



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



Garden Name:	Amount Requested: (must match total listed on budget page)
Which Funding Round? (check one) Spring- Applications accepted June 16 th —Dec. 15 th Fall- Applications accepted Dec. 16 th —June 15 th	Year:



This application is for North Little Rock School District (NLRSD) gardens only! If your garden is not being managed through the NLRSD, please fill out either a new garden or a returning garden application. All documents may 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.

NLRSD gardens are eligible for up to \$5,000 in funding. **NLRSD gardens do not receive checks for their funding.** Instead, they work with our staff to purchase items directly. 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.

NLR Community Gardens
NLRSD GARDENS APPLICATION

To submit, email the completed application and any additional documents to both of the following: NLRNeighborhoodServ@nlr.ar.gov and RKelly@nlr.ar.gov.

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.) At which school will your garden be located? Please list the school name and the full physical address.

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. The school district must agree to enter into a 1-yr. license agreement with the City of North Little Rock, guaranteeing public access to the property.

Our program will be in contact with the NLRSD Administration to have the License Agreement signed. The License Agreement must also be signed by the Garden Manager by the time of funding.

3.) Please have your school's principal sign and date here.

Name of Principal (print):

Please sign and date below, indicating that you have read this application and approve of the project.

Signature: _____

Date: _____

* E-Signature may not be available on your computer. If not, please print and sign.

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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 and for turning in progress reports. 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 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.
- School gardens will not receive checks for their funding. Instead, the garden manager must communicate with the NLR Community Garden Program Manager to purchase items directly.
- Any funding that remains unspent after the date stated in the MOU will be returned to the City of NLR. *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 loss of any unspent funds.

I have read, I understand, and I agree to follow all of the reporting requirements for my garden project.

Garden Manager's Signature: _____

E-signature may not be available on your computer. If not, please print and sign.

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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 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 4th Wednesday of the month for January-October and on the 3rd 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 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, as long as you give enough detail.

1. What is your vision for your garden? Describe for us 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 student and parent involvement, more workdays, more garden members, etc.). Share with us your vision for the future of this project!

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2. Please provide a “bird’s eye view” of your ideal garden layout. If your project receives all requested funding and is able to meet all of its goals over the next year, what would it look like? Show us what we would see if we were looking at the garden from above. You may print and sketch it here, or insert an image file below (if using Adobe software), or attach an image file to your email when submitting the application. Some have found it easiest to print a Google satellite image and sketch the garden on top of it. Be sure that your image includes the school building so we'll know where the garden will be located on the property. Please indicate any new spaces you are planning for the coming year, such as new raised beds, a new shed, new pathways, etc. You may attach multiple images if necessary. We aren't looking for anything museum-worthy, just an idea of your layout and your vision.

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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. Who will you be recruiting to work in this garden? Will there be a certain group or club at the school primarily gardening here? Maybe multiple groups? Maybe the general school population? Tell us who will be planting and harvesting in the garden.

5. What will happen with the food produced from the garden? Will food be going home with students? Shared with the school's cafeteria? Shared with the local neighborhood? Please tell us the plan for garden produce with details about who receives it and how the food will get from the garden to the homes of these people.

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6. What is your summer plan? Schools are closed during the prime growing season of the summer. Do you plan to have staff at the school during the summer to work in the garden? Will students/volunteers be assigned to water and harvest during summer break? Please provide details. Do you plan to only grow during the school year? If so, please detail how you will prepare the garden to “hibernate” during the summer so that it is not overgrown before the new term begins.

7. How will you be watering the garden over the coming year and what is your water source? Please detail if you will be hand watering, using irrigation of some kind, etc. Please describe where the water will be coming from (free standing spigot, spigot attached to school, rain barrels, 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. Do you currently have or plan to look for funding from other sources in addition to this funding? This will not impact your funding from us, it just provides us with a bigger picture of your project.

10. Please list any other organizations that are partnering with you to support this garden.

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11. 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.

12. 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

NLRSD 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, tool rental, tool repair, benches, tree trimming or removal, labor (NLR business license required), and educational workshop/conference attendance fees.

•Unallowable Expenses:

Improving private property, play equipment, overhead costs (staff, office supplies, phone bill, etc.), fountains, decorative structures, decorative plants, 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 by the date listed in the MOU, which is approximately 1 year after funding is received.

Your item description 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.

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

Limited Funding Items	Description	Cost
<p>Are you requesting funding to help pay for labor, such as building raised beds, etc.? Yes No</p> <p>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.</p>		
<p>Are you requesting funding for tree trimming or removal? NLRSD must approve tree removal requests. Yes No</p> <p>Contracted laborers must hold a current NLR Business License and must provide you with a receipt. We will pay for up to \$500 for tree work.</p>		
<p>BUDGET CONTINUED ON FOLLOWING PAGES</p>		

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If your garden does not currently have a water source, you may include the cost of installation in your budget. This cost will be part of the total budget, not additional funding. You must speak with Central AR Water and receive a total cost from them before we will approve. **Installation of a water source must be approved by NLRSD.**

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

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

Item Description	Quantity	Cost

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

Item Description	Quantity	Cost

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

Item Description	Quantity	Cost
Total Amount Requested: \$		