

NLR Community Gardens
RETURNING GARDENS APPLICATION



City of North Little Rock
Community Garden Program
APPLICATION FOR RETURNING GARDENS



Garden Name:	Amount Requested: (must match total at the bottom of the last page)
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Which Funding Round? (check one) Spring- Applications accepted June 16 th —Dec. 15 th Fall- Applications accepted Dec. 16 th —June 15 th	Year:
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This application is for returning gardens only! If your garden has never been funded by our program or has not been funded within the past 3 years, please submit the application for new gardens. If you are applying for a school garden, please fill out the application for NLRSD gardens. All documents can be found on our website, nlr.ar.gov/communitygardens, or you may contact us to receive applications via email or in person.

The City of North Little Rock provides funds for the creation, maintenance, and improvement of community gardens. The Community Garden Program manages these funds and is a part of the NLR Neighborhood Services Department. The Community Garden Advisory Committee reviews funding applications and advises on policies for the program.

The mission of the Community Garden Program is to improve access to healthy, affordable, and locally grown food to the citizens of North Little Rock and to improve community participation in the city's neighborhoods. Gardens must demonstrate that their projects will contribute to this mission. A community garden can be defined as any piece of land gardened collectively by a group of people.

There are two rounds of funding every year, one round in the spring and one in the fall. **Gardens are eligible for only one funding round every 12 months.** Gardens funded in a spring round are not eligible until the following spring round or later. Gardens funded in a fall round are not eligible until the following fall round or later.

As a returning garden to our program, you are eligible for up to \$5,000 in funding. **All funding over \$500 will be disbursed in two payments unless otherwise requested and approved by the program.** All funded projects must spend all of their funds within the time specified on the MOU. The MOU will be provided after funding is approved by the Garden Advisory Committee.

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To submit, email the completed application and any additional documents to both of the following: NLRNeighborhoodServ@nlr.ar.gov and RKelly@nlr.ar.gov. Once submitted we will be in contact to obtain signatures and other paperwork.

We are here to help! If you have any trouble submitting this by email, need help printing a paper copy, or have any questions, please contact the Community Garden Program Manager, Chelle Kelly, at RKelly@nlr.ar.gov or 501-351-0184. You may also contact Neighborhood Services at NLRNeighborhoodServ@nlr.ar.gov or 501-791-8500.

PROGRAM REQUIREMENTS AND POLICIES

1.) All gardens we fund must be located within the city limits of North Little Rock. What is the full physical address of your garden site? If there are multiple lots, please include addresses for each lot.

2.) Community Garden Projects must **operate in accordance with nondiscriminatory federal, state, and local requirements.**

Projects must be located on property lawfully reserved for public use as a community garden. If the location of your garden site is privately owned, the property owner must be willing to enter into a license agreement with the City of North Little Rock. Please provide the property owner's info below so we may send them a copy of the license agreement to review and sign before you are funded. The Garden Manager will receive a copy and must sign as well.

Property Owner's Name (individual's name or entity's name):

Name and Title of Authorized Representative (if different):

Property Owner's or Rep.'s Email:

Property Owner's or Rep.'s Phone Number:

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3.) We are prohibited from funding private individuals or entities, therefore the Garden Manager must be an authorized representative of OR partnering with a nonprofit organization. The funding check will be made out to this organization.

This organization must:

- Be a registered nonprofit in good standing with the Arkansas Secretary of State.
- Obtain a current NLR Business License from the City Clerk by the time of funding approval.
- Be willing to assume financial responsibility for the funds received by the project described in this application.
- Be a vendor with the City of North Little Rock. If they are not currently a vendor, the vendor form will be sent after funding is approved by City Council. A W9 is required to complete the form.
- Have a bank account or some way to cash or deposit the funding check.
- Be willing to share their organization's bylaws, if asked.

A 501(c)(3) designation is not a requirement to receive this funding. The only requirement is a nonprofit designation obtained through the AR Secretary of State's office.

Some religious organizations, city departments, and other organizations are exempt from some of these requirements. Please contact us with any questions.

