



starting a community garden TOOLKIT

This toolkit is designed to give many different groups the basic information they need to get their gardening project off the ground. These lists are in no way meant to be complete. Each main idea will probably trigger more questions, so an assortment of ways to carry out that idea are presented; pick and choose those that seem to apply to your own situation. Each garden is as unique as those who garden there.

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DIGGER'S HOT LINE

Call before you dig

**You must call if you are going to disturb the dirt
even if it is in your own back yard.**

“Everyone who excavates or disturbs the surface of the ground in the State of Nebraska, must first contact Digger’s Hotline 2 business days in advance to have all underground utilities located. This legislation includes, but is not limited to: Contractors, homeowners and personal property owners.”

As technology expands, there are more and more utilities buried in yards, along property lines and under streets. When a homeowner or contractor digs a hole, there is no telling from the surface what utilities might be buried underground”.

**DIGGER'S HOTLINE STATEWIDE:
(800) 331-5666**



community garden checklist

Below is a brief checklist of items to consider as you develop your community garden. The section of the toolkit that provides more details is designated in parentheses.

1. planning the garden

- define your core group.
- determine the garden's vision that is **guided by the needs and interest of the community.**
- identify **main purpose** of the garden.
- who** will the garden serve.
- choosing your site.**
- draft the garden's mission; clearly define who, where, what and how.

2. organize community members and establish core garden group (planning the garden section)

- define garden **objectives.**
- review and refine garden's mission.
- determine the **level of support** and **commitment** of participants.
- establish garden **guidelines** and garden **budget.**
- appoint a garden coordinator- **leadership** and **organization** are key to a gardens success.
- identify **resources** for practical and financial assistance determine **capacity** for continuous maintenance.
- form committees** to ensure all garden tasks will be completed.
- communicate** guidelines to all garden participants and community partners.

3. develop the garden site plan

- test soil** of potential garden sites.
consider garden size, history of site, length of occupancy, water access, ease of access for community members, parking, and restroom facilities when determining garden site.
- acquire necessary **lease/rental agreements.**
- open bank account.**
- obtain **insurance.**
- plan the garden around the garden mission statement.



- determine structures, plant types, and surface treatments that will be necessary to meet objectives within the **gardens capacity**.
- call the diggers hotline to check for underground lines. (You must call if you are going to disturb the dirt even in your own backyard – statewide phone number (800) 331-5666)

4. enrollment

- advertise** the garden and **solicit donations** from these local groups and businesses early so that resources can be secured
- distribute enrollment forms and assign plots well before it is time for first planting to begin.**
- collect** membership fees for gardens with rental plots or dues for garden club membership

5. sustaining the garden.

- formulate partnerships** with neighborhood groups, organizations, private businesses, schools, spiritual or religious foundations of the community to determine interest in participation.
- recruit** volunteers and mentors to share their skills or make other non-cash contributions.
- establish** sources for plants, tools, soil amendments and water.

6. develop a work schedule for the season.

- share the gardens calendar of activities**, including fundraising efforts, work projects, committee meetings
- begin work on garden site as soon as soil thaws**
- construct bins, stake plots, build beds, and garden sign.
- assist gardeners with insect and disease problems throughout the gardening season.

7. encourage gardeners growing together.

- maintain** the garden site- tidiness benefits both yield and neighbor relations.
- start garden programs-** education is essential aspect of all community gardens.
- document garden success** and community activities.
- celebrate through out the season with special events such as garden pot lucks, picnics/barbeques, watermelon feeds or concerts

8. wrapping up the growing season

- celebrate the garden harvest as a community with a harvest party.**
- invite community members to help cover plants, amend soil, repair, clean and store tools.
- evaluate program** success and challenges and inventory supplies.





what is a community garden?

Community Gardens are any piece of land gardened by a group of people, especially in an urban area.

Why start a community garden?

Community and home gardens are an essential part of a vibrant, livable, and sustainable city. Community gardens have many benefits for not only individuals, but the community as a whole. They increase the health of individuals through better nutrition, opportunities for exercise, education, and help reduce stress through nature and social interaction. They help in establishing a sense of community identity, ownership and stewardship. Community gardens allow those that have limited yard space, live in apartments or have a shady yard to grow fresh, healthy food. Community gardens are a place where all ages can learn or share knowledge related to gardening, cooking, nutrition and health. They can also increase the income of the community in offering a product to sell or offset purchases from the grocery store. Research has also shown that community gardens can help reduce crime and in some cases increase surrounding property values. Below are descriptions of the different purposes community gardens serve. Gardens may have one or more of these purposes.



Donation Garden

As the name suggests donation gardens donate the vegetables and fruits they grow to local food pantries.

Youth/School Garden

Youth/School gardens provide an excellent hands-on learning environment. Children learn science, math, and language in the garden as well as many other subjects through garden projects. In addition children learn valuable lessons in working as a team, decision making, life skills and compassion.



Neighborhood Garden

Community gardens in neighborhood parks or vacant lots can consist of individual family plots or a group gardening effort. These gardens provide an opportunity for neighbors to come together and grow nutritious food while creating a beautiful green space for community members to spend time.

Therapy Garden

Therapy gardens provide an opportunity for physical, emotional and spiritual health and healing. Gardens at hospitals, clinics, or special needs schools provide therapy to the disabled as well as an inexpensive source of nutrition. Gardens at elder care centers inspire residents to get exercise and fresh air while working with their neighbors in a community setting.

Market Garden

Community gardens can provide a source of income for low-income residents as well as entrepreneurs. Local growers sell produce to individuals, restaurants and in farmers' markets.

Demonstration Garden

These gardens are often open to the public for display and classes. They are managed and maintained by garden members or a participating gardening group such as extension Master Gardeners.

Adapted from UrbanHarvest at <http://www.urbanharvest.org/programs/cgardens/types.html>



planning the garden

Planning your community garden involves many factors. This section of the toolkit covers multiple areas that include;

- Involve your Neighbors
- Determine the Garden's Vision
- Organizational Considerations
- Organizing Volunteers
- Job Duties to Consider
- Creating Positive Community Relations
- Garden Safety
 - Site design can promote safety
 - Involving the community can promote safety
 - How plants can help promote safety
- Incorporating Neighbors into the Garden

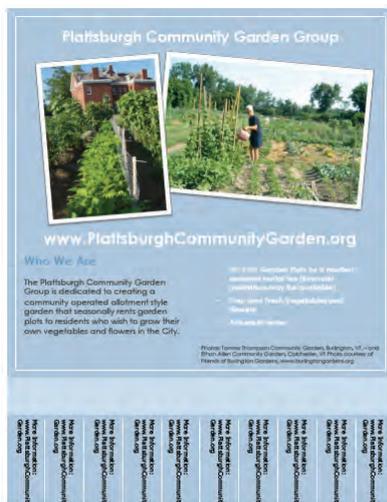


Involve your Neighbors

Starting a community garden is a big job and will be easier if you have individuals who are interested and involved. If the project is meant to benefit a particular group or neighborhood, it is essential that the group be involved from the beginning. To find interested individuals you can network with others in your community, your church, community center, and neighborhood association.

To find your neighborhood association in Omaha check the Neighborhood Center website at <http://www.cityofomaha.org/mayor/neighborhoods> or contact them at (402) 561-7582.

Ideas to get the word out about the garden include calling neighborhood individuals, placing an article in your neighborhood newsletter, sending mail or emails, developing flyers to take door to door, and putting up a sign/s in the area or at a neighborhood event.



Determine the Garden's Vision

The vision of a garden is guided by the needs and interests of the community. The vision is defined by where the community sees Start by defining the gardens objectives. Beginning with broad goals of the garden, this will help you define the main purpose of the garden. Will the garden be used for food production, community building or service learning, environmental education, therapy or recreation or any other key goals. The goals of the garden is the foundation of it's vision. Take into consideration who the garden will serve. A garden's goals should clearly define the who, what, and where of the garden.

Organizational Considerations

What sort of garden do we want to start? Many garden groups are organized very informally and operate successfully. Leaders take the initiative to propose ideas and carry out tasks. However, as the workload expands, many groups choose a more formal structure for their organization. A structured program is a conscious, planned effort to create a system so that each person can participate fully and the group can perform effectively. It's vital that the leadership be responsive to the members. Structure will help an organization to last; it will promote trust; it will help your group grow and create new opportunities for leaders to develop.

There are many tasks and responsibilities involved in a volunteer effort to plant, manage and harvest produce. Knowledge, skills, availability, flexibility and commitment are important considerations.

It helps to have one person, a coordinator, in charge of the overall effort. He or she will develop a schedule with daily, weekly and seasonal tasks, determine what resources are needed and how they will be obtained, and keep track of tasks. Small group leaders can be helpful if many people are working together. Leader roles might include directing volunteers parking, providing water or cool beverages for volunteers, arranging for bathrooms access or documenting the group's progress.

If your group is new, have several planning meetings to discuss your program and organization. Some questions that will help guide you in development of your organization are; what are the short and long term goals? How will decisions be made? How are leaders chosen? How will work be shared? How will funds



be raised to sustain the garden project? Is the garden organization open to change- flexibility is important when goals and members change.

Organizing Volunteers

Volunteers bring many different talents and resources to your garden project. Some volunteers who are avid gardeners may want to bring their own tools and equipment while other volunteers may need tools and training to be good helpers. Involve volunteers in the scheduling process so that individual can share knowledge, equipment and skills with each other.

Discuss potential problems and formulate a plan on how they will be addressed. Example would be a plan of action for a volunteer who cannot or will not fulfill their commitments. Decide where and who volunteers will report problems with equipment, tools, animal and vandal problems.

Job Duties To Consider

Certain leadership roles and functions must be completed in order for a community garden to be organized and sustainable. Below is a list of nine categories with specific job functions and descriptions that will need to be considered. This will help to ensure that all necessary functions are completed.

Coordination - provides organization and facilitation of all activities within the garden. Is the lead contact for the garden, manages gardeners and interacts with community members, other organizations, etc.

Garden Maintenance - provides the care and maintenance of garden area including pathways, borders. Ensures that garbage is disposed of properly, manages the compost bins, keeps the garden free of litter, and identifies priority areas for common area maintenance.

Maintenance & Repair - purchases and repairs structures and equipment, tools, benches, trellises, sheds, hoses, etc.

Events - develops and coordinates garden and community events. Organizes and works with other gardeners and community members to ensure that all events are handled smoothly.



Membership & Plots - recruits and manages garden members, assigns plots, collects money for plots, manages plot usage, maintains waiting list, coordinates orientation for new gardeners, measures and stakes plots, restores abandoned plots and maintains membership contact information.

Outreach & Community - creates a garden newsletter, manages public relations, maintains website, and documents activities of the garden.



Water - regulates water usage, keeps garden well-watered, manages water barrels, manages the hoses and provides access at specific times during the growing season. Ensures that water is turned on in the spring and off in the fall.



Pest Control - monitors, reports and treats for pest problems including weeds, insects and animal pest.

Supplies - secures seeds, plants, mulch, soil amendments, dumpsters etc. for the garden season. Coordinates the delivery of mulch as well as any other gardening supplies that will be needed on a consistent basis.

Treasurer/Finance - prepares detailed budget, collects and disburses all garden monies, deposits all monies in bank, keeps all financial records, deposits money, Keeps track of volunteer hours and items, which might be donated "in kind" (goods and services, instead of cash). Many organizations that provide funds do so on a matching basis and will usually consider "in kind" donations to be acceptable. This committee should also identify and approach sources of funding, both public and private

Signage – In charge of signs for whole garden, individual plots and labeling of plants.

Program manager – manages programs for adults, children and teens.

Adapted from www.gardeningmatters.org/Resources/Job_Descriptions.pdf

Positive Community Relations

Fostering positive community relations is essential to a gardens success and sustainability in a community. Below three main topic areas are covered; safety, children's plots, and people problems and solutions. Practical suggestions within these topics will help to ensure that a positive community relationship is developed with your garden.

Garden Safety

Safety is a common worry among community gardeners. However, the fear tends to be much greater than the actual incidence. The best action you can take is to replant immediately and keep going. Try these other proven methods to promote safety:

Adapted from http://urbangardener-bert.blogspot.com/2009_08_01_archive.html.

Site design can help promote safety:

When choosing a site look for a well lighted area that is easily seen from the street.



Design the garden to be inviting and safe. Ensure that all areas of the garden can be seen and there are no dead ends in the garden.

Create a shady meeting area in the garden and spend time there.

Make a sign for the garden. Let people know to whom the garden belongs and that it is a neighborhood project.

Maintain the garden by keeping it clean and fix all problems immediately (fences, gates, compost bins and sheds)

Fences can be made of almost any material. They serve as much to mark possession of a property as to prevent entry, since nothing short of razor-wire and land mines will keep a determined vandal from getting in. Short picket fences or turkey wire will keep out dogs and honest people.

Involving the community can promote safety:

Invite everyone in the neighborhood to participate from the very beginning. Persons excluded from the garden are potential vandals.

Involve the neighborhood children in learning about gardens.

They can be the garden's best protectors.

Make friends with neighbors whose windows overlook the garden. Trade flowers and vegetables for a protective eye.



