

Community Garden START UP GUIDE



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This guide is about how to plan and develop a community garden in Haldimand and Norfolk. It outlines the tools and supports required to design a successful community garden. This document is only a guide; we hope that it serves as a starting point in creating unique and fruitful community gardens.

There are two parts to this guide. The first part outlines ten steps for starting a community garden, providing you with the information for planning and design. The second part is a list of Appendices that include worksheets, templates and successful examples of tools to help you along the way.

Starting a community garden can be a difficult task, but with the right people and the adequate tools and resources they can act as beautiful green spaces that can provide healthy, locally grown fruits and vegetables, and a tremendous social benefit.

What is a Community Garden?

A community garden in its simplest form is a piece of land collectively gardened by a group of individuals. Community gardens, however can take on varying shapes and sizes. They can be large or very small plots of lands. They can be in the ground, on rooftops, in planters or in raised beds above the ground. Locations for a community garden vary from private land to schools, social housing properties, places of worship, vacant lots and municipal land.

Community gardens exist for a variety of reasons. Some begin community gardens with the hope of increasing physical activity and providing easily accessible fruits and vegetables, while others act as a classroom to teach gardening skills or environmental skills. Some community gardens are also started to donate fresh produce to those who are hungry. Regardless of the reasoning for beginning a community garden they all act as a location to bring people together and to build community. They encourage people to work together, communicate and create something beautiful.

How does a Community Garden Work?

Community gardens can work in many ways as well. Each garden is unique to the members of the garden. Community gardens can grow vegetables, fruits, herbs, flowers and/or plants. Additionally, individuals can have their own plots or people can collectively garden one piece of land.

*Key to success

It has been shown that the most successful community gardens have some sort of team that is responsible for making decisions, promoting the garden and creating garden rules. This ensures that the garden is run smoothly and consistently.

Why are Community Gardens Valuable?

Community gardens offer many benefits to gardeners and the community. Some of these benefits are outlined below:

Health

- Fresh and affordable vegetables and fruits
- Physical activity
- Stress relief
- New skills

Environment

- Local investment
- Improved soil, air and water
- Decreased waste and pollution
- Beautification of vacant land and community spaces

Building Community

- New friends and connections
- Community pride
- Positive spaces



Ten Steps for Starting a Community Garden¹

The following are the 10 steps a group should take to begin a new community garden in their community. These steps include creating a vision for the garden and what it will include, getting the community involved, securing a garden site, creating garden rules and a design, putting these ideas into action and beginning to garden. These steps are guidelines. Each garden project will develop in a different way. This guide will help your community gardening group succeed in creating a garden that will last long into the future.

October, November, December

Step 1: Talk with friends, neighbours and local organizations

Step 2: Determine Community Support

Step 3: Decide on leadership and continue brainstorming

January, February

Step 4: Find and secure a site

Step 5: Develop site design and garden rules

March

Step 6: Share and finalize garden goals, rules and design

Step 7: Promote the garden and form committees

Step 8: Gather resources and prepare the site

Step 9: Set a way to stay in touch April and onwards

Step 10: Get gardening!



¹ Adapted from Hamilton Community Garden Network. *Ten Steps for Starting a Community Garden*. http://hcgcn.ca/wp-content/uploads/TenStepsToStartCommunityGarden_120202_KD.pdf

Step 1: Talk with friends, neighbours and local organizations

Start a discussion with your friends, neighbours and local organizations to build ideas for your community garden and gauge the interest level. You could also distribute a community flyer or handout (see Appendix A for an example) inviting people to be involved. Use Worksheet 1: Developing a Vision for Your Garden (Appendix B) to develop a vision and plan with a group of at least five interested individuals, families or groups.

Step 2: Determine Community Support

You have a vision and a core group of people involved in creating your community garden. The next stage is to determine the support of your general community.

Have a meeting to determine community support

Use this community meeting to briefly outline the garden project, what your goals are, and what has been accomplished so far. Have time before and after the meeting for the participants to ask questions, network, and have a sign-up sheet so interested individuals can get involved.

Have your meeting in an accessible location, where discussion can happen easily. Keep the meeting to an hour or less so people can fit it into their busy schedules. It is also good to have nametags, a meeting leader, and a person who will be taking notes. If possible, a dedicated space for childcare will make the meeting more accessible for busy families.

Post the meeting agenda so participants know what will be discussed. Follow up with everyone that showed interest at this first meeting and decide upon a future meeting schedule. At these future meetings, your group will continue to develop the community garden.

Getting the community involved in your community garden project:

- ☒ Post flyers about the project and leave them in key locations (banks, businesses, schools, etc.)
- ☒ Make presentations to existing community groups
- ☒ Have sign-up sheets at different community gathering locations (churches, schools, etc.)
- ☒ Advertise in the community newspaper
- ☒ Knock on doors and talk to neighbours

Keeping people interested and involved in the project:

- ☒ Keep in touch with all members; communication is important
- ☒ Keep time demands reasonable and to a minimum
- ☒ Organize social activities and time to take a break from the work of planning and running the garden
- ☒ Welcome new members and get them involved



Step 3: Define Garden Leadership and Continue Brainstorming

After your first community meeting you should now have many people interested in taking part in your community garden.

Define a Leadership Committee

It is important that your garden group have a leader (or group of leaders) to keep the project moving and to make decisions. Decide as a group what type of leadership your garden wants and nominate or elect the people that will be involved. A leadership committee can include members who act as garden leader, co-leader, and treasurer. It is also important to determine how decisions will be made. For example, will the leadership committee have the power to make decisions without consulting the group as a whole or will decisions be made by voting? How many people must be present at a meeting to make a decision?

Brainstorming

Finalize goals

Before brainstorming resources and partners for your garden, review the Worksheet 1: Developing a Vision for Your Garden (from Step 1) with the entire group and make any changes necessary. Refer back to this worksheet as you continue to develop the garden project.

Asset Mapping

Asset mapping is a process where you focus on the positive assets of your community, mapping them out as resources for future use and reference. Have your garden group consider all the assets in the community that may be beneficial, such as individual's talents and skills, associations, businesses, government, local ecology, land and buildings. When you have meetings, consider asking everyone to share a skill or passion and keep track of what each individual brings to the table.

Resources

Use Worksheet 2: Community Garden Resources (Appendix C) to begin brainstorming a list of resources you may need for your garden and consider how your group will obtain them.

Partners

As a group, list potential partners, such as organizations, businesses and individuals, that could offer your garden support. Keep a written list and include any contacts you may already have with these future partners.