Name of Organization, as registered with the AR Sec. of State:

Name and Title of Authorized Representative:

Rep.'s Phone Number:

Rep.'s Email:

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4.) **Garden Managers** are the main points of contact for a community garden. They are responsible for ensuring the garden is maintained, for creating a growing plan, for posting garden rules, and for recruiting volunteers and other gardeners. They are also responsible for ensuring that funds are being spent correctly, for turning in progress reports, and for submitting receipts. They must also attend monthly Garden Manager meetings and stay in contact with the Community Garden Program Manager. The Garden Manager must have an email for communication.

Please provide the following information for your Garden Manager:

Name:

Mailing Address:

Email Address:

Phone Number:

An **Assistant Garden Manager** serves as a back-up to the Garden Manager. Ideally, they are working directly with the Garden Manager to maintain and manage the garden, but at minimum they will act as a back-up contact if the Garden Manager is unavailable. You must list an Assistant Garden Manager.

Please provide the following information for your Assistant Garden Manager:

Name:

Email Address:

Phone Number:

Should the Asst. Mgr. be included in communications from our program? Yes No

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5.) **Funding and reporting requirements** are as follows:

- All funds must be spent and reported on by the date listed on the MOU, which is approximately one year from the funding date. The MOU will be provided after funding is approved.
- All funds must be spent on the budget items that are approved by the Garden Advisory Committee and the NLR City Council. If you need to purchase something that was not in the project budget or discussed anywhere else in this application, you must contact the Community Garden Program Manager for approval, prior to purchasing. Unauthorized purchases may not be accepted.
- Spent funds are reported on by the submittal of receipts *and* the Receipt Report document provided by the program. It is the Garden Manager's responsibility to ensure that a vendor can provide a receipt *before* paying them. Receipts will show a completed transaction between the garden and the vendor and will have the vendor's information on it. **We cannot accept unpaid invoices, bill statements, or anything that is not a receipt as proof of payment.** Some exceptions may be made at the Garden Program's discretion.
- All receipts must have dates that fall within the range that the License Agreement is active. We cannot accept receipts for money spent before the License Agreement was finalized or after it has expired.
- Submitted receipts may be originals or copies, but they must be legible. The program may ask for a resubmittal of any illegible receipts. The Garden Manager is responsible for keeping and maintaining receipts in a way that will ensure they remain legible.
- The Receipt Report document must be submitted with the receipts and will be provided to the Garden Manager. The Receipt Report document was designed so that we can manage and track our funding simply and accurately. Gardens may submit additional documents or spreadsheets if desired, but they will not be accepted in place of the Receipt Report.
- Any amount of funding unaccounted for after the date stated in the MOU must be reimbursed to the City of NLR. Failure to account for the full funding amount will result in removal from the program and may be subject to prosecution under existing City law. *Plan to spend all of your funding within 1 year.*
- All funded projects must submit both a mid-year *and* a final progress report. These are important for our program and enable us to track and measure our impact and successes, as well as to assess where we need to help and where we can improve our program. Garden Managers will receive reminders and all necessary documents.
- Failure to complete and submit both progress reports on time may result in removal from the Garden Program and a request for any unspent funds to be returned to the City of North Little Rock.

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6.) Planning Your Garden

The City of North Little Rock provides funding to the Community Garden Program so that it may accomplish and further its mission of increasing access to fresh foods and increasing community involvement in the city's neighborhoods. The program is responsible for ensuring that funds are being spent in a manner that supports this mission. This is determined by reviewing progress reports, receipt reports, on-site visits from program staff, and communication from the garden manager.

All gardens must be open for the public to join. Some gardens are designed as one large plot that is tended by all garden members collectively, and other gardens offer individual plots to individual gardeners; some gardens are a hybrid of these two approaches. You will need to decide and define how your garden will be designed.

Garden managers will also need to decide how an individual becomes a member of their garden. What will members be expected to commit to? Will they be required to sign an agreement with the garden, detailing their commitment? Will there be a fee to become a member? In general, what makes someone a member of your community garden, versus someone who may just occasionally volunteer?