How plants can help promote safety:

Plant raspberries, roses or other thorny plants along the fence as a barrier to fence climbers.

Harvest all ripe fruit and vegetables on a daily basis. Red tomatoes falling from the vines invite trouble.

Plant potatoes, other root crops or a less popular vegetable such as kohlrabi along the side walk or fence.

Plant the purple varieties of cauliflower and beans or the white eggplant to confuse a vandal.

Plant a "vandal's garden" at the entrance. Mark it with a sign: "If you must take food, please take it from here."

Incorporating Neighbors into the Garden

Angry neighbors and bad gardeners pose problems for a community garden. Usually the two are related. Neighbors complain about messy, unkempt gardens or rowdy behavior. It is important to keep good relations with neighbors, local politicians or potential sponsors. Therefore, choose your rules and regulations carefully so you have procedures to follow when members fail to keep their plots clean and up to code.

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



Children included in the garden process become champions of the cause rather than vandals of the garden. Therefore your garden may want to allocate some plots specifically for children. The “children’s garden” can help market your idea to local scout troops, child care centers, foster grandparent programs, church groups, etc. Ideas for the children’s garden include having a sunflower house, bean teepee, squash archway, maze or even a digging area. Making garden plots into themes such as an ABC garden, a pizza for salsa garden, a sensory garden or an international garden with plants that grow in this area from other countries. Other theme ideas can be found at http://216.248.206.131/wizard/learn/teach_themes.html. Other ways to increase youth participation include offering free small plots in the children’s garden to children whose parents already have a plot in the garden, offering gardening education to children and have a youth advisor on the garden committee.





choosing your site

Choosing the site for your community garden includes looking at a variety of different items. From water access to the size of the land are all things that will need to be considered. This section of the toolkit will provide you with background information and useful tips on how to choose your site. This section includes samples for: Community Garden Site Assessment List, lease agreements, land use permission forms and a property owner letter.

Ideally when looking for a garden site you should think about the following:

Site considerations

- Minimum of 6 Hours of Sunlight
- Access to Water
- Knowledge of Past and Current Use of the Land
- Soil Tests
- Size and Location of Site
- Other Items to Consider

Securing the Site

- Permission of the Land Owner
- Cost considerations
- Insurance



Site Considerations

Minimum of 6 Hours of Sunlight

The garden site needs at least six hours of direct sunlight per day during the spring, summer and fall

Additional hours of sun will increase the yield and quality of your crops

Fruiting Vegetables need 8 hours of sun. This includes tomatoes, peppers, eggplants, and vine crops such as cucumbers, melons, and squash.

Root Vegetables need 6 hours of sun. This includes, carrots, beets and potatoes

Leafy Vegetables need 4 hours of sun. These are your “greens” such as lettuce, spinach and collards

Although vegetables may get enough sunlight when planted next to a tree they cannot compete with the tree and will not get enough nutrients and water

Adapted from All Wood Work at <http://www.allwoodwork.com/tips/howmuchsun.htm>



Access to Water

Your start up costs will be much less if there is existing water on the property. To find out if the site has a water meter contact Metropolitan Utilities District in the Omaha Metro Area at (402) 554-6666 and give them the address of the property.

If there is no water hookup on the property your options may include:

1. Make friends with one of the property neighbors. They may allow you to use their water and just pay for the water used or may be willing to donate water to the garden.
2. Implement rain barrels to store water for a minimal start up fee. Check out the rain barrel at the UNL Douglas/Sarpy Extension central office at 8015 W. Center Rd., and see how easy it would be to install one in your garden! For more information about rain barrels contact the UNL Douglas/Sarpy Extension office at 444-7804. Rain barrels are available for \$40 from ReStore -contact Tim Anderson at 934-1033.
3. Cart water to garden site. (Use gallon jugs to cart water.)
4. Find a plumber to hook up to the main and install a meter. Contact the Plumbers Local Union #16 at (402) 734-6274 for a list of Master Plumbers who can tap into MUD's main line. There is a cost for tapping into the main line and for a city permit that is necessary for this project. The final cost will vary depending on the plumber and the hydrant and or valve you have chosen to install. It is important to look at the cost factor when deciding if are going to use this land especially if you are leasing from another individual whose property will be improved with your funds.

Knowledge of Past and Current Use of the Land

It is important to know the past and current use of the site you are looking at.

Some questions to ask would be what is the lot's history and is there any contamination? Some urban soils may be poor and contain large amounts of rubble. These sites may require raised beds and fresh soil.

What is the present use of the land? Does it currently attract loitering, dumping or drug dealing? Do neighborhood youth use the land for recreation? Consider these present uses and the feasibility of altering the function of the site.

To find out more information you can contact the Douglas County Permits Department at 444-5380. They will be able to inform you of the locations certificates of occupancies.



Soil Tests

Before you enter into an agreement with a landowner it is important to test the soil for nutrients and heavy metals to see if the soil is safe and good for growing. In addition to finding out if the soil is usable, it can also help you with the budget and decide if raised bed and fresh soil are needed or if you need to look for another site.

Every community garden should have a regular lead testing and safety program.

- Do not start a garden in a yard or lot that has not been tested
- Do not start a garden in a yard with unsafe lead level
- The site can be cleaned up and then start a garden in it, but retest the site first.
- Container gardens or raised bed gardens are options.
- Test for lead and other possible pollution once a year.

Environmental Protection Agency Superfund information (800)223-0425
South Omaha –(402) 731-3045 North Omaha – (402) 991-9583



Testing for Lead in the Soil

Omaha is home to one of the largest superfund sites for residential soil lead contamination in the United States. The general superfund area is from 45th street east to the river and from Ames to Harrison. Contact the Environmental Protection Agency at (800) 223-0425 to see if you qualify to have your soil tested or find out the results if your soil has been tested. If you are in Douglas County and do not qualify contact the Douglas County Health Department Lead Program at 444-7825 to get a lead test for a small fee.

Contact the Master Gardener program at the Douglas/Sarpy Extension office for assistance in developing a garden in soil that has or may have lead.

Nutrients and Heavy Metals

For Nutrient and additional heavy metal testing (not including lead) contact Midwest Laboratories, 13611 B Street, (402) 334-7770. See sample report. Additional resources such as the Master Gardener program at the Douglas/Sarpy Extension office can help in deciphering the soil test results. Contact them at 444-7804.

Remember: Before you dig – contact the Diggers Hotline in Omaha Metro – (402) 344-3565 or within the state of Nebraska at (800) 331-5666.

Size and Location of Site

Community gardens can be located in an area that is any shape or size. However, it is important to make sure the size is able to accommodate the number of volunteers and





additional gardeners who may be interested in a plot. The garden should also be large enough to achieve the goals and objectives that were set forth for the garden. Other questions to consider include: Are you going to have children's plots? A donation plot? Areas to rest? Compost? Storage Shed?

Plan your garden at a site that is convenient to the community and interested gardeners. The need for weeding, watering, pest control and harvest means frequent visits to the garden. A garden that takes time to get to usually doesn't succeed.

Other items to consider

The site should be relatively flat, however slight slopes can be terraced

Free of large rocks, trees or concrete pieces

Debris should be easily removable by volunteers

Concrete or asphalt sites can be used with raised garden beds but this is not ideal

Is the site visible? A visible site will be safer and attract more neighborhood support.

Is the site fenced?

Can a truck gain access to the lot? This can be useful to bring in garden supplies, plants and water if necessary. Having truck access could also be a benefit when preparing your garden and removing debris.

Securing a Site

Permission of the Land Owner.

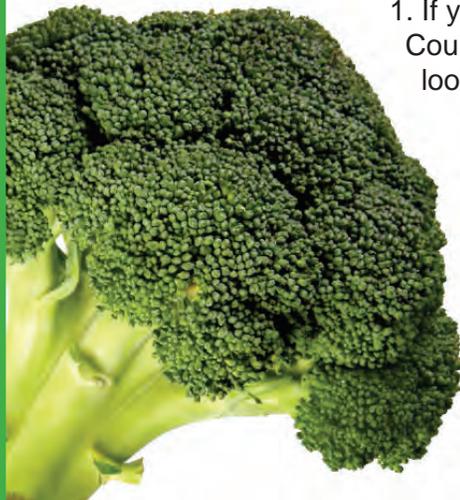
It is necessary to ask permission of the land owner before you use any land. A form for land use or a lease agreement may be necessary to protect your garden for a period of time. See sample land use permission form and sample lease agreement. When starting a community garden it is important to look long term and try to get a lease or agreement which allows the space to be used at least for 3 years. Some locations may need more prework in preparing and developing the site by removing debris, trees, rock etc. A longer lease will make the prework more acceptable knowing that you will not lose the site the next year. This will help in the budgeting as well as the commitment of the community.

If the owner of the land is not known first ask the neighbor. If the owner is still unknown write down the address and nearest cross streets. If you do not know the site address write down addresses of properties on each side of the lot. This will allow you to make an educated guess as to the address of the site.

1. If you have access to a computer: Go to the Douglas County Assessor's website and click on the valuation lookup, read disclaimer and click "I agree" to go to next screen to type in the address information.

<http://dcassessor.org/index.php>

2. If you do not have access to a computer you can call the assessors office at 444-7060 and press #6 for customer service.



Cost Considerations

When starting a community garden there are multiple monetary considerations. Will there be a cost to use the garden site? How and when will bills need to be paid? Can you find sponsors (either private donors, or local businesses) to help fund the garden's start-up? Estimate much will you need for dirt, seeds, tools, plant stakes, water hoses, and fertilizer based on how much land you have estimates that most community gardens cost between \$1,000 to \$4,000 to start, but small ones can be started with as little as \$200 (UrbanHarvest.org).

Insurance

It is becoming increasingly difficult to obtain leases from landowners without liability insurance. Garden insurance is a new thing for many insurance carriers and their underwriters are reluctant to cover community gardens. It helps if you know what you want before you start talking to agents. Two tips: you should probably be working with an agent from a firm which deals with many different carriers (so you can get the best policy for your needs) and you will probably have better success with someone local who has already done this type of policy or one that works with social service agencies in the area.



SAMPLE Community Garden Site Assessment List

Sun:

- Shade/ Partial Shade/ Full Sun (6-8hrs):
- Shading Structure Description:
- Facing Southwest/South/Southeast/North/Northeast/Northwest:

Soil:

- Texture (sand/silt/clay/organic matter):
- Drainage (wet-moderate-dry):
- Depth of Topsoil (where darker soil ends):
- Compact/Loose:
- pH level (soil test):
- Nutrient levels (soil test): N-P-K
- Lead or Other Toxins (soil test):

Topography:

- Flat or sloped (degree)

Water Access:

- On-site/Neighboring Apt./Home/Business/Church
- Type and Proximity to Garden and Future Plots:

Shed or Tool Box Site:

Composting Site:

Estimate of # of Plots:

Visibility (safety and publicity):

Parking:

Restroom Access:

Power:

Neighborhood:

- Interest/Involvement Level of Neighbors:
- Demographic Profile (Children/young adults/adults/senior citizens):
- Crime (drugs/vandalism/violent crime/theft):
- Animals (deer/raccoons/dogs):

Site History (parking lot/gas station/residential):

Vehicle Access:

Fencing/Boundaries

Quick Sketch of Property:

Source: <http://wasatchgardens.org/files/images/FromNeglectedParcelsToCommunityGardens.PDF>





Lease Agreement Between

_____ Gardens and _____ PO

G= Garden, PO = Property Owner

_____, owner, agrees to lease the property located at _____ in _____ (city) free of charge to _____ garden. The property is _____ square feet not including the _____.

The leased property is to be used as a public community garden with subleased plots, to be administered by _____ garden. This lease agreement shall commence _____ (date) and continue through _____ (date).

_____ garden agrees to sublease plots to _____ at _____ for \$ _____ during the 2010 season). _____ garden agrees to pay the full cost of water used during the time the lease is active.

_____ PO agrees to care for the front lawn leading up to the gates surrounding the community garden area. _____ garden agrees to coordinate the planting and maintenance of perennial plants around the garden area, with boundaries as follows:

- : _____ PO will maintain landscaping and plants outside the gates
- : _____ garden will maintain landscaping and plants inside the gates.

This lease agreement will be reviewed at the termination date stated above with the option of renewal each year according to the desires of _____ PO. _____ PO agrees to permit _____ garden and the community gardeners participating on the leased property to hold at least one community party/event on the property.

_____ garden agrees to act lawfully and will operate at all times in accordance with the city and county zoning codes. The garden "Rules and Regulations" are attached to and considered part of this lease agreement.

_____ garden will be open daily to the public from 6am to 9pm. During the hours the garden is closed the gate will remain locked. The garden's Rules and Regulation will be visibly posted at the entrance of the garden. If any member of the public acts in violation of these Rules and Regulation, 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.

All gardeners will be required to sign a "waiver of liability" clause as well as an agreement to the garden Rules and Regulations as part of the plot rental application (see attached "Rules and Regulation" and "Community Gardener Application" documents).

_____ garden agrees to hold an active general liability insurance plan for the property during the full duration of the lease agreement.

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

At the termination of this agreement the site will be returned to the owner in a neat and orderly condition.