Where to Get Materials and Money

Some start-up funds are needed. Through determination and hard work, 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 D for an example) 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, to purchase items not donated, can be obtained through community fundraisers such as car washes, craft and rummage sales, pancake breakfasts, and bake sales. Grants are another source of funding. Be aware grant-writing efforts can take six months or longer to yield results, and you will need a fiscal sponsor or agent with charitable status (such as a church or non-profit corporation) that agrees to administer the funds.

Develop a rough budget:

At this stage, the budget your group develops will be very rough and only an approximation of future costs. It will still be a useful tool to use as a guide in future planning for fundraising, determining membership fees, etc. Use Worksheet 3: Community Garden Resources (Appendix C) to help create your budget.

Step 4: Find and Secure a Site

Visit Potential Sites

Visit your potential garden sites and perform a 'Site Assessment', use Worksheet 3 (Appendix E), to decide if the site would work for your garden. Talk with the neighbours of potential sites to make sure a community garden would be welcome. Compare the completed site assessments and consider neighbour's opinions to determine the best sites.

Look around your neighborhood for a vacant lot that gets plenty of sun--at least six to eight hours each day. A garden site should be relatively flat (although slight slopes can be terraced). It should be relatively free of large pieces of concrete left behind from demolition of structures. Any rubble or debris should be manageable --that is, volunteers clearing the lot with trash bags, wheelbarrows, and pickup trucks can remove it. Ideally, it should have a fence around it with a gate wide enough for a vehicle to enter. It is possible to work with a site that is paved with concrete or asphalt by building raised beds that sit on the surface or using containers. You can also remove the asphalt or concrete to create areas for gardens, but such a garden will be much more difficult, expensive, and time-consuming to start. A site without paving and soil relatively free of trash and debris is best.

The potential garden site should be within walking, or no more than a short drive from you and the neighbors who have expressed interest in participating. If the lot is not already being used, make sure the community supports establishing a garden there. It's best to select three potential sites in your neighborhood and write down their address and nearest cross streets. If you don't know the address of a vacant lot, get the addresses of the properties on both sides of the lot--this will give you the ability to make an educated guess on the address of the site. We suggest you identify at least three potential sites because one or more might not be available for you to use for various reasons, and you want to end up with at least one that works out.

Different Soil Types

There are three main types of soil: Clayey, Sandy and Loamy. Although they all have their own pros and cons, here are some basics:

- clayey soils can be very hard and drain poorly but retain nutrients well
- sandy soils drain quickly but don't retain moisture or nutrients well
- loamy soils are a mix of sand and clay and tend to be the best, all-around, soil type for gardening.

Refer to the guide by Rebel Tomato to see what soil type your garden site has:

<http://communitygarden.org/rebeltomato/shoots/soil-health.php>

Secure a Site

Find the owner(s) of your preferred site(s) and arrange a meeting to speak with them about using their land for your community garden. Use the exact address of the site and either the internet or City to learn the name and contact information of the landowner.

In your letter or presentation to the site owner, be sure to include the following information:

- Benefits of community gardening
- Personal incentives for property owner to allow a garden on their land, such as not needing to maintain the site because the garden group will do that
- List the community members and organizations that are involved in the project to show the strength of the community garden group and that it is well organized
- Mention a lease would be negotiated between the garden group and landowner if they agree to have your garden on their site and your group will purchase public liability insurance
- Mention that a "hold harmless" waiver will be included in the lease stating the landowner is not responsible for any injuries that happen due to community gardening activities (re-word this)
- Ask for some information about the site such as:
 - ☒ history of the property
 - ☒ water access (is there any? Is it metered? How would the water bill be communicated?)
 - ☒ restrictions to use (can it only be used at certain times of year or certain times of day?)

Note from a Community Planner:

It is important to know and comply with applicable zoning. Check the zoning of the potential site and ensure that this zone permits the intended use of your community garden.

There also needs to be safe vehicular and pedestrian access to the site. If a new access point is going to be constructed, it is suggested to speak with Public Works staff to comply with County standards.

Use the template letter (Appendix F) or create your own to educate the landowner about your garden plan and what role they would play in allowing your garden on their property. If possible, include a letter of endorsement from a local politician or neighbourhood association to show the community's support for your project. When invited for a meeting be well organized, clear and have examples of why your community garden will benefit the community.

Lease⁴

Your community garden and landowner will need to sign a lease/land-use agreement together which should include the following information:

4 Adopted from FoodShare Learning Centre. Community Gardening 101 Workshop. http://www.foodshare.net/workshop_archive_06.htm

- General purpose of using the site and Property description and location
- Utilities (water, electricity, etc.) the garden will be allowed to access and the rules regarding their use
- Length of lease (preferably 3-5 years)
- Option to renew
- Lease termination and lease modification
- Fees (many landowners allow garden groups to rent the land for \$1/yr or for free)
- Maintenance (who will be responsible and for what areas)
- Insurance
- Hold harmless clause
- A copy of the garden rules as an attachment (For information on creating your garden rules please see Step 5)

For an example of a land-use agreement please refer to Appendix G: Sample Land Use Agreement Contract.

Liability

Landowners of potential garden sites might be concerned about their liability should someone be injured while working in the garden. Your group should be prepared to offer the landowner a lease with a "hold harmless" waiver. This "hold harmless" waiver can simply state that should one of the gardeners be injured as a result of negligence on the part of another gardener, the landowner is "held harmless" and will not be sued. Each gardener should be made aware of this waiver and asked to sign the waiver included in the Gardener Agreement Form (see Appendix H for a sample Gardener Agreement Contract).

Insurance

Your group will need to secure liability insurance which is important in case someone is injured while working at the garden. Many times the landowner will be able to add your group to their insurance plan or your group can work with a community organization to be included on their insurance. If neither one of these options is favourable then your group can speak with a lawyer about purchasing liability insurance.



Step 5: Develop Site Design and Garden Rules

The Site Design

Use Worksheet 4: Garden Site Wish List (Appendix I) to see what features you would like included in your community garden. Once you have completed the worksheet, prioritize the different features and use it as a guide for designing your garden. When drafting your site plan it does not have to be professional but should be legible and contain dimensions for all features. Below are some features to include in your site plan:

- Entrances and exits
- Pathways
- Existing vegetation (trees and the spread of their roots)
- Other features from Garden Site Wish List

See Appendix J for an example site design.

