



City of North Little Rock  
Community Garden Program  
**APPLICATION FOR NEW GARDENS**



<b>Garden Name:</b>	<b>Amount Requested:</b> (must match total listed on page 16)
<b>Which Funding Round? (check one)</b> <b>Spring</b> - Applications accepted June 16 <sup>th</sup> —Dec. 15 <sup>th</sup> <input type="checkbox"/> <b>Fall</b> - Applications accepted Dec. 16 <sup>th</sup> —June 15 <sup>th</sup> <input type="checkbox"/>	<b>Year:</b>



**This application is for new gardens only!** If your garden has been previously funded by our program, within the past 3 years, please submit the application for returning gardens. If you are a school garden within the NLRSD, please fill out the application for NLRSD gardens. All documents may be found on our website, [nlr.ar.gov/communitygardens](http://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 new garden to our program, you are eligible for up to \$1,500 in funding, plus an additional \$600 if water installation is needed (\$2,100 total). **All funding over \$500 will be disbursed in two payments unless otherwise requested and approved by the program.** All funded projects must spend all 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](mailto:NLRNeighborhoodServ@nlr.ar.gov) and [RKelly@nlr.ar.gov](mailto: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](mailto:RKelly@nlr.ar.gov) or 501-351-0184. You may also contact Neighborhood Services at [NLRNeighborhoodServ@nlr.ar.gov](mailto: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 property 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.
- Become a vendor with the City of North Little Rock. 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 submitted with this application. 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.
- Spent funds are reported on by the submittal of receipts *and* a Receipt Report. 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 must be turned in 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 awarded funds 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 of the progress reports on time may result in removal from the Garden Program and a request for any unspent funds to be reimbursed to the City of North Little Rock.

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**6.) Planning Your Garden**

The City 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.

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 on the 4<sup>th</sup> Wednesday of the month for January-October and on the 3<sup>rd</sup> Wednesday of 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 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 answer, as long as we're given enough details.*

**1. What is your vision for your garden?** Describe for us how your dream garden would look! There is no wrong answer, but we are looking for details. Some things to consider might be: What do you want to grow? What community or communities do you want to be involved with the garden? How big will your garden be and what kind of layout will it have?

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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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**3. 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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**4. How do you plan to recruit other gardeners?** The people involved with your garden are what put the ‘community’ in a community garden. They are also one of the top deciding factors in whether your garden will be successful or not. These may be people who have their own plots to garden or who help mow or water or otherwise help to maintain the space. How will people know that the garden is there and how will they know how to become a member? New gardens are provided a temporary yard sign for their first year with some general information on it. Recruiting others to your garden is very important so please consider this question carefully.

**5. How will the garden members be managed?** We want to know that if someone joins your garden they will be given direction and advice. How will they contact the Garden Manager? How will they know the rules and hours of the garden? How many hours will they be expected to dedicate throughout the year? Show us that if someone joins your garden they will be given the tools for success.

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**6. Is there currently a source for water at your garden?** New gardens may ask for additional funds to install a water source, if needed; more details are on the budget page.

**7. How will you water the garden?** Some examples might include rain barrels, soaker hoses, hand watering, etc.

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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. Will your garden have specific operating hours? If so, what will they be?**

**10. Do you currently have or plan to look for funding from other sources in addition to this funding?** This will not impact our decision to fund 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**

*New Gardens may apply for up to \$1,500. 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 may 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](mailto:RKelly@nlr.ar.gov) or 501-351-0184. You may also contact Neighborhood Services at [NLRNeighborhoodServ@nlr.ar.gov](mailto:NLRNeighborhoodServ@nlr.ar.gov) or 501-791-8500.**

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If your garden does not currently have a water source/meter on site, you may request funding in addition to the \$1,500 to have a water source installed. You must speak with Central AR Water and receive a total cost from them before we will approve this additional funding. Total amount funded will be decided by the Garden Advisory Committee. The property owner must agree to having a water source installed.

Water source installation needed? Yes / No	Total cost of installation from CAW.	Amount requested.
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Garden Budget for the Year (\$1,500 max.)

Item Description	Quantity	Cost
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Garden Budget for the Year- Continued (\$1,500 max.)

Item Description	Quantity	Cost
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Total Amount Requested: \$	(total from pgs 15,16- max of \$2,100)
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