Property owner:

Property Owner _____ Date

For _____ garden:

(_____) Director _____ Date





Sample Land Use permission form

The following form is intended as a guide only; be sure that the final agreement you use meets the needs and details of your group and the property owner.

I, _____ give permission to
(property owner's name)
_____ to use the property located at
(community garden project)
_____ as a community gardening project, for the
(site's street address)
term of ____ years beginning _____ and ending _____.
(start date) (ending date)

This agreement may be renewed with the approval of both the property owner and the community garden organization at the end of the agreement period. All questions about the community garden, its nature, risks or hazards, have been discussed with the garden coordinator to my satisfaction.

The community garden agrees to indemnify and save harmless the property owner from all damages and claims arising out of any act, omission or neglect by the community garden, and from any and all actions or causes of action arising from the community garden's occupation or use of the property.

As the property owner, I agree to notify the community gardening organization of any change in land ownership, development, or use 60 days prior to the change in status.

Property owner's signature

Date



Sample Letter to Property Owner

Dear,

My name is _____. I am contacting you on behalf of the _____ Community Garden Committee, a group of residents working on starting a community garden. Our committee has met several times for planning meetings and has started building a strong and diversified coalition of supporters for the garden including (List local community members and business who are willing to participate in the garden).

We've recently started searching for potential sites for the Community Garden and have come across your property at _____. 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, or who have too much shade could grow nutritious produce on plots that they would rent for the cost of maintaining the garden each year. In addition to making individual plots available to community members, the garden would serve as a gathering place facilitating positive social interactions. Other possible uses for community gardens include offering adult educational workshops, youth gardening programs, growing food for local food bank, and integration within senior centers.

The garden would be managed by _____ the elected Garden Coordinator to oversee the project in its entirety, a Treasurer to handle the money generated by fundraising and the plot rental fee, and a Garden Steward who would be in charge of general maintenance of the garden and to make sure that all the gardeners are maintaining their individual plots (this means you would no longer need to take care of the site yourself).

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

I've included with this letter some general information about community gardens provided by _____ Community Garden including a list of some of the benefits community gardens can bring to a community. This is a well-organized group of interested Avenues residents committed to the creation and continued upkeep of a community garden in the neighborhood. We hope this will help you trust that the garden will be a success if you granted us permission to use your land.

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,

(Garden Representative)

Source: <http://wasatchgardens.org/files/images/FromNeglectedParcelsToCommunityGardens.PDF>





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REPORT DATE
Mar 11, 2009
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ACCOUNT
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13500 MASTER IN-HOUSE ACCOUNT

MIDWEST LABS
13611 B STREET
OMAHA NE 68144-3617

LAWN AND GARDEN

ANALYTICAL LABORATORY FINDINGS							MIDWEST SUGGESTIONS FOR LAWN				
SAMPLE IDENTIFICATION	N						POUNDS PER	100 sq. ft.	1000 sq. ft.	Acre	
LABORATORY NUMBER	20670369										
ANALYTE	UNITS	RESULTS	LOW	MEDIUM	OPTIMUM	V. HIGH	SUGGESTED FERTILITY GUIDELINES				
NITROGEN											
ORGANIC MATTER	%	1.1					NITROGEN (N)	0.36	3.56	155	
NITRATE-N	ppm	10					PHOSPHATE (P ₂ O ₅)	--	--	--	
PHOSPHORUS	ppm	100					POTASH (K ₂ O)	0.05	0.46	20	
POTASSIUM	ppm	238					MAGNESIUM (Mg)	--	--	--	
MAGNESIUM	ppm	109					SULFUR (S)				
MICRO-NUTRIENTS							ZINC (Zn)				
SULFUR	ppm						MANGANESE (Mn)				
ZINC	ppm						IRON (Fe)				
MANGANESE	ppm						COPPER (Cu)				Surface Nitrate Depth: 0-6
IRON	ppm						BORON (B)				
COPPER	ppm						SUGGESTED AMENDMENT GUIDELINES				
BORON	ppm						LIME	90% ECCE			
CALCIUM	ppm	1034					ELEMENTAL SULFUR				
SODIUM	ppm	8					GYPSON				
SOLUBLE SALTS	mmhos/cm	0.2									
EXCESS LIME RATE	L										
pH		5.8									
BUFFER INDEX		6.8									
C.E.C.	meq/100g	8.3									

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NITROGEN											
ORGANIC MATTER	%	1.1					NITROGEN (N)	0.29	2.87	125	
NITRATE-N	ppm	10					PHOSPHATE (P ₂ O ₅)	--	--	--	
PHOSPHORUS	ppm	100					POTASH (K ₂ O)	0.08	0.57	25	
POTASSIUM	ppm	238					MAGNESIUM (Mg)	--	--	--	
MAGNESIUM	ppm	109					SULFUR (S)				
MICRO-NUTRIENTS							ZINC (Zn)				
SULFUR	ppm						MANGANESE (Mn)				
ZINC	ppm						IRON (Fe)				
MANGANESE	ppm						COPPER (Cu)				Surface Nitrate Depth: 0-6
IRON	ppm						BORON (B)				
COPPER	ppm						SUGGESTED AMENDMENT GUIDELINES				
BORON	ppm						LIME	90% ECCE	4.1	41	1800
CALCIUM	ppm	1034					ELEMENTAL SULFUR				
SODIUM	ppm	8					GYPSON				
SOLUBLE SALTS	mmhos/cm	0.2									
EXCESS LIME RATE	L										
pH		5.8									
BUFFER INDEX		6.8									
C.E.C.	meq/100g	8.3									

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ANALYTICAL LABORATORY FINDINGS						MIDWEST SUGGESTIONS FOR LAWN				
SAMPLE IDENTIFICATION		S				POUNDS PER				
LABORATORY NUMBER		20670370				100	1000	Acre		
		RESULTS	LOW	MEDIUM	OPTIMUM	SUGGESTED FERTILITY GUIDELINES				
ANALYTE	UNITS									
NITROGEN										
ORGANIC MATTER	%	2.0				NITROGEN (N)	0.36	3.56	155	
NITRATE-N	ppm	7				PHOSPHATE (P ₂ O ₅)	--	--	--	
PHOSPHORUS	ppm	102				POTASH (K ₂ O)	--	--	--	
POTASSIUM	ppm	406				MAGNESIUM (Mg)	--	--	--	
MAGNESIUM	ppm	141				SULFUR (S)				
MICRO-NUTRIENTS						ZINC (Zn)				
SULFUR	ppm					MANGANESE (Mn)				
ZINC	ppm					IRON (Fe)				
MANGANESE	ppm					COPPER (Cu)				
IRON	ppm					BORON (B)				
COPPER	ppm									
BORON	ppm									
CALCIUM	ppm	1332				SUGGESTED AMENDMENT GUIDELINES				
SODIUM	ppm	14				LIME	90% ECCE			
SOLUBLE SALTS	meq/100g	0.3				ELEMENTAL SULFUR				
EXCESS LIME RATE	L	L				GYPSUM				
pH		7.1								
BUFFER INDEX										
C.E.C.	meq/100g	8.9								

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IRON	ppm					BORON (B)				
COPPER	ppm									
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CALCIUM	ppm	1332				SUGGESTED AMENDMENT GUIDELINES				
SODIUM	ppm	14				LIME	90% ECCE			
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pH		7.1								
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budget

Developing the Budget
Sample Budget
Cutting Costs

Developing the Budget

When starting a community garden it is important to know how much it will cost. Developing a budget for the garden will help in figuring out how much money you will need to raise through plot charges, fundraising and donations. This will also help if you are going to apply for a grant as they will ask for a detailed budget. And remember, it is better to find out that you have too much money than not enough!

Before developing your budget it is important to figure out everyone's vision for the garden. You may find that people have different ideas about the types of features they would like to see in the garden. You may also find that some of the ideas may be too much for the first year. For example, if everyone would like to see a gazebo built within the first few years of the project it will be important to work this into your budget.

It is also necessary to find out what types of resources are available to gardeners in your group, and what materials may be donated or loaned to you. This will help you have a more realistic picture of overall costs.

Figuring the size of your garden is one of the most important first steps in the process of estimating costs. You can use a tape measure to measure the size of your garden, or a long piece of rope. Just mark the rope at the correct point, and then measure the rope.



It is important to list everything that you may want to include in your garden, beyond the basics of plants, soil, etc. The following list is useful in looking at the many items needed for a community garden.

- **Planning:**
 - Garden layout and design costs
 - Plot rental or purchase fees
- **Plants and flowers:**
 - Flowers
 - Foliage plants
 - General plants
 - Seeds
 - Shrubs
 - Trees
 - Hanging baskets
 - Plant pots, tubs and containers
- **Materials:**
 - Hand tools
 - Larger Tools
 - Soil
 - Compost
 - Fertilizer
 - Compost bin
 - Fencing
 - Slabs and paving
 - Materials to build raised beds
 - Patio paving materials
 - Concrete and sand
 - Bricks and path edging materials
 - Chipping, pebbles and stones
 - Wood chips
 - Sod
 - Cover Crop Seed
 - Grass seed
- **Fittings and furniture:**
 - Lights
 - Electricity supply and cabling
 - Water supply
 - Irrigation Supplies
 - Chairs and benches
 - Tables
 - Barbeque
- **Outdoor structures:**
 - Shed
 - Greenhouse
 - Gazebo
 - Trellises
 - Shade house/arbor
 - Children's play equipment
 - Animal pens
- **Ponds and pools:**
 - Pond lining
 - Water supply fittings and pipes
 - Fountain pump and system
 - Underwater lighting and bulbs
 - Fish
- **Contractors' services:**
 - Professional labor costs
 - General labor
- **Other costs:**
 - Machinery Rental



Sample Budget

Cost varies greatly depending on size and design, so plan your garden accordingly. Most community gardens will cost between \$1500 and \$4000 initially. There will also be a few hundred dollars a year in maintenance costs. If these numbers sound overwhelming to you, keep in mind it is possible to build a small community garden for much less if you are a bit creative with found materials for bed edges and composting techniques to build your own soil. Annual up-keep can be supplemented from produce sales at the farmers' market. The information below will help you calculate your costs. The initial budget for your community garden could include:

- Raised bed frames
- Soil admmendments - Omagrow
- Mulch
- Path materials (optional but recommended)
- Fencing (optional)
- Water connection and irrigation
- Tools
- Storage (optional)
- Fertilizers & pest repellents
- Seeds and young plants

The following assumptions are made for budget purposes.

Prices vary over time so check suppliers when you start budgeting to get the most current prices.

Raised Beds

Raised beds can be made out of different materials. Examples include wood boards or concrete blocks.

Beds can be constructed from 8x8x16 concrete blocks either hollow or solid. A raised bed can be any length, or width, and from 6 to 16 in. high. For the purpose of this budget, we will use a bed 10 ft. long, 4 ft. wide and 8 in. high.

How to calculate the number of 8 x 8 x 8 inch blocks per bed:

Length: 10 feet long interior x 12 = 15 blocks of 8 inches long

Width: 4 feet wide interior x 12 = 6 blocks of 8 inches long

Total blocks per bed: (Long side x 2) + (Short side x 2) + 4 blocks (for the corners) = total blocks per bed

$(15 \times 2) + (6 \times 2) + 4 = \text{total blocks}$

$30 + 12 + 4 = 46 \text{ blocks}$

Blocks needed per bed: 46 plus some extra in case of broken blocks



Contact your local dealer to obtain the current price for 8 X 8 X 8 hollow blocks and multiply that number times the total number of blocks needed to obtain the price.

As an example an 8 x 8 x 8 or half block was \$1.37 on 2/26/10 or \$63.02 for 46 blocks.

However a bed using an 8x8x16 or a standard block only need 25 blocks at \$1.50 or \$37.50 per bed. Remember this is the price for one bed so be sure to multiple the price per bed times the total number of beds in your garden.

Soil for the Beds

To calculate the number of cubic yards (commonly referred to as yards) you will need to measure the width and length of the interior of your beds. Using our example above that would be an interior width of 4 feet and an interior length of 10 feet. Then you need to know how deep you want the soil to be. For our example we will use 8 inches. Once you know these numbers plug them into the following formula.

The Formula:

Length in feet x Width in feet x Depth in Inches / 324 = cubic yards

An Example four our numbers: 10 feet x 4 feet x 8 inches / 324 (number of inches in a cubic yard) = .99 cubic yards.

As a general guide 1 cubic yard of dirt is equivalent to 1.5 tons. Cubic yard calculator website: <http://www.soildirect.com/pages/material-calculator.php5#>

If you budget allows you may want to order 5% to 7% more soil to account for settling. When you order your soil the soil yard will appreciate if you round your order to the nearest ½ yard or full yard. Order the soil a week in advance to be delivered a few days in advance of the day the garden will be built. Wet weather can postpone delivery so check the weather ahead of time and have a plan for rainy weather.

Mulch

To determine the amount of mulch you need for your garden, take the result for the amount of soil you need from above, and simply multiply it by 3/8 or 0.375.

Path Materials

Options include but are not limited to mowed grass, mulch, crushed granite. You will need to research each option and choose the one fits you budget. One local community garden has a member pick up grass clippings around the neighborhood to use for the path material.