Basic Elements of a Community Garden

Although there are exceptions to every rule, community gardens usually include:

- **In ground or raised beds:** These should be placed in the sunniest part of the garden. Raised bed plots, which are more expensive, should be no more than 4 feet wide (to facilitate access to plants from the 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 least 3 feet wide to allow space for wheelbarrows. The soil in both raised bed and in-ground plots should be amended with aged compost or manure to improve its fertility and increase its organic matter content.
- **Access to water:** Develop a watering system for the community garden depending upon the resources available. Many gardens use a combination of hoses and water barrels.
- **An adjacent delivery site for large quantities of woodchips and compost:** This area should be accessible by trucks and set-up to contain the delivered materials, retaining wall to eliminate runoff and discourage neighbors from parking on it.
- **A fence around the perimeter, and a drive-through gate if the delivery site for compost and woodchips is inside the fence:** In our experience, this is a key element of success. Don't count on eliminating all acts of vandalism or theft, but fencing will help to keep these to tolerably low levels.
- **A tool shed or other structure** for storing tools, supplies, and materials.
- **A bench or picnic table** where gardeners can sit, relax, and take a break-preferably in shade. If there are no shade trees on the site, a simple arbor can be constructed from wood or pipe, and planted with vines.
- **A sign** with the garden's name, address (street location), sponsors, and a contact phone number for more information.
- **A shared composting area for the community gardeners:** Wood pallets are easy to come by and (when stood on-end, attached in a U-shape, and the inside covered with galvanized rabbit-wire) make excellent compost bins.

Note from a Community Planner:

If water or utilities are necessary discuss with Environmental Services to ensure compliance with possible policies or to discuss permit requirements. If there are going to be any structures or signage on the site, discuss with the Building Division to ensure compliance. Permits may be required.

Safety and Security

Your community garden will thrive if it is believed to be a safe place in the community. To keep your community garden safe refer to www.hcgn.ca for ideas and suggestions.

Accessibility

Having your garden be accessible is one way to make it available to everyone in your community. If you are looking to design your garden to feature raised beds for accessibility and would like to know more about designing for accessibility see this guide from Together 4 Health in Waterloo for advice:

http://www.together4health.ca/files/BarrierFreeGardens_Guide.pdf



Garden Rules and Application

It is important to have a good set of garden rules so everyone that participates in the garden understands what is expected of them and what is not allowed. It is equally important to create a complete garden application form that prospective gardeners can fill-out to show their interest in gardening with your group.

Garden Application

An application collects gardener information. Each year gardeners will complete this form, whether new or returning, to show their interest in participating in the community garden and keep their contact information up to date. The community garden application form should include important information such as the cost(s) for renting a plot and the date the application form must be returned. For returning gardeners there should be an application deadline to be able to receive the same plot again. Consider connecting a season-end celebration and clean up with next year's sign-up.

Common information on a community garden application:

- Applicant name and contact information (address, phone number and/or email address)
- Name and contact information for anyone else helping with garden plot (spouse, friend, etc.)
- Garden plot preference, usually the top three garden plots they prefer, especially important for returning gardeners so they can secure the same spot.
- Gardener's signature agreeing to the rules of the garden as well as the "hold harmless" waiver releasing the landowner from any responsibility if the gardener is injured on their property.

See Appendix H for Sample Gardener Contract Agreement

Garden Rules

When writing your garden rules try to use positive language. For example: Write 'Treat tools well, please keep them clean and put them away' instead of 'Don't leave tools out' Common issues that rules address:

- **Fee:** Is there going to be a fee for gardening? How much will it be? Is it different for different gardeners? When is the fee due?
- **Maintenance:** Are gardeners expected to maintain their plots to a certain standard? What happens if a plot is not maintained? Who decides?
- Will there be restrictions on the types of plants that can be grown? Perennials, trees, shrubs, etc
- What is the garden season? When can gardeners begin planting and when must their plots be cleared, if at all?
- **Tools:** Will there be shared tools available for gardeners? How will they be handled and stored?
- **Water:** Can a gardener leave their water on unattended? Are there rules about storing hoses?
- **Pets and children:** Are they allowed in the garden? Is there a specific space set aside for them?
- How will theft, vandalism and other unwanted activities be handled and reported? Whose responsibility will that be? See troubleshooting section below and Appendix L: Theft and Vandalism for problem solving tips.
- What happens if a garden rule is violated? Who is responsible for making that decision?



Step 6: Share and finalize goals, rules, and design

Although they have been helping along the way, it is now time to gather everyone interested in the project to finalize the different aspects of the garden.

Timeline

Finalize the garden's timeline including when gardeners are allowed to start gardening and when they should finish for the season. Create timelines for any project you will be starting this year. Have a work plan for when they will begin, how the work will progress and when they will be completed.

Site Design

You already have a site design planned and now is the time to share it with the entire garden group, get any last minute feedback and finalize your design.

Finalize Supply List

Use your site design and Worksheet 3: Community Garden Resources to update and finalize your supply list. Having this complete will help you, when you begin approaching partners, for resources such as, gardening tools or monetary support.

Finalize the Budget

You now have a more concrete idea of your costs including land rental fees, insurance and water; use these to determine the amount of revenue your garden will need to cover its costs. Use Worksheet 5 to view a sample budget (Appendix L).

Membership Fees

Finalize the cost of membership fees (if applicable). Members can sign their garden agreement and pay their first membership fee at this meeting if they are able.



Step 7: Promote the Garden and Form Committees

Share your Project with the Community

Use the advice from Steps 2 and 3 to get the word out about your garden. Hopefully you already have your group of gardeners but you may have more space left or maybe you are looking for more community partners. Make sure everyone in the area knows about the community garden and what you want to achieve.

Form Committees

Many community gardens will form committees or groups that are in charge of specific projects. Have a sign up and request that all garden members get involved in a committee. Below are a few examples of garden committees:

Leadership team: This group was formed earlier but people may want to be more involved in the leadership of the garden. Have a process for people to be elected or sign-up to be part of the garden leadership team or committee.

Maintenance Crew: This group would be responsible for the general maintenance of the common areas in the garden and their duties could include cutting the grass, general clean up and repairing tools.

Compost Crew: This team would be responsible for maintaining the garden compost areas by turning the compost, posting signs and teaching other gardeners about how to compost correctly.

Events Planning Team: Members of this group would be responsible for planning and running events at the community garden with duties such as advertising the event, inviting participants, and doing the event set-up and take down. This team would probably work closely with the Fundraising Committee.

Fundraising Committee: As the name suggests, this group would be responsible for raising funds for the community garden. Depending on your garden's fundraising goals, this could include approaching businesses or individuals for donations and helping to plan fundraising events with the Events Planning Team.