Recruiting members is one of the biggest key factors in making your garden successful and sustainable. Garden Managers must make known the availability of gardening space to their neighborhood, though it is up to them to determine how to do this. The office of Neighborhood Services can help with mailing fliers and with putting you in contact with your Neighborhood Association, if there is one active in your community.

All gardens receiving these funds must commit the majority (50% or more) of their growing space to the production of food. Garden managers should have a plan for what will happen with harvested food. Is it grown for garden members only? Will a certain amount be donated to local food pantries? Will any be sold?

As much as possible, Garden Managers must ensure that produce harvested from the garden is weighed and recorded and report these numbers with the two progress reports. This is extremely useful information for our program and helps to ensure that funding will continue into the future. They must also track volunteer hours, which demonstrates the level of community involvement with the garden.

Garden managers must attend the monthly Garden Manager Meeting. These meetings are open to the public and anyone may attend. Meetings are held monthly, January through November. There is no meeting in December. The Community Garden Program Manager will send reminders and information for these meetings.

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PROJECT DESCRIPTION

Please be as detailed as possible. Please answer on this document. If you run out of space you may continue on another document, but please number your answers so we can match them to these questions, and use a new page for each answer. You are not required to fill the entire text box with your answers, just be sure to give us enough details.

1. Provide a description of your garden and tell us about your vision for your garden.

Describe your garden's current state and how you want your garden to grow over the next year and beyond. What do you want to grow literally (specific fruits and vegetables, etc.) and what do you want to grow metaphorically (more neighborhood involvement, more workdays, more garden members, etc.). Share with us your vision for the future of this project!

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2. What is the need you are trying to meet with this garden and what will happen with the produce grown? We want to know that you have a plan for this project and the fruits of your labor. Maybe you plan to donate it all to a food pantry—give us details like which ones, how often, etc. Maybe you plan to recruit gardeners who are experiencing food insecurity and letting them grow and harvest their own produce—who are they and how will you recruit them?

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2. Please list two measurable goals for the upcoming year. Envision your successful garden a year from now. What are the top two milestones that will get you to that success? We want goals that are measurable, which may be something like growing a certain amount of food, recruiting a specific number of volunteers, or having a certain number of workdays, events, or volunteer hours. “Feeding people” is not a measurable goal, but “Feeding 20 people” is measurable.

- **Measurable Goal 1:**

- **Measurable Goal 2:**

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3. How do you recruit other gardeners and volunteers? The people involved with your garden are what put the ‘community’ in a community garden. They are also one of the top deciding factors for whether your garden will be successful or not. These may be people who have their own plots to garden or who help mow, water, or help to maintain the space. Currently, how do people know that the garden is there and how do they know how to become involved? Do you have garden members growing food in the garden, or volunteers who show up occasionally, or a combination of these? Will this change in the coming year? Returning gardens can receive a permanent sign from our program if requested.

4. How are garden members and volunteers managed? We want to know that if someone joins your garden they will be given direction and advice. How do they contact the Garden Manager? How do they know the rules and hours of the garden? Describe for us how you give members and volunteers the tools for success.

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5. Is there currently a source for water at your garden? Returning gardens may ask for funding to install a water source. You must show us that you have spoken with Central Arkansas Water, that you know what type of installation is needed, and what the cost will be.

6. If your garden currently has a monthly water bill, please tell us the name of the individual or organization on the account.

7. How do you currently water the garden? Will this change in the coming year?

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8. Do you plan to have a fence or a storage building at your garden? City ordinances require permits for fences and accessory buildings. Permits are obtained through the Planning Dept. Don't worry, we can help you with this process!

9. Does your garden have specific operating hours? If so, please list them. If they will change in the coming year, please list what the new hours will be.

10. Do you currently have or plan to look for funding from other sources in addition to this funding? This will not impact the decision to fund you, we just want a clearer picture of your project.

11. Other than the nonprofit listed on page 3, please list any other organizations that are partnering with you to support this garden.