If you are trying to figure out how much you will need here is one example:

4 pathways 3 ft wide and 10 feet long. For mulch you will need 3 to 6 inches of wood mulch or dry leaves

The formula: Length in feet x Width in feet x Depth in Inches/324 = cubic yards

Our Example: $10 \text{ ft} \times 3 \text{ ft} \times 3 \text{ in}/324 = .03$ cubic yards.

Multiply by the number of paths to get the total.



Fencing

A fence with a locked gate is sometimes an essential component of your community garden. If fencing to keep out people and dogs is all that is required, a 4 ft. Cyclone™ or chain link fence may prove adequate. In some settings, 6 ft. will be necessary. Fruits may need a 10 ft height. Fencing costs can only be estimated on a case by case basis.

Water Connection and Irrigation

As mentioned under **Choosing your site** – water costs can only be estimated on a case by case basis if the land has no initial access to water. If the land has a water hook up you can contact MUD at (402) 554-6666 to identify rough estimates for monthly water usage.

Tools

A good quality long handled spade, a garden (short-tined) fork, a garden rake and either a hoe or some other weeding tool cost about \$15 - \$20 each. Felco pruning shears (about \$50 each), loppers (\$20) and saws (\$20) are great for pruning fruit. You will need \$75-200 worth of cages, stakes, and trellising materials. Visit garden shops and hardware stores to budget for the other tools you will need: wheelbarrows, shovels, rakes, hoses, etc.

Storage

Storage of tools and other garden materials on the garden site can come in many forms and may not be necessary for all gardens. It is important to have secure storage available if any tools or other garden materials will be kept at the garden site long term. Storage units can be purchased from local hardware or garden stores or maybe constructed by gardeners or community members from recycled materials.

The size will depend on the size and material used to construct your storage.



Seeds and Young Plants

Seed costs vary greatly depending on what you choose to plant and where you choose to buy your seed. Additionally if you plan carefully it is possible to save seeds from your own plants thus reducing the cost of new seed over time. The basic essentials for seed starting include; containers, potting mix, seeds, labels/markers, plastic bags or covers, water and a light source (if you don't have a bright window you will need some kind of florescent or high density plant light). For more information on seed starting visit; <http://gardening.about.com/od/gardenprimer/ss/SeedStarting.htm> or contact the Douglas/Sarpy master gardeners at 444-7804.

Along those same lines growing your own transplants is highly cost effective. In season you can find transplant for about \$1 each.

Adapted from <http://urbanharvest.org/programs/cgardens/startguide/budgeting.html>

Cutting Costs

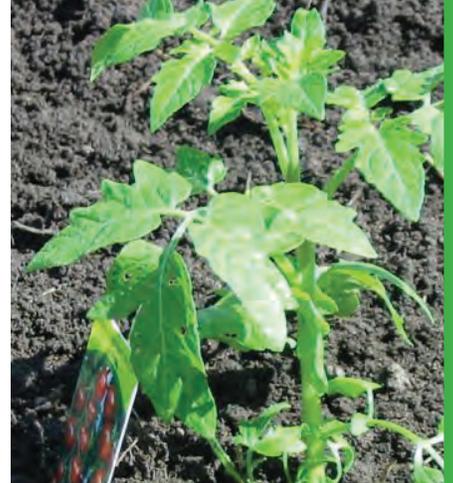
Unless you have unlimited funds it will be necessary to find ways to cut your costs. If they are higher than you would like them to be, a few strategies can help you reduce the amount of money you will have to spend on your project. There are a lot of creative ways to save money - get together with your team and brainstorm!

Rent, Loan and Trade

Rather than purchase expensive tools or equipment, see if there is anywhere you can access these resources for free or at a minimal cost. Solicit neighbors, businesses, and even schools or universities for these types of materials - offering a trade, like fresh produce from your garden, may be as good as paying cash! Trades are a type of "currency" that can help keep your costs down. Letting people use the garden for parties or classes, offering gardening lessons, cleaning a neighbor's yard - these are all ways to save your money for other needs.

DIY is the Way to Go

Utilizing the skills of your project team is one way to minimize costs. Rather than hiring professional help to do work like building permanent structures or tilling the soil, find out what type of experience people in your gardening group have. You may be surprised!



Trash to Treasure

From using old barrels as planters to using milk bottles as mini-greenhouses, there is almost no end to the creative ways you can give old materials a new life in your garden. There are plenty of books out there that can give you ideas - check with your local librarian or visit out the project design gallery and online resource library from www.rebeltomato.com. Once you have an idea, you can collect supplies from gardeners, neighbors, thrift stores, garage sales, flea markets, junk yards, etc.

Plant for Less

There are a few ways to reduce the amount of money you will have to spend on plants for your garden:

Start your own plants from seed

Collect seeds from your garden for replanting the next year

Get cuttings or divisions from someone you know

Attend a plant swap

Check with nurseries to see when plants go on sale or if they will donate plants

Contact a local community gardening association to see if they offer plants or seeds free of charge

Check with local horticulture schools or programs - they sometimes sell plants, usually much cheaper than commercial growers, or may donate them.

Utilize Local Expertise

From advice on planting times to information on funding resources or inexpensive local contractors, the Douglas/Sarpy Extension Master Gardeners may be able to provide you with some great practical and technical advice that could save you money in the long run. Contact the Master Gardeners at 444-7804.





cultivate your site

This section addresses how to prepare and develop your garden. Included in this section are the following topics as well as sample garden designs, plot agreements and gardener applications.

- Prepare the Site
- Develop the Site
 - Design your Garden
 - Plot Size
 - Garden Design
 - Sample Garden Designs
 - Compost Area
 - Gather Resources

Prepare the site

Unless your site was already a garden it may be necessary to go through and clean the area before you can put in the garden. Set up a cleaning party for interested gardeners, divide up the jobs and let the fun begin. Remember to schedule a truck or dumpster if necessary or have an alternate plan to dispose of trash. If you have bricks or rocks on your site, try to incorporate them in the garden design. Arrange for land preparation—plowing, tilling, etc--or let gardeners do their own preparation.

Develop the Site

Design your Garden

Draw out the design using graph paper or an inexpensive landscape design software program. You can also contact the Master Gardeners at the Douglas Sarpy Extension office at 444-7804 or visit their website at <http://douglas-sarpy.unl.edu/cl/> to assist you with your garden design. Transfer the blueprint to the site using stakes and twine to lay out rows.

Remember to include:

- Paths of about three feet between rows for workers and wheelbarrows. Paths can be as simple as mulch laid over cardboard.
- Benches where volunteers can rest
- Storage Shed with an overhang that provides shade if you have space.
- Rain barrel to save on water – visit the UNL Extension Website at <http://douglas-sarpy.unl.edu/cl/> or call (402) 444-7804.
- Markers for plots with gardener's names.
- Location for compost area
- A plan for the perimeter of the garden such as flower or shrub beds to promote



good will with non-gardening neighbors

- Rainproof bulletin board for announcing garden events and messages

Plot Size

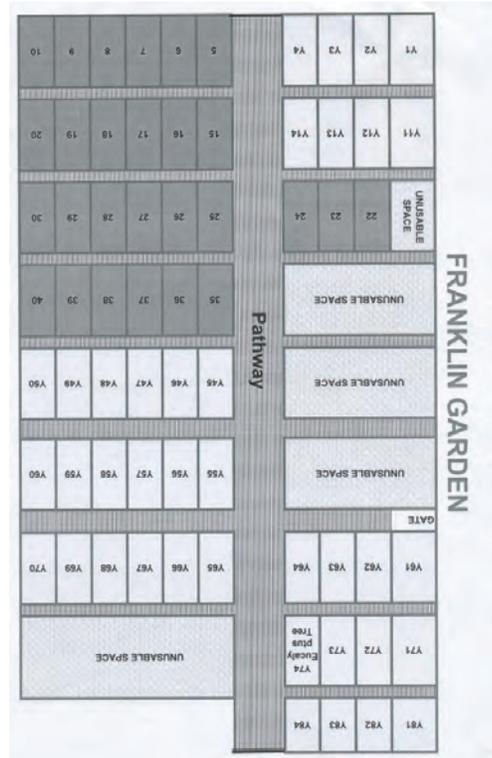
There are no regulations that dictate the size of a community garden, however, you will want the size of your garden to reflect the number of gardeners you have. Normally a 4 X 8 foot or 4 X 10 foot plot is often the allotment size for each gardener.



Garden Design

Draw out the garden design using graph paper or if you have access to landscape design software you can use that as well. When completed, transfer the blueprint to the site by laying out rows with stakes and twine. You will need to factor in about three feet between rows. This will allow easy access for workers as well as their wheelbarrows. You can use mulch laid over card board as your paths. If space allows consider adding a shed for storing tools. A shed with an overhang is a great way to provide shade. Include rain barrels to save on water.

If you are working with poor soil, raised beds offer an option. Beds should be between eight to ten inches deep to allow for root formation.





Compost Area

When designing a community garden it is worthwhile to consider setting up a utility area where compost can be produced and where gardening materials can be stored. It will not always be the sensible to locate these functions in the same area. Locating compost production adjacent to the growing area makes sense. If the raw material for compost production is delivered to the community garden, the facility might be better located adjacent to the gate or unloading point to minimize its movement, providing this is still close to the gardens. The area set aside for compost production should be sufficient to accommodate the movement of compost into and out of bays or bins. That is, there should be enough working space.

Gather Resources

Tools: There are many ways to obtain gardening tools. Individual gardeners and volunteers may bring their own tools, you may receive tools as donations or in-kind contributions to the garden or the purchase of needed tools may be possible through dues or fees. It is important to clearly identify community tools, try painting the handle a bright color, this way there will be no misunderstanding of what tools should be left at the garden site. Be sure to have either a shed or locked container that all tools can be placed in. This will help keep the tools in good working condition (cut down on rust etc.) and provide a safe environment.





manage your garden

In order to manage your garden you will need to develop garden guidelines. The core garden group should aid in the development of the garden guidelines and should reflect the mission of the garden. This section provides information on:

- Developing Garden Guidelines
- Managing Your Garden
- Consequences
- Celebration In The Garden
- Garden Expectation
- Communicating Garden Guidelines
 - Sample Forms Included
 - Dundee Community Garden Guidelines and Rules
 - Dundee Community Garden Watering Guidelines
 - Garden Use Agreement
 - Garden Plot Application
 - Sample Rules and Regulations
 - Model Community Garden Plot Agreement
 - Gardener Application

Developing Garden Guidelines

Having written rules or guidelines are very important with both existing and new gardens. These guidelines spell out exactly what is expected of a gardener and make it easier to expel an individual from the garden if a situation so arises.

Some common issues that most gardener guidelines address and what they will get are; application or membership fees, plot maintenance, garden maintenance, planting restrictions, end of season requirements, composting, materials and tools, pesticides, water, pets, children, unwanted activities, and violation of garden rules.

Below are sample guidelines and rules;

- I will pay a fee of \$___ to help cover garden expenses.
- I will have something planted in the garden by (date) and keep it planted all summer long.
- If I must abandon my plot for any reason, I will notify the garden leadership.
- I will keep weeds at a minimum and maintain the areas immediately surrounding my plot if any.
- If my plot becomes unkempt, I understand I will be given 1 week's notice to clean it up. At that time, 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.



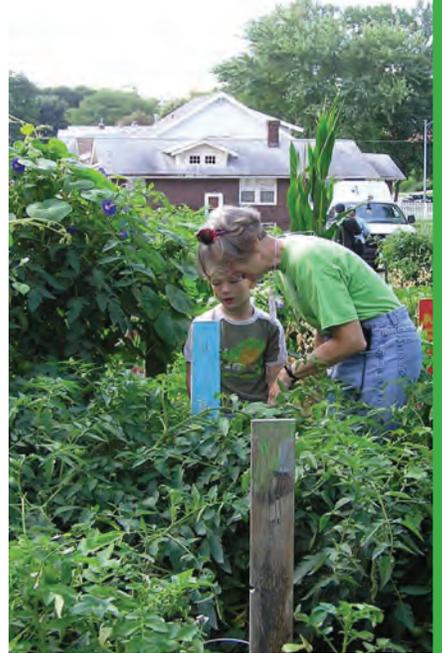
- I will participate in the fall cleanup of the garden.
- I will plant tall crops where they will not shade neighboring plots.
- I will pick only my own crops unless given permission by another plot user.
- I will not use fertilizers, insecticides or weed repellents that will in any way affect other plots.
- I agree to volunteer hours toward community gardening efforts. (include a list of volunteer tasks which your garden needs).
- I will not bring pets to the garden.
- 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.

Managing your Garden

Leadership at a community garden is a vital part of any garden's ultimate success. It is important that an individual or a small group of individuals take on leadership roles within the garden. While garden leaders may typically wear many different hats, their primary role is to help other gardeners find meaningful ways to be involved in the garden. All too often, garden leaders take on the responsibility of coordinating meetings and workdays, making plot assignments and drafting and enforcing rules when they could be enlisting the help of other garden members to do those and other jobs. Regardless, learning to be a leader takes time. It also requires the willingness and ability to lead by example. When managing a garden, being sure to take stock of both success and challenges, can be a very useful activity.