Step 8: Gather resources and prepare the site

You have a site and a site design, now is the time to prepare the site for gardening.

Gather Resources

Gathering resources, also known as fundraising, can be daunting but it is easier than you think. You will be gathering resources such as tools or water, support in the form of cash or services as well as knowledge. Ask garden members what resources they have available or can easily get before spending money on anything.

When fundraising, have the project plan, project budget, and stay positive, this will bring you the most success in gathering support for your garden.

Site Preparation

Your site design is now complete, you have secured the necessary resources and it is time to turn your garden dream into reality. Plan work days/evenings for garden members and community volunteers to come to the garden site and tackle large projects, such as building raised beds or turning the soil. Make sure to get any needed resources (soil, lumber, tools) on site for the workday.



Step 9: Set a way to stay in touch

Communication between the garden committee and gardeners is very important and setting up a communication plan is a good way to keep the information flowing. It is important that the public also have a way to contact your garden group to find out how to get involved through a publicly displayed email or phone number.

Email

Email is the quickest way to send out information to a large group but keep in mind not everyone has email or internet access. You can obtain a free email address from sites such as gmail.com or hotmail.com

Website, Blog or Online Group

Free websites or blogs can be started easily using sites such as wordpress.com or blogspot.com. They can be used as a way to share information between gardeners and the community. Ask around to see if anyone knows how to create a unique website for your group.

Another way your group can communicate is through an online group or forum. These can be created through sites like google.com, yahoo.com, or facebook.com and are a place for members to ask questions, post opinions and get the latest news about the garden. Normally these groups are open only to those who are invited so they would not be a good way for the public to learn about your garden.

Address

It is important that there is an address where people can send their garden applications. A person at the garden may be willing to use their personal address or the group can rent a P.O. Box from the post office. Although a P.O. Box is an extra expense, it also will remain the same as different garden members come and go.

FAQ

A list of Frequently Asked Questions (FAQ) is one way to answer questions before they are asked. Consider the common questions gardeners and community members have to ask about your garden, such as “How do I become a member?” or “When can I start planting?” Answer these questions in a list and share with your garden members and community members.

Step 10: Get Gardening!

Finally, it's time to start gardening! All the hard work you have put into making this garden a reality can be utilized by planting, enjoying and harvesting your plants. It's true; not all the work may be done. Maybe you didn't get around to building your shed or planting your community orchard but that shouldn't stop you from planting your flowers and vegetables and enjoying your community garden. Continue to build and grow the garden, spread the work out over several years and engage volunteers whenever possible.

Step 11: Celebrate!

At this point, your ideas and hard work have finally become a community garden! Be sure to take time to celebrate. Have a grand opening, barbecue, or some other fun event to thank everyone who helped. Use this opportunity to give all those who donated materials or time a special certificate, bouquet, or other form of recognition.



Troubleshooting as the Garden Develops

All community gardens will experience problems somewhere along the way. Don't get discouraged—get organized. The key to success for community gardens is not only preventing problems from ever occurring, but also working 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

a. 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 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.)

b. Security

Invite the community officer from your local precinct to a garden meeting to get their suggestions on making the garden more secure. Community officers can also be a great help in solving problems with garden vandalism, and dealing with drug dealers, and gang members in the area.

c. Communication

Clear and well-enforced garden rules and a strong garden coordinator/committee can go a long way towards minimizing misunderstandings in the garden. But communication problems do arise. It's the job of the garden group 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 club leadership should make every effort to have a translator at garden meetings where participants are bilingual--perhaps a family member of one of the garden members who speaks the language will offer to help.

d. Gardener Dropout

There has been, and probably always will be, some turnover in community gardens. Often, people sign up for plots and then don't follow through. Remember, gardening is hard work for some people, especially in the heat of summer. 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, by either 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.

e. Trash

It's important to get your compost system going right away and get some training for gardeners on how to use it. If gardeners don't compost, large quantities of waste will begin to build up, create an eyesore, and could hurt your relationships with neighbors and the property owner. Waste can also become a fire hazard. Make sure gardeners know how to sort trash properly, what to compost, and what to recycle. Garbage cans placed in accessible areas are helpful to keep a neat and tidy garden.

f. Weeds

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 gardeners. Toward the end of summer, gardeners usually let the weeds go as their plants are established enough to contend with weeds. This is a good time to have a neighborhood event (such as the Parade of Community Gardens) 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.

Important Contact Information

Important Contacts		
Horticultural Societies/Master Gardeners?	<p>Haldimand Horticultural Society Sharon Slack, President 905-765-2617 sharonslack7@gmail.com</p> <p>Simcoe Horticultural Society Bob Williams, President: Phone: (Residence) 519-428-9930; Email: director6oha@hotmail.com</p> <p>Port Dover and Woodhouse Horticultural Society Anne Faulkner, President; Phone: (Residence) 519-428-0288 – <i>contact for Master Gardener services</i></p>	Horticultural societies and Master Gardeners will provide gardening expertise
<p>Land Registry Office Norfolk (Court House) 50 Frederick Hobson V.C.Drive, Suite 201, Simcoe, Ontario</p> <p>Land Registry Office Haldimand 10 Echo Street West Cayuga ON N0A 1E0</p>	<p>1-800-267-8097</p> <p>(905) 772-3531</p>	Will determine who owns possible land site Previous land use history
Building and By-Law Division	Zoning Officer: 519-426-5870 Ext. 2276	Confirmation of zoning
Public Works & Environmental Services	<p>Roads Department Norfolk: 1-877-298-5888</p> <p>Roads Department Haldimand: 905 318 5932</p>	For parking/points of access Water & utility usage
COMMUNITY SERVICES/FORESTRY		
Community Planning	<p>Alisha Cull, Senior Planner (Norfolk) 519-426-5870 ext. 1893 Alisha.Cull@norfolkcounty.ca</p> <p>Alicia West, Planner (Haldimand) awest@haldimandcounty.on.ca</p>	Community planning questions
CALL BEFORE YOU DIG:		
Hydro	<p>Haldimand County Hydro (1-877) 872-2570 (Toll Free)</p> <p>Norfolk Power (519) 426-4440</p> <p>Hydro One – Ontario One at 1-800-400-2255</p>	Call the appropriate hydro company before you dig.
Bell, Gas, Water, Sewer Lines	Ontario One at 1-800-400-2255.	
Rogers Cable	1-800-738-7893	

Good luck with your community garden project!