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12. Do you plan to have any events over the next year? These may be monthly gardening days, special workshops, or social events such as concerts or fundraisers. Please list approximate dates and give a brief description.

13. How will your garden members learn about gardening? This could be something like posting educational signage in the garden, garden workshops, providing information in a social media group or emails, or having contact with a knowledgeable gardener to whom you can refer people.

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BUDGET FORM

Returning Gardens may apply for up to \$5,000. Your total should not exceed this amount.

The following lists are not comprehensive. If you have questions about anything in your budget, please reach out to us to discuss.

•Allowable Expenses:

Garden construction materials (raised beds, high tunnels, etc.), walkways, tools, irrigation systems, tool storage, soil amendments, seeds, plants, signage, and generally anything needed to help produce food and attract members. On a limited basis: fuel, water bills, electric installation, tool rental, tool repair, benches, tree trimming or removal, labor (NLR business license required for all paid labor), and attendance fees for gardening workshops or conferences.

•Unallowable Expenses:

Improving private property, play equipment, overhead costs (staff, office supplies, phone bill, etc.), fountains, decorative structures, decorative plants, general landscaping unrelated to food production, finishing buildings/structures (drywall, painting, wiring, etc), requests from individual property owners on their own behalf. Generally, anything that is not contributing to producing food and building community in a garden that is open to the public.

Please remember, all funding received must be spent and reported on by the date listed in the MOU, which is approximately 1 year after funding is received. Funding is reported on by submitting receipts. All receipts must show a completed transaction between the vendor and the garden. Your garden will not be eligible for any further funding from our program until all previous funding has been reported on.

The item descriptions listed on the following pages may be general such as, “lumber for building garden beds,” rather than an exact amount and size of lumber or “vegetable seeds for the year,” rather than listing the individual seed you’ll be buying. You may also list an approximate or estimated cost, though this should be based on some research or knowledge and not just a guess. If you know the specifics of what you want to buy and prefer to list them in detail, that is also acceptable.

The Community Garden Advisory Committee may approve or not approve individual budget items and may request that applicants provide more information. It is highly advised that you attend the Committee’s meeting when they will discuss and vote on your application. You will be notified of the meeting date and time.

We are here to help! If you have any trouble submitting this by email, need help printing a paper copy, or have any questions, please contact the Community Garden Program Manager, Chelle Kelly, at RKelly@nlr.ar.gov or 501-351-0184. You may also contact Neighborhood Services at NLRNeighborhoodServ@nlr.ar.gov or 501-791-8500.

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Garden Budget for the Year (\$5,000 max.)

If your garden does not currently have a water source/meter on site, you may include the cost of installation in your budget. You must speak with Central AR Water and receive a total cost from them before we approve this budget item.

Installation of a water source must be approved by the Property Owner.

Water source installation needed? Yes No	Total cost of installation from CAW.	Amount requested.

The following 3 items are each limited to \$500 in funding from our program. Anything beyond \$500 is the responsibility of the garden and will not be paid by the program. City ordinances require that any paid laborers must have a current NLR business license, obtained from the city clerk.

Limited Funding Items	Description	Cost
Are you requesting help with your water bill? Yes No Our funding will pay for up to \$500. You must submit paid bills with your receipt form, and they must be dated within the time that the garden has an active License Agreement with the City of NLR.	N/A	
Are you requesting funding to help pay for labor, such as mowing, building raised beds, etc.? Yes No Contracted laborers must hold a current NLR Business License and must provide you with a receipt. We will pay for up to \$500 in labor costs.		
Are you requesting funding for tree trimming or removal? Yes No Describe the need for this as it relates to food production or safety. We may request more information. Contracted laborers must hold a current NLR Business License and must provide you with a receipt. We will pay for up to \$500 of tree work.		
BUDGET CONTINUED ON FOLLOWING PAGES		

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Garden Budget for the Year- Continued (\$5,000 max.)

Item Description	Quantity	Total Cost
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Garden Budget for the Year- Continued (\$5,000 max.)

Item Description	Quantity	Total Cost
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Total Amount Requested: \$	(total from pages 14, 15, & 16)
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