Consequences

Should the situation arise that a gardener or volunteer are disregarding the guidelines of the garden a clear course of action should be identified. It is important that consequences of disregarding guidelines be clearly communicated to all individuals involved in the garden. Remember that face-to-face discussions of garden expectations are best whenever possible. Possible examples of recourse are; fees, removal or termination



of plot agreement, education to resolve problem or the development of a warning system. Be sure to have the input of the core garden group in development of these consequences. These should be included in the garden guidelines as well as plot agreements.

Celebration in the Garden

Remember to celebrate your successes. This is a great way to get your gardeners together and enjoy the fruits of your labor. Some ideas to celebrate include:

- Garden Pot Luck
- Harvest Parties
- Picnics/Barbeques
- Watermelon feeds
- Concerts in the garden
- Create a newsletter
- Start your gardens website- then blog about success
- Create a Facebook or MySpace page



Garden Expectations

Providing gardeners with clear and concise information on what is expected of them in the garden and what they can expect back in return is a great way to ensure open communication between gardeners. It may be beneficial to include in the garden guidelines an outline of expectations.

Communicating Garden Guidelines

Communication is essential to the success of a community garden. To ensure that all individuals participating in the garden are aware of the garden guidelines you can do multiple things;

- Post guidelines at garden (in a waterproof bulletin board)
- Include guidelines in plot agreements and have gardeners sign that they have seen and read the garden guidelines
- Include guidelines in the garden newsletter and any other outreach material for the garden
- Make sure you have a current phone, address and or email for each gardener
- Be sure to inform your gardeners where they have permission to use the restroom or portable toilet.



Dundee Community Garden Guidelines and Rules

Guidelines and Rules for ALL members:

- I will not use fertilizers, insecticides or weed repellents that will in any way affect other plots
- I will adhere to Organic Gardening Guidelines, included with this agreement.
- I will agree to volunteer 8 hours/year toward community gardening efforts.
- I will comply with City of Omaha pet guidelines.
- I will be a good neighbor toward others and follow safe gardening practices.
- I understand that neither the garden group nor owners of the land are responsible for my actions.

I THEREFORE AGREE TO HOLD HARMLESS THE COMMUNITY GARDEN COMMITTEE 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.

Guidelines and Rules for Individuals/Groups with Garden Plots:

- I will follow the above guidelines and rules for ALL Dundee Community Garden Members.
- I will pay a non-refundable fee of \$20.00 per growing season to help cover gardening expenses.
- I will assume responsibility for maintaining my plot including weeding, organic gardening practices, planting crops that will not shade neighboring plots, and keep litter picked up.
- If I must abandon my plot for any reason, I will notify a Board Member as soon as possible so it can be reassigned.
- If my plot becomes unkempt, I understand I will be given 2 weeks notice to clean it up. At that time, it will be reassigned or tilled in.
- I will pick only my own crops unless given permission by another plot user.

What Does Your Membership Pay For?

- 4' x 10' growing plot
- Access to water
- Compost when available
- Miscellaneous garden upgrades
- Information printing and mailing

www.dundeearden.org



Dundee Community Garden Watering Guidelines

Please water plants using water from the rain barrels, rather than from the hose at the house, as much as possible. You may fill watering cans from the house if the rain barrels are empty.

Important points for gardeners to remember when watering include:

- 1. Water deeply and infrequently.** Deep watering promotes the development of a deep, extensive root system. Frequent, light watering promotes shallow rooting. Deep-rooted plants will be able to survive hot, dry weather much better than shallow-rooted plants because they will be able to reach the moisture deep in the soil.

A deep watering once a week should be adequate for fruit, vegetable, and flower gardens. Apply approximately 1 inch of water per week.

- 2. Water efficiently.** Mornings and evenings are excellent times to water gardens. Water directly at the plant roots, and avoid getting the leaves wet when possible.
- 3. Mulch plants to conserve soil moisture.** Mulching reduces the rate of evaporation from the soil surface and also limits weed competition. Organic materials, such as grass clippings, straw, and shredded leaves are excellent mulches for the vegetable garden. Wood chips, bark, and ground corncobs are good choices for perennial beds and trees and shrubs. The depth of the mulch depends on the type of material used and crop. Optimum depth in the vegetable garden ranges from 2 to 3 inches for fine materials, such as grass clippings, to 6 to 8 inches for straw.

Average plant watering needs (once plants are established):

Beans: weekly, ½ cup per plant; twice weekly in very hot weather; #; ##

Carrots: weekly, ¼ cup per plant; need constant moisture until mature

Chard: weekly, 1-2 cups per plant; twice weekly in very hot weather

Corn: weekly, 1 cup per plant; twice weekly in hot weather

Cucumbers: weekly, 2 cups per plant; twice weekly in hot weather; #; ##

Eggplant: weekly, 2 cups per plant; twice weekly in hot weather, #

Lettuce: weekly, 1 cup per plant, twice weekly in hot weather, ##, do not water at night

Parsley: weekly, 1 cup water per plant; #

Peppers: weekly, 1 cup per plant when young, 2 or more cups when larger, ##

Tomatoes: weekly, 1 gallon per plant; twice weekly in very hot weather; ##

Zucchini /Summer Squash: weekly, 2-4 cups per plant depending on size, twice weekly in hot weather; ##

Do not let the soil dry out

Keep water off the plant leaves (can lead to fungus, infection, mildew, etc.)

Information compiled from Richard Jauron, Department of Horticulture, and *Square Foot Gardening*



City of Burnsville Community Garden Use Agreement

The City Agrees To:

1. Prepare the garden plot for planting.
2. Stake out each 8' x 4' plot and identify all plots by number.
3. Make water accessible to gardeners.
4. Refund rental fee if requested in writing prior to May 1, 20__.

I, The Community Gardener, Agree To:

1. Keep garden pests (weeds, insects and diseases) under control using only approved pesticides.
2. Herbicides are prohibited.
3. Be a good gardening neighbor:
 - a. Limit activity for me and my family or guests to my personal plot.
 - b. Park my car in the upper parking lot.
 - c. Harvest produce from **my** garden plot only
 - d. Remove paper and trash from the area.
4. Supply my own seeds, fertilizer and tools for proper preparation and cultivation of crops.
5. Clean up my garden plot by October 26, 20__
6. Agree to comply with all federal, state, and local laws and regulations.

The community gardener shall keep his/her garden plot cultivated and shall abide by the following restrictions:

- a. No structure shall be built on the premises (garden plots) and no tall growing trees shall be planted thereon.
- b. No temporary fixtures, portable equipment, or materials shall be placed on the premises which may tend to create a nuisance.
- c. No automobiles, trucks, or trailers shall be parked on the premises.
- d. No use of the premises shall be made which tends to induce third persons to drive or trespass upon Land adjacent to garden plots, or which give rise to valid objections to such use from residents in the area.

The community gardener shall place organic waste in either of the compost piles at the end of the garden. (Discuss removal with local waste management company.)

Individual gardens may be fenced with chicken wire no more than three feet in height to protect crops from rabbits.

The community gardener agrees to assume all liability and to indemnify and compensate the City for any injury or damage to person or property including Neill Park's property or employees occasioned by or arising in connection with the use of the premises by the community gardener. The community gardener further agrees to defend, indemnify and hold harmless the City and Neill Park against all actions, claims, damages or demands which may be brought or made either against the City or Neill Park's interest in the premises by reason of anything done by the community gardener, in the exercise or purported exercise of the rights and privileges herein granted.

The City may terminate a community gardener's use of City property under this Agreement immediately upon violation of any of the terms of this Agreement or the rules adopted in connection with the use of the Garden Plots.

THE CITY OF BURNSVILLE AND NEILL PARK ASSUME NO LIABILITY FOR ACCIDENTS OR INJURY TO PARTICIPANTS OR OTHERS EITHER ON OR ADJACENT TO THE GARDEN AREA. NEITHER DOES THE CITY OR NEILL PARK ASSUME RESPONSIBILITY FOR ACTS OF VANDALISM OR LOSS OF CROPS DUE TO THEFT.

I agree to abide by these conditions set forth for the Community Gardener.

APPLICANTS SIGNATURE _____ DATE _____

Source: <http://www.ci.burnsville.mn.us/DocumentView.aspx?DID=1216>



Click logo to return to Table of Contents.

City of Burnsville Garden Plot Application

2008 Season: May 1- October 26

Applicant Information

Last Name _____ First Name _____
Street Address _____ City _____ Zip Code _____
Home Phone _____ Work Phone _____

Location of Community Garden

Neill Park-1350 Upton Avenue- West of 35W off of Burnsville Parkway on the North East corner of Upton Avenue and Burnsville Parkway.

Plot Rental

Plots will be available beginning May 1, 2008. Renting a garden plot can be done in person at the Burnsville Recreation Department or through mail by completing this form and signing the rental agreement and returning both with payment to City of Burnsville, Recreation Department, 100 Civic Center Parkway, Burnsville, MN 55337

Payment Information

ENCLOSE \$35.00 Rental Fee

Payment Type: Check Visa MasterCard

Make checks payable to: City of Burnsville

Credit Card Number: _ _ _ _ - _ _ _ - _ _ _ _ - _ _ _ _

Expiration Date: _____ Signature _____

For Office Use Only

Date Received: _____ Processed by: _____

Plot Allotted: Yes No Plot # Assigned: _____

City of Burnsville
Recreation Department
100 Civic Center Parkway, Burnsville, MN 55337
PH 952-895-4500 FAX 952-895-4512

City of Burnsville Community Garden

Rules & Regulations

1. Participants may garden at their own convenience during the hours of 5:00 am to 10:00 pm, seven days a week. No gardening will be conducted outside this time frame.
2. The Community Garden is intended for personal use only. Gardening for commercial purposes is not allowed.
3. Pets are not allowed in the community garden area.
4. Children in the community garden area must be supervised at all times.
5. Garden plot participants are expected to keep their plots clear and free of weeds, grass, and other debris that can harbor insects. Weeds over one (1) foot in height or weeds with seed heads must be removed. Weed definitions include: devil or crab grass, which can spread and choke off other plants.
6. Weeds and cuttings from your garden plot must be taken to the North East corner of the fenced in area and placed in the designated containers supplied by the city.
7. All weeds, cuttings, and other debris must be removed with each visit or before becoming a nuisance.
8. Absolutely no dumping of debris into other garden plots is allowed.
9. Garden plots may not be used to grow illegal plants, plants that do not bear vegetables or spices, or trees of any kind.
10. Crops, plants, vines and vegetation must be contained within the boundaries of one's garden plot. Overlapping onto adjacent pathways or garden plots is prohibited.
11. No fertilizers, insecticides or herbicides will be used that will in any way detrimentally affect adjacent gardens plots or grass areas.
12. Structures, other than trellis for vines and melons, are not allowed in the community garden.
13. One water spigot will be supplied by the city for the entire community garden to utilize. No hoses may be used; you are required to supply your own bucket for transport.
14. All crops must be harvested by October 26, 20__ or will be destroyed.
15. All non-compostable materials must be removed by October 26, 20__ or will be destroyed.
16. The City of Burnsville assumes no liability for any injury, damage, theft or loss of property belonging to garden user participants, before, during, or after their usage and/or lease.
17. The City of Burnsville reserves the right to have full access to all garden plots at any time in order to ensure that all rules, regulations, and laws are being observed, and if necessary may terminate a garden plot lease or activity for the safety and welfare of city property.

Model Community Garden Plot Agreement

Source: <http://sfrecpark.org/docs/CG-Policy.pdf>



Welcome! Thank you for your interest in community gardening!

This community garden is under the jurisdiction or management of the Recreation and Park Department. Therefore, please be mindful that the operation of this garden is regulated by municipal codes and the Park Code, including those outlined in the Recreation and Park Department's Community Garden Policy available at www.parks.sfgov.org.

The Recreation and Park Department is truly excited by your interest in becoming a community gardener. You are a part of a growing trend in urban agriculture. This garden provides you the opportunity to create beauty, serenity, and abundance within the urban confines of San Francisco. Whether your interest lies in growing organic produce or creating beautiful landscapes, you are a steward of public land. You are agreeing to share use of land, on which you will garden, with other San Franciscans. On it you may grow, for your noncommercial use, food, flowers, and herbs that may satisfy your hunger or delight your aesthetics or spirit. Community gardening implies self-sufficiency, including obtaining the materials you need and learning the skills essential to gardening.

With this consent, you are participating in a shared agreement with both rights and responsibilities. You may keep your plot as long as you like, as long as you abide by this agreement. Community garden members are welcome to use a plot and share care of the garden with the following understandings:

Your rights as a community gardener

1. You have the right to garden as long as you wish. Automatic renewal is based upon living up to this and specific garden agreements.
2. You have the right to the following basic amenities such as access, water, and hoses.
3. You have the right to equal opportunity and non-discrimination.
4. You have the right to a reasonably harmonious environment, and to appropriate conflict resolution measures when necessary.
5. You have the right to participate in the democratic self-governance of your community garden and annually elect your Garden Coordinator(s).
6. You have the right to garden in this space, and to the non-commercial use of the bounty your labors provide.
7. You have a right to an orientation to your garden by the Garden Coordinator or other assigned garden office-holder.