Appendices

Appendix A: Community Garden Brochure



Norfolk Gilbertson Community
Garden in Simcoe, Ontario




Norfolk Gilbertson Community
Garden in Simcoe, Ontario

**Community
Gardens**

This brochure designed and produced by the
Haldimand-Norfolk Health Unit

**CALL NICOLE at 519-426-6170
or 905-318-6623 Ext. 3208
FOR MORE INFORMATION**

Created May 2013



Community Gardens are safe, beautiful, outdoor spaces on small or large pieces of public or private lands, where people meet to grow and care for flowers, plants, fruits and vegetables.

Healthy Communities Partnership Haldimand and Norfolk has held several community planning sessions which have identified Community Gardens as a priority in Haldimand and Norfolk.

Why have Community Gardens?

- Not everyone has access to land suitable for gardening.
- Not everyone has the skill or experience to grow a garden of his or her own.
- Not everyone can afford the time to prepare, plant, care for and harvest a garden alone.

Benefits

Community gardens offer many benefits to gardeners and the community.

Health

- Fresh and affordable vegetables and fruits
- Physical activity
- Stress relief
- New skills
- Community building
- New friends and connections
- Community pride
- Positive spaces

Environment

- Local investment
- Improved soil, air and water
- Decreased waste and pollution

What is Needed?

- Funding to support community garden growth and sustainability.
- Resources, such as land, privately or publicly owned (example: church property, residential land, workplaces etc), lumber, soil, water, seeds and tools.
- Passionate volunteers to help plan and build gardens and share gardening wisdom and skills.

Remember: Community Gardens come in all shapes and sizes. For example, raised beds can be constructed on land that may seem unusable.

**Growing a healthy community,
one garden at a time.**



Appendix B: Worksheet I: Developing a Vision for Your Garden

Worksheet I: Developing a Vision for Your Garden

List reasons why you (your group) want to develop a community garden.

Define the goals for your community garden. Example goals: Grow fresh produce, clean up the neighbourhood, and teach others about food

List examples of how your garden project will benefit your neighbourhood and community.

What types of plants do you want to grow at your garden? Edible? Ornamental? Butterfly-friendly?

What type of garden do you envision?

Will there be separate plots? Will food be donated to the food bank?

Will there be an area where people garden communally?

Who will garden at the site? Will it be for everyone in the community or a specific group?

² Adapted from Gardening Matters. 2007. *Twin Cities Community Garden Start-up Guide*. <http://www.gardeningmatters.org/sites/default/files/startupguide.pdf>

Appendix C: Worksheet 2: Community Garden Resources

Worksheet 2: Community Garden Resources³

Mark an X under the header(s) that are appropriate for each item your community garden may need. Use this worksheet to help you plan your needed resources, your garden budget and fundraising goals.

	Already Have	Need	Don't Need		Already Have	Need	Don't Need
Planning: Garden layout and design costs				Materials: Materials to build raised beds			
Garden rental fees				Slabs and paving			
Plants/Flowers: Flowers				Soil			
Foliage plants				Compost			
Edible plants				Other fertilizer			
Seeds				Compost bin			
Shrubs				Fencing			
Trees				Hand tools			
Hanging baskets				Larger tools			
Plant pots, tubs and containers				Concrete/sand			
Ponds and pools: Pool lining				Paving stones			
Water supply fittings and pipes				Wood chips			
Fountain pump and system				Sod/grass seed			
Fish				Bricks and path edging materials			
				Cover crop seed			
Fittings and Furniture: Lights				Structures: Shed			
Electricity supply and cabling				Children's play equipment			
Water supply				Gazebo			
Irrigation supplies				Trellises			
Chairs/benches				Share area or arbour			
Tables				Greenhouse			
Barbeque				Other costs: Event materials (flyers, food etc.)			
Labour and Construction: General Labour				Other			
Professional labour							

³ Adapted from Rebel Tomato. Garden Cost Checklist. http://www.communitygarden.org/rebeltomato/pdf/figuring_costs_checklist.pdf

Appendix D: Donation Letter Sample

Donation Letter⁴

***Tailor to fit your situation

Urban Garden Nursery
123 Hip Hop Street
My Fair City, MN 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

Word of Advice:

Include a list of plants and the garden design (a rough sketch is ok) with this letter. Even if plant names are included in the sketch, it is easier of the potential donor to read if the plants are also listed separately in an easy to read format. It's also helpful if plants are listed by both the common and the Latin name.

Communicate which plants are first priorities, such as any hedges, thorny vines or other anchor plantings.

Have all the gardeners sign the letter above their respective name, but one person should do the follow-up. Addresses let the business know that the garden is serving the local community – their clientele.

Sally Sunrise
155 Hip Hop Street

Horace Hortiman
521 Jazz Avenue

Pepe Pepperino
243 Greengrass Street

Abel Artichoke
234 BeeBop Street

Mimi Mananas
111 Ska Avenue

Telly Tomato, community organizer
Sunshine Neighborhood Council
411 Salsa Street

⁴ Adapted from Garden Works. Twin Cities Community Garden Start Up Guide. http://orange.ifas.ufl.edu/mg/mg_compendium/pdf/files/CG/CG00300.pdf

Appendix E: Site Selection Checklist⁵

Worksheet 3: Site Selection Checklist

General Area:

Size: _____

Approximate number of plots that the site could support:

Topography (circle one):

- Flat/Sloped – can this be amended?

Sun (circle one):

- Shady/Partial Shade/Full Sun (6-8hrs)
- Are there any large sources of shade? What are they?
- Can they be worked around?

Existing plants:

- Does the site have any existing trees or bushes?
- Will the roots inhibit gardening?

Exposure (circle one):

- Is the site exposed to strong winds? Yes/No/Unsure
- Is the site exposed to runoff? Yes/No/Unsure

Soil (circle appropriate answer):

- What is the texture and type of soil: Clay/Sand/Loam
- Depth of the topsoil: Shallow/Moderate/Deep
- What is the soil drainage: Wet/Moderate/Dry

Previous land use information (circle appropriate answer):

- Any chance of contamination; was the land ever used for industrial or landfill purposes: Yes/No/Unsure
- Is the site near a busy highway, rail corridor or gas station? (circle all that apply)

Water:

- Does the site have water access? Yes/No/Unsure
- If not are there alternate ways to access water? Example: Neighbour, business, church, etc.

Site Amenities:

- What amenities does the site have: Examples: safe vehicular and pedestrian access, public transit, power etc.
- Is there space for future additions? Example: shed, composting area, additional plots, etc?

