100	
Plant materials (seeds & seedlings)			
Printing (agreements, flyers, etc)			
Garden sign –construction materials (stakes, board, paint, brushes)		\$100	
Nice Additions (Wishlist)			
Bulletin board – construction materials			\$100
Pavers			
Fence			\$100
Hedges			\$100
Picnic table			\$100
Arbor			
Tree(s)			\$100
Total Expenses	\$300	\$600	\$700
NET INCOME (income-expenses)	\$700	\$600	\$700

# SAMPLE DONATION LETTER

### **Donation Letter**

Tailor to fit your situation

Garden Nursery 123 Hip Hop Street My Fair City, WA 554XX

Dear Store Manager or Owner,

There is a new community garden starting in your neighborhood, The Sunshine Community Garden! Our mission is to build community through gardening by creating a space for people to come together to grow food and flowers together, sharing gardening techniques and recipes. We have identified the land, developed the design for the garden, and built a strong contingent of gardeners in the process!

We are asking Urban Garden Nursery, to help the community garden get started by providing the hedges that will go around the perimeter of the garden. We will acknowledge your donation on our garden sign. One of our gardeners will be in contact with you within the week to follow-up our letter. Thank you for your consideration!

See you in the garden!

**Sunshine Community Gardeners** 

Sally Sunrise 155 Hip Hop Street Abel Artichoke 234 BeeBop Street Horace Hortiman 521 Jazz Avenue



# Build your own raised bed

### A HOW-TO GUIDE FROM GRUB'S KITCHEN **GARDEN PROJECT BUILDING THE FRAMES**

Find a flat, level surface that you can lay the boards on as you nail them together to make the frames for the garden beds. Sometimes this type of surface isn't always at hand, so you can use whatever you might have lying





around to prop up the boards so they are level with each other. You could use a spare piece of wood, a rock, a glove, or even a friend to hold it in place.

Nail the boards together. Nail them so that the corners alternate. For example, start by nailing the shorter board onto the end of the long one, so that the end of the long board is covered by the shorter board. The other end of the short board should be covered by the end of the long board. When the bed is complete, each of the four boards should have one end

exposed and the other end covered by the board that is nailed perpendicular to it. It's best to put at least three nails into each corner. Complete this step until all your beds are built.

Place the frames of the beds in the spots you want them. Make sure that they are in a spot in your yard that gets a lot of sunlight. You'll probably want to place them about 2 ft. apart from each other, leaving enough room so that you can comfortably fit between them as you tend to your plants, and also enough room so that a lawnmower or weed-whacker can fit through. Some folks (particularly older folks) prefer to have their garden beds stacked on top of each other, two, or sometimes even three beds tall. This makes the surface of the soil higher off the ground so that folks don't have to bend down so far to tend to their garden, also making it accessible to wheelchairs and people who want to sit down as they tend their garden.

#### Filling the Beds

Before you start moving the soil into your beds, lay down cardboard or landscaping cloth material to prevent the existing grass and/or weeds from growing up through the soil. Make sure to cover the entire area of the bed. You can even lay down a couple layers if you wish. Once your cardboard or covering is down, you can start

moving the soil into the beds. If the space you're building the gardens permits it, you can just back your truck full of soil right up to the beds and shovel it in from there.

However, much of the time, gardens are not accessible by truck, and the soil must be shoveled into a wheelbarrow, rolled over to the garden beds, and dumped in. If you're building more than one bed, you will probably first want to fill all the beds with dirt as high as the top of your frames. Fill them to this height at first just to make sure that all beds will have an



ample amount of soil. Hopefully, after you've done this you will have soil left over. Once you know you have enough soil to fill all the beds to this point, distribute the rest of the soil evenly among your beds.

The ideal bed would be filled with soil that it heaps up above the frames, somewhere around 4 to 6 inches above the frame. There will still be many air pockets in the soil immediately after you fill your beds, and over the next several days the soil will settle quite a bit, especially if it rains. Take your rake, or your hands if necessary, and break up the big chunks of soil so that your plants don't have to try and grow around and/or through them.

You should let the soil sit for about a week before you plant anything, allowing the soil both to settle, and also to cool. Compost is quite warm relative to the temperature of the ground, and allowing the topsoil/compost blend to cool before planting anything is very important - if its still too hot it could burn the seeds or the roots of your transplanted starts. Happy gardening! 27