From rights stem responsibilities. Because you and your fellow gardeners have these rights, you also share a collective responsibility. You agree that these responsibilities include things that are standard in all gardens and others that have specifically been decided by your community garden.

Responsibilities standard in all gardens:

1. To care for the land - active gardening requirement year-round. Gardeners are responsible for keeping their plot and the paths surrounding their plot clean and free of weeds. Gardeners shall at no time plant or weed in any other person's plot, except as directed by the Garden Coordinator on garden work days* or by prior agreement with that plot holder.

(* Garden Coordinator must provide 7 days of advance notice to the plot holder prior to the garden work day.)

2. Maintain your plot within its confines without plants encroaching into common areas or other plots. No plants may be higher than 6 feet over soil level in plots. Beds may not be raised higher than 3 feet.
3. No altering of the dimensions of a plot or of the surrounding area.
4. Keep common areas clear.
5. Be civil and cooperative in regard to other gardeners, neighbors, and the public.
6. 'Organic Gardening' practiced here. Abide by City rules regarding best organic practices. No herbicides or pesticides may be used, except for organic-based materials, such as iron phosphate for snail and slug bait. Please note that certain plants are not responsive to herbicides, such as poison oak and blackberry. Contact the Recreation and Park Department for recommended removal techniques.
7. Be mindful of water usage. Gardens shall be managed for best practices in water conservation (e.g., drip irrigation, time of watering, clustering like plantings in zones). Minimize water waste. Ornamental plantings should be targeted to drought-resistant species.
8. Sign the Waiver, Release and Hold Harmless Agreement and return to the Garden Coordinator or the Recreation and Park Department's Community Garden Program Coordinator.
9. Anyone you wish to garden with you in your plot, at the time you sign this agreement, must also sign this agreement.
10. Garden Coordinator/Garden approval is required for adding someone at a later date. If approved, the new gardener signs this agreement.
11. Plots cannot be given away by you to anyone else.
12. In case of illness, pregnancies, travel et al, inform your Garden Coordinator about your situation. Either party finds a temporary person to garden in your stead; this person signs a temporary version of this agreement to end on a date of no longer than a three-month duration.
13. Gardeners agree to respect the peace and quiet of the surrounding neighborhood. Children and guests should also be instructed to refrain from walking on garden plots, or damaging or taking plants, or fruits thereof, that do not belong to them.
14. Follow security guidelines recommended by the Recreation and Park Department. Trust your instincts and know your gardening partners and neighbors.
15. REASSIGNMENT: The Garden Coordinator shall notify non-active gardeners with a verbal, telephone or email warning. If active gardening does not resume within 15 days, or the gardener has not responded to messages from the Garden Coordinator, or the garden member is not reachable, then a written 30-day notice to resume activity shall be issued.

16. You hereby agree to your garden's specific rules, as follows below.

Responsibilities specific to your garden:

1. You understand that your community garden will have additional specific arrangements that you agree to as a community gardener.
2. Storage of tools and equipment.
3. Compost and waste guidelines.
4. Workday and meeting attendance; and any other active gardening requirement as determined by your garden.
5. Specific security measures.
6. Pathways, common areas, behavior expectations.
7. Use of materials and tools; storage.
8. Time and work responsibilities.
9. Future matters to be decided.

SIGNATURE _____

Name (Print) Garden _____

Address Plot # _____

Zip Code _____ Dues Paid _____

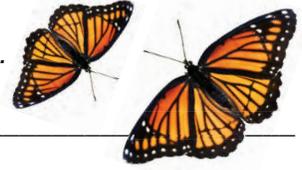
Email address _____ Date _____

Phone _____



Gardener Application

Adapted from the Community Action Coalition of South Central Wisconsin Community Garden Organizer's Handbook at cacscw.org/gardens/handbook/index.htm.



1. Gardener: _____
2. Gardening partner: _____
3. Gardener address: _____
4. Gardener phone: _____ Partner phone: _____
5. Gardener email: _____ Partner email: _____
6. Did you have a plot at this garden last year? Yes ____ No ____
7. Number of plots this year ____ Fee per plot \$ ____ Total plot fee paid \$ ____
8. Please sign up for at least one of the garden jobs/crews listed below. Refer to page 4 for a description of each job.
 - Garden co-Leaders
 - Plot coordinator
 - Maintenance crew
 - Treasurer
 - Outreach and community relations
 - Events crew
 - Grounds crew
 - Composting crew
 - Supply crew
 - Horticulture advisors
 - Monitors
 - Security
 - Translation
 - Leadership team
9. If you are a new gardener, would you like an experienced gardener to help you?
Yes ____ No ____
10. If you are an experienced gardener, would you like to help a new gardener?
Yes ____ No ____
11. Photo Permission: From time to time, gardeners, garden leaders and the media will take photos of the garden. Please check here () if you do not give your permission for your photo to be published. If you do not give your permission, please let photographers know when you encounter them at the garden.
12. Phone and email: All gardeners are required to share their phone number and email address with garden leaders. In addition, a gardener phone and email list is shared with all gardeners. Please check here () if you do not give your permission to share you phone number and email with all gardeners.

By signing below, I agree that I have read and understand the Gardener Guidelines and plan to abide by all of the garden rules. 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 my guests.

Signature

Date



health and safety

Community gardens must be maintained for the safety of gardeners and visiting non-gardeners.

Community gardens can improve the physical, mental and social health of individuals who utilize the garden. Community gardens provide opportunities for recreation, exercise, therapy and education as well as social interaction and nutritious foods. To ensure these benefits are realized it is important to minimize health and safety hazards in the garden. Garden safety is very much about common sense and thinking about what we do. Garden safety is simple. This section includes information on health and safety

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- Policies
- Children
- Construction
- Hold Harmless Agreement
- Equipment Safety
 - Storage
 - Tool Use
 - Power Tools
- Physical Hazards
- Personal Safety
- Chemical Hazards



Policies

Developing Health and Safety policies specific to your garden is necessary to ensure these benefits are realized.

A reasonable community garden management strategy can include health and safety awareness. Here are some simple steps to raising Health and Safety awareness:

1. At meetings include safety and health items on the agenda.
2. As gardeners sign up for the season, review Health and Safety issues with them.
3. Post Health and Safety signs around the garden
4. Do a thorough inventory of potential hazards at the start of the season and correct them
5. Do periodic Health and Safety inspections; for example at the first of the month
6. Ask gardeners to look for, report and correct (if possible) Health and Safety concerns
7. For larger gardens, perhaps a safety volunteer can be recruited to lead efforts

Items to be included in a health and safety policy:

If you see a hazard, unsafe condition, or situation that could result in injury or ill health, take the appropriate action. Eliminate the hazard or unsafe condition only if you are able to do it safely and are comfortable taking the action to correct the hazard or unsafe condition. Otherwise, notify the garden organizer as soon as possible.

For life threatening or other significant incidents, call 911 immediately and then the garden coordinator.

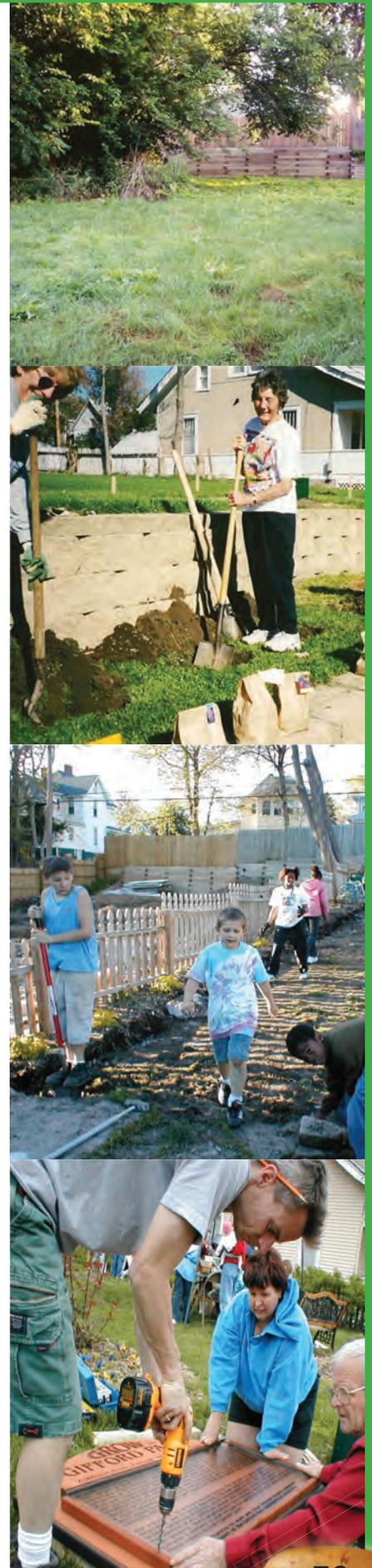
For minor, non-emergency, incidents gardeners can notify Omaha Police Department non-emergency line at 444-4877 and then contact the garden coordinator as soon as possible.



Children

Consider what might be a danger to children even if it is not dangerous to adults. It might be an idea to label hot-tasting plants such as chili peppers with visual and word warnings.

Keep a watch on young children to make sure



they are not harming themselves or other plots in the garden or in case they wander off-site.

Children of gardeners are expected to be under the control of their parent(s) or guardians(s) when at the garden site.

Do not allow children to run in the garden.

Include rules that are specific and necessary – (i.e. Do not let children play on the road or near the compost pile).

Construction

When planning to build structures, obtain advice on design and construction from gardeners so as to ensure the structure is sturdy, safe and practical.

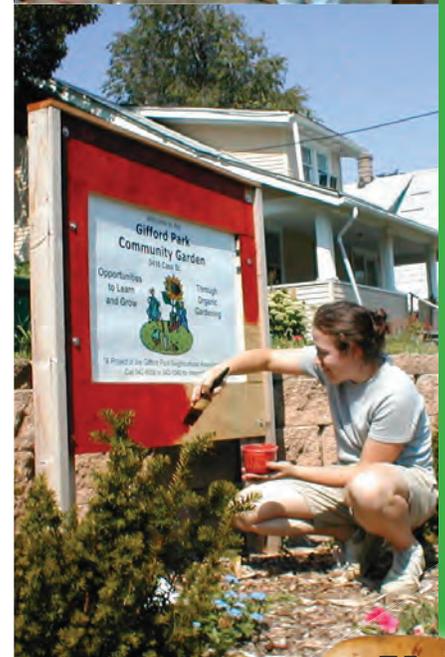
Keep paths clear and level.

Make garden bed edges strong so that they will not collapse.

Avoid edging garden beds with sharp, broken or pointed materials.

If digging a hole, make your work visible to gardeners passing by so they do not trip in it.

Mark the excavation with colored tape or a barrier if you are leaving it for a while.



Hold Harmless Agreement

It is beneficial to have all gardeners, volunteers and community members that participate in any aspect of your garden project fill out a hold harmless agreement. This simple agreement basically holds the garden harmless from any liability, damage, loss, injury or claim that occurs in connection with association to your garden.

Sample Waiver, Release and Hold Harmless Agreement

_____ Community Garden in Omaha, NE

(Print Name of Garden)

In consideration for being granted permission to work as a gardener at the above-referenced Community Garden (the "Community Garden"), I, the undersigned, hereby agree for myself and for my personal representatives, heirs and next of kin:

1. To release, waive and discharge the City and County of San Francisco, and its commissions, departments, boards, officers, agents, employees, representatives, contractors or subcontractors, or their employees (herein referred to collectively as "City") from any and all claims or demands of any kind and from all liability, penalties, costs, losses, damages, expenses, claims, or judgments (including attorney's fees) resulting from injury, death or damage to any visitor, third parties or property of any kind, which injury, death or damage arises out of or is in any way connected directly or indirectly to my participation in the Community Garden, whether caused by the City's active or passive negligence or otherwise. I understand that this release extends to claims that I do not know or do not expect to exist at the time of the signing of this release, and I hereby waive the protections of California Civil Code Section 1542.
2. To protect, hold free and harmless, defend and indemnify the City from any and all claims or demands of any kind and from all liability, penalties, costs, losses, damages, expenses, claims, or judgments (including attorney's fees) resulting from injury, death or damage to any visitor, third parties or property of any kind, which injury, death or damage arises out of or is in any way connected directly or indirectly to my participation in the Community Garden, whether caused by the City's active or passive negligence or otherwise. This indemnity shall include, without limitation, reasonable attorneys', experts' and consultants' fees, investigation costs, and all other reasonable costs incurred by the City.
3. To assume full responsibility for and risk of bodily injury or property damage incurred by myself arising either directly or indirectly from participation in the Community Garden, from any cause whatsoever, whether caused by City's active or passive negligence or otherwise.
4. That neither City nor any of its commissions, departments, boards, officers, agents or employees shall be liable for any damage to any property owned by me, or my agents, employees, contractors or subcontractors, or their employees, or for any bodily injury or death to such persons, resulting or arising from the condition of the Community Garden or its use by me.
5. Expressly acknowledge that the permission granted hereunder is freely revocable by City and in view of such fact, I expressly assume the risk of making any expenditures in connection with this permission, even if such expenditures are substantial. Without limiting any indemnification obligations of myself or other waivers contained in this permission and as a material part of the consideration for this permission, I fully RELEASE, WAIVE AND DISCHARGE forever any and all claims, demands,

rights, and causes of action against, and covenants not to sue, City, its departments, commissions, officers, directors and employees, and all persons acting by, through or under each of them, under any present or future laws, statutes, or regulations, including, but not limited to, any claim for inverse condemnation or the payment of just compensation under the law of eminent domain, or otherwise at equity, in the event that City exercises its right to revoke or terminate this permission.