Sufficient Parking Space

- Is there sufficient parking space (on-site and off-site)
- How many parking spaces could the location support?

Neighbourhood:

- Is the space currently being used for anything else?
- Is it a visible, safe location?
- Are there any known future plans for this site that would limit community garden use (i.e. future development)?

“Walkable” Location

- Is this site in a “walkable” location?

Confirmation of Zoning/Legal Permitted Use

- What zone is the property in question?
- What are the permitted uses of that zone?
- Do they limit the activities of the community garden?

Compliance with Applicable Zoning Provisions

- Will what you propose to do comply with the zoning provisions for this area? (eg. Can a permanent structure be built on this property?)

⁵Adapted from Hamilton Community Garden Network. *Ten Steps for Starting a Community Garden*. http://hcgcn.ca/wp-content/uploads/TenStepsToStartCommunityGarden_I20202_KD.pdf

Quick sketch of site

Appendix F: Sample letter requesting meeting and landowner about using land for community garden⁶

February 16, 2012

Berry Niceguy 321
Beauty Street
Hamilton, ON, L8B 2A4

Dear Mr. Niceguy,

My name is Wanda Watermelon. I am contacting you on behalf of the Beautiful Community Garden Committee, a group of neighbourhood residents working on starting a community garden in the Beauty Neighbourhood. Our committee has met several times for planning meetings and has started building a strong and diversified coalition of supporters for the garden including the Beauty Library Branch, the Beautiful Neighbourhood Community Association, and the Cathedral of the Madeline church.

We've recently started searching for potential sites for the Beautiful Community Garden (BCG) and have come across your property at Average Avenue and Beauty Street (321 Beauty Street). 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 many residents in the Beauty Neighbourhood) could grow nutritious produce on plots 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 Beautiful Community Garden Committee which has an elected Garden Coordinator to oversee the project (myself), a Treasurer to handle the money generated by fundraising and plot rental, and several committees with a focus on composting, fundraising and maintenance (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 BCG 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 BCG Committee is a well-organized group of interested Beauty neighbourhood residents committed to the creation and continued upkeep of a community garden in the Beauty area. We hope this will help you trust that the garden will be a success if you granted us permission to use your land.

⁶Adapted from Hamilton Community Garden Network. *Ten Steps for Starting a Community Garden*. http://hcgcn.ca/wp-content/uploads/TenStepsToStartCommunityGarden_120202_KD.pdf

On behalf of the BCG Committee, I 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,

Wanda Watermelon
789 Wonderful Way
Hamilton, ON, L4L 2B2
(905) 123-4567
wanda.watermelon@gmail.ca

Appendix G: Sample Land Use Agreement Contract

Land Use Agreement between Community Garden X and Landlord X

Mr. X (the "Landlord") agrees to lease the vacant portion of his property located at address _____ (location) for a fee of \$ _____ per year to Community Garden X (the "Tenant").

Property Description:

The leased portion of the Landlord's property (the "Property") is _____ square feet in total. It is bordered by A on the south side, B on west side. On the north side the Property is bordered by C. The east side of the Property is delineated/bordered by D.

Property Use:

The Property is to be used as a public community garden with rented plots, to be administered by the Tenant.

Duration:

The lease agreement shall commence on _____ (date) and continue through _____ (date). This lease agreement will be reviewed at the termination date stated above with the option of renewal each year according to the desires of the Landlord. Option to renew will be communicated by written notice, 90 days prior to the lease expiration date.

Landlord Rights and Responsibilities:

The Landlord agrees to maintain full responsibility for all property taxes. The Landlord has the right to enter property at any time for inspection.

Tenant Rights and Responsibilities:

The Tenant agrees to maintain the property. The Tenant will provide water for the garden from a source off site. The Tenant agrees to be responsible for all trash removal from the property.

The Tenant has the right to hold educational events and/or community gatherings on the property. The Tenant has the right to make improvements customarily associated with community gardens (including fencing, storage sheds, raised beds, compost bins, bulletin boards, signs, seating areas, perennial plantings, and pruning of existing trees) at the Tenant's expense.

If at any point this lease agreement is not renewed, the Tenant has the right to (but is not required to) remove any structures or improvements that have been made to the property. At the termination of this agreement the site will be returned to the owner in neat and orderly condition.

Rules and Regulations:

No alcoholic beverages, drugs or illegal activities shall be permitted on the premises at any time. The Tenant agrees to act lawfully and will operate at all times in accordance with municipal bylaws and zoning codes.

The Community Garden and its gardeners will set and agree to Community Garden Guidelines at the beginning of each garden season and post where possible. If any member of the public acts in violation of these guidelines, they will be given a preliminary warning. If a further violation occurs the individual will be asked to leave the property for the remainder of the day. If repeated violations occur, the individual will be officially banned from the garden. The garden guidelines will be provided to the Landlord and considered part of this lease agreement.

All gardeners will be required to sign a "waiver of liability" clause as well as an agreement to the garden guidelines as a part of the plot rental application (see attached Community Garden Guidelines and "Waiver and Release of Liability" documents).

The Tenant will not discriminate against any individual or group on the basis of sex, race, sexual orientation, religion or political affiliation.

Liability for damage to property or person

The Tenant assumes all risk of damage to or loss of its equipment howsoever caused and does release the Landlord from all claims and demands with respect thereto including to or loss of equipment arising from the act, default or omission of the Landlord, its agents, servants, employees, subcontractors, customers, invitees or licensees or resulting from any cause whatsoever (save and except damage or loss resulting solely from the Landlord's willful or reckless disregard or gross negligence).

Indemnity

The Licensee shall protect and defend the Landlord and indemnify and hold it harmless from any and all claims, demands, actions, losses, causes of actions, proceedings, suits, damages, expenses or liability of any kind, including reasonable legal fees and expenses of litigation, brought on by any person, whether in respect of damage (including death) to person or property, arising from any occurrence occasioned, whether in whole or part whether directly or indirectly, by an act or omission or negligence of the licensees, its agents, servants, employees, subcontractors, customers, invitees or licensees.

The licensee further shall protect and defend the Landlord and indemnify and hold it harmless from all liabilities and claims against the Landlord, including fines, penalties and interest, in any way arising out of its failure to deduct, withhold or contribute any amount including federal or provincial income, taxes, federal, or provincial pension plan contributions. Employment Insurance premiums, Workplace Safety & Insurance board premiums and contributions under any federal or provincial social insurance or income security programs.

The Licensee agrees that the indemnity contained in this Agreement shall not be prejudiced by and shall survive the termination of this agreement.