6. In the event the granted permission to work as a gardener hereunder is terminated by City, I acknowledge that I will not be a displaced person at the time this permission is terminated or revoked or expires by its own terms, and I fully RELEASE, WAIVE AND DISCHARGE
- 1 Forever any and all claims, demands, rights, and causes of action against, and covenants not to sue, City, its departments, commissions, officers, directors and employees, and all persons acting by, through or under each of them, under any present or future laws, statutes, or regulations, including, without limitation, any and all claims for relocation benefits or assistance from City under federal and state relocation assistance laws.
7. Expressly acknowledge and agree that the permission granted hereunder does not take into account any potential liability of City for any consequential or incidental damages including, but not limited to, any and all demands, claims, legal or administrative proceedings, losses, costs, penalties, fines, liens, judgments, damages and liabilities of any kind arising out of disruption to my uses hereunder. City would not be willing to give this permission in the absence of a complete waiver of liability for consequential or incidental damages due to the acts or omissions of City or its officers, agents, employees, contractors or subcontractors (collectively, "Agents"), and I expressly assume the risk with respect thereto. Accordingly, without limiting any indemnification obligations of myself or other waivers contained herein and as a material part of the consideration for this permission, I fully RELEASE, WAIVE AND DISCHARGE forever any and all claims, demands, rights, and causes of action against, for consequential and incidental damages (including without limitation, losses arising out of disruption to my uses) and covenants not to sue for such damages, City, its departments, commissions, officers, directors and employees, and all persons acting by, through or under each of them, arising out of my work as a gardener, the permission granted by City, or the uses authorized hereunder, including, without limitation, any interference with uses conducted by me pursuant to this permission, regardless of the cause, and whether or not due to the negligence of City or its Agents, except for the gross negligence or willful misconduct of City or its Agents.

Signature: _____ Date _____

Gardener Information

Name (print): _____ Address: _____

E-Mail: _____ Telephone: (Day) _____ (Evening) _____

Emergency Contact Information:

Name: _____ Relationship _____

Telephone: (Day) _____ (Evening) _____

For File

Garden Coordinator: _____ Date _____

Equipment Safety

Storage

Designate an area of the garden for storing materials.

Store materials so that they are unlikely to fall over or spill.

Place heavier materials close to the ground and lighter materials on top of these.

Stack and store materials neatly so that they are easily accessible and out of the way of paths and places where people walk.

Avoid storing materials that the gardeners have no plans to use. This avoids community gardens from becoming eyesores.

Tool Use

Carry tools in a wheelbarrow, bucket or a basket and put them away when they are not in use and at the end of the season. Carry tools such as spades, garden forks and rakes in your hand rather than your shoulder to prevent accidentally hitting someone.

Be aware of your surroundings when using a tool and make sure other gardeners are out of the way to prevent someone from getting hit.

Put tools out of the way when you are finished or not using them for a while. Keep tools out of the paths and grass areas where they could be hidden from view of other gardeners to prevent tripping.

Lean rakes and long handled tools against something when not in use. Place it with the pointed side or blade into the ground and away from where people might walk if you must lay it down.

Push shovels, spades or pitch forks into the ground in a visible area when not in use.

Clean tools immediately to keep clean and prevent rusting.

Power Tools

Only individuals over the age of 16 (who own or rent power tools) will operate rototillers, lawn mowers, power weed trimmers, wood chippers, chain saws, or other power equipment in the garden. These tools need to be used at the risk of these individuals.

It is important to keep tools clean and in good repair. If tools are shared, a person at the garden needs to be in charge of keeping tools in good repair or replaced if needed.

Garden tools should be taken away from the garden and not left onsite unless they are stored in a locked garden shed.



Physical Hazards

Pathways need to be kept free of debris or plants to ensure the safety of all garden visitors.

Sunburn and Dehydration

Wear a hat to avoid sunburn. If you sunburn easily, consider wearing a lightweight shirt with long sleeves as well as long trousers. Use a sunscreen cream to avoid sunburn. If in the garden for some time, remember to drink water to avoid dehydration.

Lifting

When lifting something heavy, bend your knees and crouch down, then lift it by straightening your legs. To avoid back injury, do not bend over to pick up something that is heavy.

Consider wearing gardening gloves to protect your hands and to avoid blisters from handling garden tools, and when doing garden construction and spreading compost and mulch.

Wear enclosed shoes to protect your feet. Do not garden in sandals.

Other Precautions

If you suffer breathing difficulties or asthma, consider wearing a dust mask when making or turning compost or spreading mulch.

Personal Safety

Adult gardeners are responsible for their own safety.

Drugs or alcohol shall not be consumed on the garden site.

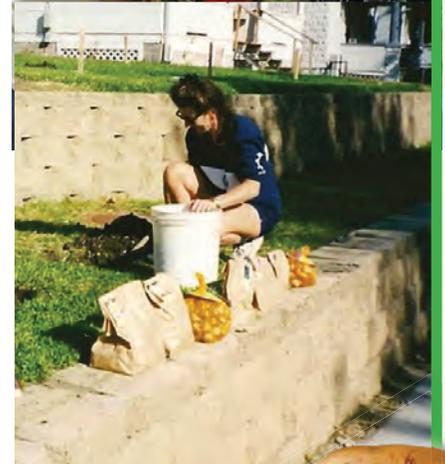
Be aware of your surroundings. Avoid being in the garden alone. Avoid secluded areas with high vegetation. If individuals or groups of people taunt, bother, or seem threatening, leave the situation immediately.

Chemical Hazards

The use of herbicides, pesticides, and fertilizer is allowable only with the consent of the garden group and with strict adherence to all safety precautions pertaining to the product. These products may not be stored or mixed on garden site.

Care with organic products

The manufacture of organic controls for garden pest and plant disease management (sometimes called 'botanic' controls because they are derived from plants) should be done under the guidance of a gardener or adviser who has experience and is knowledgeable of the precautions to be taken in



production, handling and application. Contact the Master gardeners at 444-7804 for more information on how to handle organic products.

Some organic pesticides can cause injury. When making, handing and applying insecticides such as chili spray, wear gloves and keep hands away from your face (chili in the eyes is painful). Avoid getting botanic sprays and other controls in your eyes or in cuts on your hands or legs. It is best to wear gloves when applying any botanic or synthetic control. Wash your hands after making, handling or applying any of these products.



A large, stylized white daisy flower with a yellow center, partially overlapping the title.

food recovery

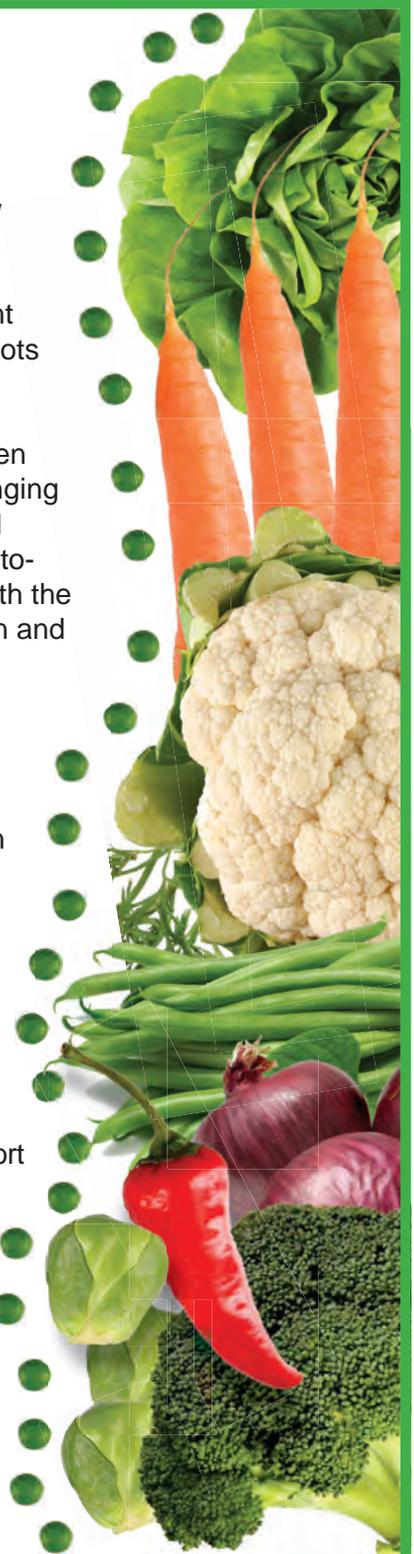
In a community garden, fertile land may be set aside to grow food specifically for community soup kitchens, food pantries, homeless shelters, or vegetable stands (where proceeds benefit a group or cause). Individual gardeners can also plant an extra row for the hungry and donate produce from their plots to share with those in need or other gardeners.

While it is fairly easy to identify agencies outside of the garden that will accept and distribute gleaned goods, a more challenging but directly rewarding method is to identify neighbors around the garden who would benefit from fresh produce. Neighbor-to-neighbor sharing requires that gardeners become familiar with the community around the garden encouraging their participation and investment as garden stakeholders.

Individuals in need range from small children in childcare to elderly persons in retirement communities to economically disadvantaged families of all backgrounds. If it is challenging to pick out an obvious recipient for your fresh food donation, begin by sharing with a garden neighbor and building rapport. They may be able to direct you to someone in the neighborhood who would benefit from your garden goodies. You might also look for direction from a church, pantry, or other neighborhood organization to identify those in need. Any member of these populations (and so many more) would benefit from a thoughtful hand-delivery of fresh produce.

Neighbor-to-neighbor sharing not only builds community support for the garden but is a more sustainable means of food distribution. Time and energy are not wasted transporting goods to a facility outside of the garden to potentially be brought back to a home near the garden where it originated. Produce also remains fresher and is less likely to spoil when picked and delivered in the same day.

Remember, any person would love to receive fresh food from the garden and since the point is to keep food from going to waste, you can't go wrong!



Ample Harvest

www.Ampleharvest.org

This website will help you find a food pantry near you to donate your extra produce or you can add your food pantry so local gardeners wanting to make a donation can find and contact you. (It's free!)

Shelters and Pantries in the Omaha Area

Catholic Charities (Omaha)

<http://www.ccomaha.org>

St. Martin de Porres Center
2417 Burdette - (402) 341-4004 pantry
2111 Emmet - (402) 453-6363 senior center

Juan Diego Center

5211 South 31st Street - (402) 731-5413

ENCAP

www.encapomaha.org

2406 Fowler Ave
Omaha, NE 68110
(402) 453-5656

Food Bank for the Heartland

<http://www.omahafoodbank.org>

723 North 18th Street
Omaha, NE 681024621
(402) 341-1915

Heart Ministry Center

www.heartministrycenter.org

2222 Binney Street
Omaha, NE 68110
(402) 451-2321

Kountze Memorial Church Pantry

www.kmlchurch.org

2650 Farnam Street
Omaha, NE 68131-3684
(402) 341-7761

Mission for all Nations

www.missionfan.com

5218 South 21st Street
Omaha, NE 68107
(402) 733-2077

Open Door Mission

www.opendoormission.org

2828 North 23rd Street East
Omaha, NE 68110
(402) 422-1111
Fax: (402) 422-0737

Project Hope

www.projecthopeomaha.org

4205 Boyd Street
Omaha, NE 68111
(402) 453-7649

The Salvation Army

www.givesalvationarmy.org

Material Assistance Department
3612 Cumming Street – Omaha
(402) 898-5860

Siena/Francis House

www.sienafrancis.org

1702 Nicholas Street
Omaha, NE 68102-4119
(402) 341-1821

Together Inc. of Metro Omaha

www.togetheromaha.org

1616 Cass Street
Omaha, NE 68102-1011
(402) 345-8047

Youth Street Outreach

www.yesomaha.org

2057 Harney St
Omaha, NE 68102
(402)-578-6125

sustaining your garden /evaluation

There are a number of aspects that affect the sustainability of a community garden. Some items to consider would include the following

- Management
- Fundraising
- Recruiting New Gardeners
- Grants
- Evaluation

Management

Responsible management, administration of day to day operations of the garden, training of new members, the ability to raise funds, secure community relations or the capacity to attract new gardeners, and attitudes of local and state government leaders to community gardening.

Possibly the greatest challenge facing a garden is the fluctuating participation rates. Low levels of participation threaten the livelihood of a community garden because too few participants lead to improper maintenance which discourages potential gardeners, intensifying low participation and an unkempt garden.