Gardener Liability Waivers:

Gardeners will sign a liability waiver holding the Community Garden and the Landlord harmless from all Liabilities and claims against the Landlord and Community Garden X for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of the Tenant/Landlord or any officer, agent, sponsored program participant, or employee of the Tenant/Landlord under this Contract.

Property Owner:

Landlord _____ Date _____

For Community Garden X: _____

Community Garden Coordinator _____ Date _____

For further information on land lease agreements go to this link http://www.nplanonline.org/sites/phlpnet.org/files/CommunityGardenToolkit_FINAL_R20110322.pdf and/or seek legal counsel.

Appendix H: Sample Gardener Contract Agreement

Norfolk Gilbertson Community Garden

Chair (or Co-Chairs):

I will pay a fee of \$10.00 to help cover the garden expenses plus a deposit of \$10 per plot that will be refunded in full providing that my plot(s) have been fully cleaned up by Sat. Sept. 28th. There is a limit of 2 plots per gardener. (A third plot may be made available if it has not been reserved by May 18th, 2013. This will be at the discretion of the Co-Chairs.)

- I will have my garden underway by Saturday May 25th, 2013 and keep the garden planted and tended all summer long. All rocks must be taken to the rock pile and no rock borders will be allowed.
- If I must abandon my plot for any reason, I will notify the Garden Co-Chairs.
- I will keep weeds at a minimum and maintain the areas immediately surrounding my plot.
- Please use the Gilbertson Drive entrance and do not park in the Bowling Alley parking lot.
- If my plot becomes unkempt, I understand that I will be given 1 week's notice to clean it up. If I fail to clean it up to the satisfaction of the Co-Chairs it will be re-assigned or tilled in.
- I will keep trash and litter out of the plot, as well as from adjacent pathways and fences. Vine crops will be kept pruned back from pathways at all times.
- I will be considerate of my neighbours and will not plant any tall crops (i.e. Sunflowers) that may shade adjacent plots.
- I will pick only my own crops.
- I will not use insecticides or herbicides that will in any way affect other plots.
- I will use the compost bin for healthy garden refuse only.
- I agree to volunteer hours toward community gardening efforts. This will include but not be limited to maintaining the common areas of the garden and placing the supplied mulch around the perimeter of my garden for weed control.
- I will have my garden cleaned up by Saturday Sept. 28th. There will also be a fall BBQ on Saturday Sept. 28th for Community Gardeners and families with hot dogs, hamburgers and cold drinks supplied. Gardeners are asked to bring food items made with vegetables from their own gardens.
- I understand that neither the garden group nor owners of the land are responsible for my actions. I THEREFORE AGREE TO HOLD HARMLESS THE GARDEN GROUP AND OWNERS OF THE LAND FOR ANY LIABILITY, DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH USE OF THE GARDEN BY ME OR ANY OF MY GUESTS.

Applicant: Name _____

Phone number _____ E-mail _____

Signature _____

Date: _____ Amount Paid: _____

Plot(s) Number _____

_____ Co-Chair copy _____ Gardener's copy

Appendix I: Garden Site Wish List⁸

Worksheet 4: Garden Site Wish List

Refer back to this worksheet when creating your site design and incorporate as many elements as you can fit and can afford.

What type of garden spaces would you like?

Communal space...

- ☐ For all gardeners to share work and harvested food
- ☐ For growing food for donation
- ☐ For community or school groups to share
- ☐ Other:

Plot space...

- ☐ For individual gardeners
- ☐ For specific community or school group
- ☐ For a children's plot
- ☐ Other:

Check off any items you would like to incorporate into your garden design. List any additional items at the bottom:

- | | | |
|--|--|---|
| <input type="checkbox"/> tool shed | <input type="checkbox"/> pond | <input type="checkbox"/> scarecrow |
| <input type="checkbox"/> seating/meeting area | <input type="checkbox"/> orchard | <input type="checkbox"/> bird houses |
| <input type="checkbox"/> shade area | <input type="checkbox"/> children's play area | <input type="checkbox"/> bat houses |
| <input type="checkbox"/> butterfly garden | <input type="checkbox"/> rainwater collection system | <input type="checkbox"/> cleaning station |
| <input type="checkbox"/> space for communal perennials | <input type="checkbox"/> trees | <input type="checkbox"/> shrubs |
| <input type="checkbox"/> education area | <input type="checkbox"/> other: | |

Garden front or Perimeter

The perimeter of your garden is the first thing the community will see. Consider how you would like this area to look and check off what you would like to include.

- | | | |
|---------------------------------|---|--|
| <input type="checkbox"/> Fence | <input type="checkbox"/> Vines climbing fence | <input type="checkbox"/> Annual flowers |
| <input type="checkbox"/> Shrubs | <input type="checkbox"/> Perennial fruits or vegetables | <input type="checkbox"/> Perennial flowers |
| <input type="checkbox"/> Trees | <input type="checkbox"/> Other: | |

⁸Adapted from Hamilton Community Garden Network. *Ten Steps for Starting a Community Garden*. http://hcgcn.ca/wp-content/uploads/TenStepsToStartCommunityGarden_120202_KD.pdf

Appendix J: Sample Site Plan

The Norfolk-Gilbertson Garden - 2013

Contacts:

Adult Plots: 11' x 18'
Walkways: 2.5'
50 Plots in Total

Junior Plots: 11' x 6.5'
Walkways: 2.5'
10 Plots in Total

10-1	10-2	10-3	10-4	10-5	J10
9-1	9-2	9-3	9-4	9-5	J-9
8-1	8-2	8-3	8-4	8-5	J-8
7-1	7-2	7-3	7-4	7-5	J-7
6-1	6-2	6-3	6-4	6-5	J-6
5-1	5-2	5-3	5-4	5-5	J-5
4-1	4-2	4-3	4-4	4-5	J-4
3-1	3-2	3-3	3-4	3-5	J-3
2-1	2-2	2-3	2-4	2-5	J-2
1-1	1-2	1-3	1-4	1-5	J-1

Appendix K: Theft and Vandalism Problem Solving Tips⁹

THEFT AND VANDALISM



Problem solving tips

- **ENCOURAGE** the whole community to take ownership of the garden. Share the pride and satisfaction that comes from tending a bright spot in the neighborhood. (Sharing a few luscious ripe tomatoes doesn't hurt, either).
- **MAKE FRIENDS** with people who live near the garden. Encourage everyone to keep a watchful eye on the garden. Invite neighborhood kids into the garden with you to see what's growing.

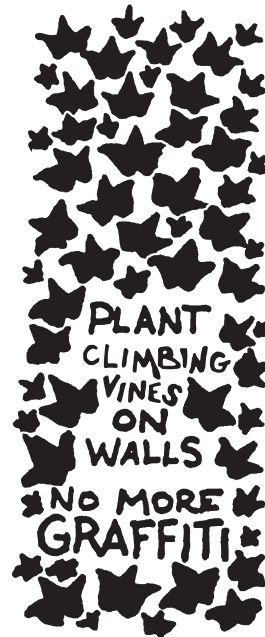
WHAT TO DO WHEN THE WORST HAPPENS

COMMUNITY GREENING REVIEW 1999

YOU'VE TILLED AND YOU'VE TOILED, now the tomatoes are ripe and the squash is just the perfect size. You and your family are all excited about the harvest.

Then, overnight, your vegetables disappear before you have a chance to enjoy a single one. It's very discouraging. At best, you can hope your work benefitted some hungry soul and the food didn't go to waste. It's even worse when crops you've watered faithfully, mulched, debugged and watched over are trashed by thoughtless vandals. That's utterly depressing – food wasted, beauty destroyed, and gardeners left sick at heart.

Dealing effectively with vandalism and theft poses a real challenge. The best long-term strategy – developing community friendships – takes time; and, even under the best circumstances, both youthful mischief and spiteful nastiness still happen from time to time. Keeping this reality check in mind, these tips can help your garden program minimize problems with vandalism and theft.



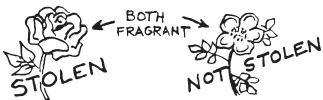
⁹American Community Garden Association. *Theft and Vandalism*. <http://communitygarden.org/docs/learn/articles/theftandvandalism.pdf>

- **REPORT THEFT** or vandalism to gardeners, police, and the neighborhood watch. Post signs announcing that police and neighbors are watching the site. At locked, fenced gardens, consider a “friendly” sign inviting participation – it’s a lot more positive than unadorned chain-link.

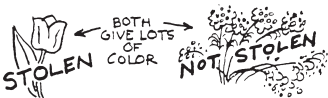
- **HOST PUBLIC EVENTS** at the garden especially if it’s fenced and usually locked. Design gathering spaces for all ages, to encourage community building and social interaction.

The right plant for the job

- **CULTIVATE** beautiful unfamiliar plants less attractive to blossom snatchers. Observe what gets taken and replace these varieties with alternatives.

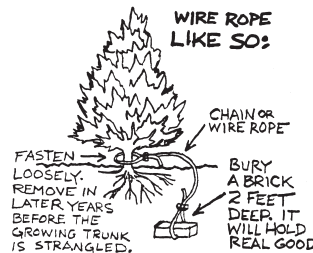


“Florist-style” long stem roses make tempting targets. Grow old fashioned and species roses instead. Plant odd-colored edibles – yellow tomatoes, strawberries or raspberries are bothered far less than red (“real”) ones.



- **GATES, LOCKS AND FENCES** (from ornate and artsy to plain chain link) deter mischief. At some gardens, they work well; at others, especially in out-of-the-way areas, locks are broken or fences breached.

- **HARVEST PRODUCE REGULARLY.** Have a clear policy about picking without permission. If a gardener makes off with someone else’s harvest, warn the culprit they could lose their place in this community garden. That may be all it takes to stop a problem.



- **GROW MORE THAN YOU NEED.** Share the bounty inside and outside the garden.

- **DUST PLANTS WITH FLOUR** or wood ashes. Thieves may avoid plants covered an unknown substance.

- **SOW FLOWERS** thickly around beds to make vegetables more difficult to get to. Put plants with smaller or less-interesting leaves in front of tropical-looking plants with big or colorful leaves like caladiums and hostas.

- **KEEP THE GARDEN** well-tended. Encourage gardeners to come regularly, and assign tasks if necessary.

- **REPAIR DAMAGE** quickly. Encourage all gardeners to help restore order. Have “graffiti guerrillas” clean up scrawls and marks right away.

- **CARING COUNTS.** Listen supportively and compassionately to gardeners who have suffered damage, and encourage everyone to share produce with them.

- **TIE DOWN** expensive plants and garden furniture using chain or airplane cable.

- **PROTECT YOUR GARDEN** nature’s way: Use thorny shrubs, such as rugosa roses, barberry and hollies, as a barrier for delicate and desirable plants. For tough problems, grow your own barbed wire fence: trifoliate orange (*Poncirus trifoliata*).



Appendix L: Sample Budget Worksheet 5¹⁰

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 garden here in the sample budget. *Please note the dollar amounts used in the worksheet are not estimates and are only illustrative. It is good practice to include items that may be donated to keep track of all anticipated (and possible future) expenses.*

Line Items	1 st Year	2 nd Year	3 rd Year
Revenue/Income			
Plot Fees (20 plots x\$25/plot)	\$500.00	\$500.00	\$500.00
Neighbourhood Start-Up Grant	\$500.00		
Garage Sale Fundraiser			\$300.00
Balance from Previous Year		\$700.00	\$600.00
Total Income	\$1000.00	\$1200.00	\$1400.00
Expenses/Costs			
Basic Elements			
Water bill (meter and/or hydrant hook-up)	\$100.00	\$100.00	\$100.00
Water system (supplies, like hoses & barrels)	\$100.00		
Tool storage and combo lock		\$100.00	
Hand tools (shovels, rakes, trowels, pruners)		\$100.00	
Lease fee (if applicable)			
Liability insurance (if applicable)	\$100.00	\$100.00	\$100.00
Woodchips	donated		
Compost or topsoil		\$100.00	
Plant materials (seeds & seedlings)	donated		
Printing (agreements, flyers etc.)			
Garden sign – construction materials (stakes, board, paint, brushes)		\$100.00	

¹⁰Adapted from Garden Works. Twin Cities Community Garden Start Up Guide. http://orange.ifas.ufl.edu/mg/mg_compendium/pdffiles/CG/CG00300.pdf

Line Items	1 st Year	2 nd Year	3 rd Year
Nice Additions (Wishlist)			
Bulletin board – construction materials			\$100.00
Pavers			
Fence			\$100.00
Hedges			\$100.00
Picnic Table			\$100.00
Arbour			
Tree(s)			\$100.00
Total Expenses	\$300.00	\$600.00	\$700.00
NET INCOME (income-expenses)	\$700.00	\$600.00	\$700.00



updated January 2020