Adapted from <http://communitygarden.org.au/evaluation>

For more information on evaluation and to see in-depth evaluation tools visit the American Community Gardening Association website. The link is listed below <http://www.communitygarden.org/learn/tools.php#evaluation>

Fundraising

Even if you were able to raise enough money to get your garden project off of the ground, you should still think about how you will sustain the garden in the long run. If you are not running an entrepreneurial project where profits from sales can help you fund the next year of gardening, you may need continual assistance in the form of materials and monetary funds to keep your project healthy and growing.

When starting a community garden it is important to include organizations and businesses as well as community members. They can be a source for funding and support and some may apply for plots in the garden. People become more committed to the success of the garden when they are involved early.

Keep your supporters informed of your progress and success. Send them photos of the project or invite them to a celebration at the completion of a project. Newsletters,



websites, list serves and flyers are also valuable in keeping supporters informed. It is important to make sure they know they are helping build a successful gardening program. It is just as important to give your supporters credit for helping through a webpage or even a sign in your garden. This is an opportunity to credit your contributors and may interest new sponsors.

Fundraising may not seem like an easy task, but there are a few ways that it can become less challenging for your group to take on. This page will give you some tips on local fundraising strategies, as well as all the tools you need to apply for a grant. With some practice and experience, fundraising will come naturally!

Building relationships with your local non-profit and business communities is a great way to secure free or inexpensive materials for your garden project. Below you will find suggestions for the types of people and organizations that may be willing to donate materials to you, or at least sell them to you at a reduced cost. It is a good idea to write a receipt for people who donate materials to you, because they may want to claim a tax deduction. Use this page as a source for ideas - you may very well know types of resources that are not listed here!

A portion of the information for this list was provided by the School Garden Wizard.

Local Hardware Stores

Get to know the local hardware store owner or the manager of the local garden center at Home Depot or similar building supply stores. They often have bags of potting soil, mulch, stone, or vermiculite that are broken and not in condition to sell. They may sell to you at half price! At the end of the season, such stores typically give away seeds and other seasonal materials that they don't want to store or that have a short shelf life.

Local Florists

A local florist can often be a supplier of plant material. They don't have time or space to nurse plants back to health and may gladly contribute them to your "garden hospital."

High Schools

Borrow materials from your local high school. Some high school science teachers may let you borrow materials from them that they aren't using. Make sure to return things in a timely fashion and in good condition.

Neighborhood Residents

Don't dismiss the goodwill of the neighbors around your garden. They have a vested interest in keeping the garden in good condition because it affects the value of their property.



Librarians

Work with a school or public librarian to identify books for the library that will be useful in the development and maintenance of your garden. This might include curriculum guides and general gardening books. Because libraries are continually updating their collections, they often donate books to non-profit organizations.

Interiorscape/Plant Rental Companies

Get to know the manager of the local interiorscape company. In Chicago, one of the largest is Rentokil (a nation-wide chain). When their very large plants are no longer suitable for high price rental, they will give them away. These can make great additions to your garden.

National Association for the Exchange of Industrial Resources

Find out from your school business manager if your school or school district is a member of the National Association for the Exchange of Industrial Resources. If you are, they are often a source of wonderful free materials that can be used in the garden. Ask your school or district agent if you could look at the catalog or go along to one of the “Grab Bags.”

Wholesalers

If you have applied for non-profit status, you are entitled to buy from wholesale sources. You will need a copy of your Tax ID Form and may need to set up an account with the wholesaler. “Shopping wholesale” usually lends you over 50% off retail price. What a deal! This makes your limited, precious funds go twice as far.

Nurseries

Local nurseries often allow you to buy “through them” at “cost.” This allows them to help you access gardening products from wholesale suppliers that you may not be aware of and allows them to help you out without depleting their own resources. They may also donate plants to you at the end of the season.

Recruiting New Gardeners

If you have a committed group of gardeners, it may be difficult to think about getting new people interested in your garden. Ongoing recruitment is important for keeping your project moving forward, and for keeping existing gardeners enthusiastic about being involved. This process is not much different than what it takes to get your initial program team together, so it may be useful to remind yourself of the steps involved.

Get the Word Out

People won't come to you if they don't know who you are! Make your presence known by passing out fliers at festivals and events, posting signs at churches, schools, and businesses, and utilizing internet forums, blogs or websites. Sending out mailings is



another way to target specific groups of people, and can be useful in reaching out to your neighbors or local organizations.

Throw a Party

Hosting an event at your garden - a picnic, barbeque, or concert - is an excellent way to introduce people to the members and goals of your group. Don't forget to send invitations out to your neighbors a week or so before the event, and make plenty of signs to publicize exactly what you are doing. Even the people who decide not to join you will feel included, and that is a great way to build support for your project. At events, make sure you ask people to sign a sign-up sheet and provide you with their contact information so that you can keep them updated on what's happening in the garden.

Pull out Your Address Book

Don't forget the people you already know. Ask group members to compile lists of people they know personally who may be interested in joining your gardening group. Have everyone contact the people on their list, and then ask them if they know anyone else that may be interested as well. Ask your parents, siblings, and friends for people they know...you may be surprised at how many people you can contact this way!

Don't Give Up

Even if a certain tactic didn't work once, that does not mean that it won't work the second or third time around. Seeking out new members for your team can sometimes be frustrating, time-consuming work, but just one committed recruit can make it all worth your while.

Grants

You may want to look at grants to help get your garden off on the right track or for a specific garden project. Visit the following website for a list of grant opportunities for community gardens. This website also has grant writing tips and online resources for advice on grant writing.

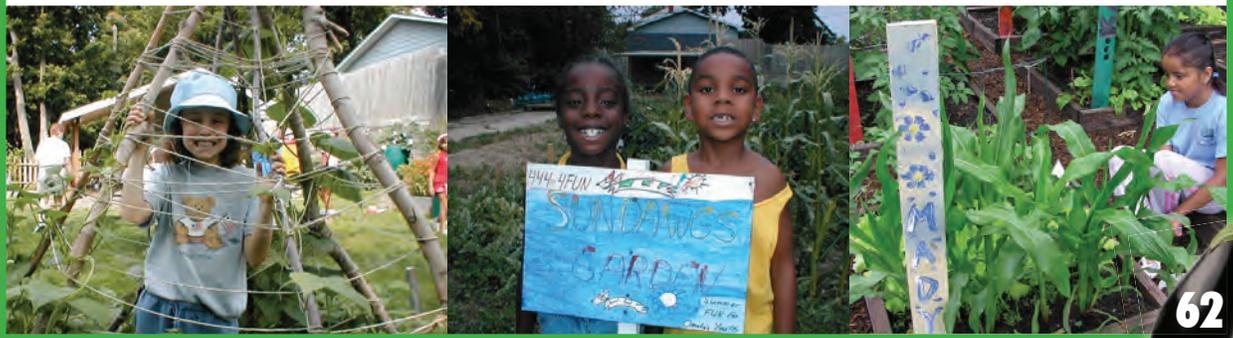
<http://www.communitygarden.org/rebeltomato/roots/fundraising.php>

Evaluation

Your community garden is a work-in-progress. Performing an evaluation or self-assessment after the garden has been constructed is very useful to inform future plans, enhance and sustain the entire project, and determine the degree to which you met your goals.

Be open to new ideas and change

Do not let yourself get stuck in the "way we have always done it." Make sure you let your supporters know that your project is flexible and evolving, and that you are willing to take suggestions and advice.



You may also want to consider:

Creating a track record

Even though it can be a challenge to think in numbers, numbers do speak to some people - particularly grant foundations! If you start early on tracking your progress, you can make a case when applying for a grant or approaching a new donor. Depending on the type of garden project you are involved in you can track numbers like: pounds of produce grown/sold/donated; number of youth/adults/seniors/children involved; value of neighbor properties; health impacts on gardeners; (for training programs) job skills learned, job-placement rates, etc.

Sample Gardening Evaluation questions:

1. How often did you garden and or participate in activities?
2. What benefits did you gain from gardening this year?
3. What were some of the challenges you had gardening this year?
4. What topics would you be interested in attending to enhance your gardening experience?
5. Do you have any suggestions for the garden for next year?



Sample Community Garden Evaluation Tool

1. How often do you usually participant in garden activities?

- | | | |
|---|--|---|
| <input type="checkbox"/> Daily | <input type="checkbox"/> Once a week | <input type="checkbox"/> Once a month |
| <input type="checkbox"/> 4-5 times a week | <input type="checkbox"/> Two times a month | <input type="checkbox"/> Less than once a month |
| <input type="checkbox"/> 2-3 times a week | <input type="checkbox"/> Three times a month | |

2. Please rate each of the following aspects of working at this garden.

	Excellent	Good	Fair	Poor
a. The location of the garden(s)(distance from your home)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The equipment provided to do the work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The quality of the garden resources (soil, water, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The variety of food produced at the garden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The organization/management of the garden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. The helpfulness of staff/volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. The knowledge of staff/volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. The social atmosphere at the garden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. What do you like best about coming to this garden?

4. What do you like least about coming to this garden?

5. Please list any suggestions you have for next year.



appendix

Resources

Horticultural information:

University of Nebraska-Lincoln Extension in Douglas
and Sarpy Counties – Master Gardener Program
8015 West Center Rd
Omaha, NE 68124-3175
402-444-7804

Garden Clubs
Horticultural Societies
Garden Centers

Plant Nutrition:

Fertilizers or plant nutrition has basically two options; organic vs. non-organic. Some advantages of organic would be it is better for the soil, nutrient release is slow and consistent, won't burn and is same for all plants, long lasting, fewer applications required, stronger plants and grasses, and it is beneficial to the environment. Advantages of chemical or non-organic plant nutrition are that it is readily available, fast acting, relatively inexpensive, and it comes in multiple forms. It is important to discuss your plant nutrition options with a gardening expert to ensure that you are providing the proper plant to nutrition to maintain a healthy garden. You can contact a Master Gardener at the Extension office at 444-7804.

Compost:

Oma-Gro Compost
15705 Harlan Lewis Rd.
Bellevue, 444-6665
Price range: \$2.00 - \$9.00 per bag/pickup load

Seeds:

America the Beautiful Fund
725 15th St. NW, Suite 605, Dept. AG
Washington D.C. 20005
202-838-1649
Garden Centers and Hardware Stores
<http://www.garden.org/seedswap/>

Bedding plants:

Local nurseries
Indian Creek Nursery –
www.indiancreeknursery.com 402-558-5900
Lanoha Nursery – www.lanohanurseries.com
402-289-4103



Earl May Nursery – www.earlmay.com
402-391-9778 (W.Center Location)
Mulhall's Nursery – www.mullhalls.com
402-496-0700

Volunteer Resources

www.volunteermatch.org - Helps you find volunteer opportunities in your area

www.idealists.org – Helps connect individuals with volunteer opportunities

www.USAservice.org – Find volunteers events near you

Youth Horticulture Classes - <http://extensionhorticulture.unl.edu/Educaiton/Resources.html>

Omaha Parks and Recreation Department - 402-444-5900

Rain Barrels

ReStore

\$40 for 55 gallon drum

1003 South 24th Street

(402) 934-1033

<http://www.omahahabitat.org/restore/index.html>

For more information on how to make or use rain barrels, contact the Master Gardeners at the Douglas/Sarpy Extension office, 444-7804.

Miscellaneous

Soil Testing

Midwest Laboratories

13611B Street

Omaha, NE 68144

(402) 334-7770

(402) 224-9121 FAX



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Existing Gardens

For a map of the current gardens and contact information, log on to:
<http://www.douglascounty-ne.gov/gardens/>



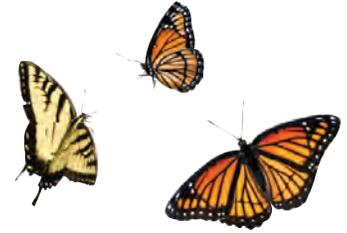
Nebraska Law Regarding Donations and Liability

<http://www.agr.state.ne.us/regulate/daf/fdcode.htm>

USDA – Know your Farmer Know your Food Campaign

<http://www.usda.gov/wps/portal/knowyourfarmer?navid=KNOWYOURFARMER>





Resources:

Building Communities from the Inside: A Path Toward Finding and Mobilizing a Community's Assets. 1993. John P. Kretzman and John L. McKnight. Institute for Policy Research, Northwestern University.

[*The Citizen's Handbook: Practical Assistance for Those Who Want to Make a Difference*](#) 2006. Charles Dobson. Vancouver Citizen's Committee.

Community Garden Security. December 2005. Community Action Coalition of South Central Wisconsin, Inc.

Community Garden Start-up Guide. Rachel Surls with Chris Braswell and Laura Harris. Updated March 2001 by Yvonne Savio. University of California Cooperative Extension; celosangeles.ucdavis.edu/garden/articles/startup_guide.html.

Community Gardening in Rural Regions: Enhancing Food Security and Nutrition.

December 1999. Ashley F. Sullivan. Center on Hunger and Poverty, School of Nutrition Science and Policy, Tufts University.

Community Gardens in Milwaukee: Procedures for Their Long-Term Stability and Their Import to the City. May 13, 2003. Andrew Bremer, Ken Jenkins and Diana Kanter for Milwaukee Urban Gardens. Applied Planning Workshop, Urban Planning 811, Department of Urban Planning, University of Wisconsin-Milwaukee.

From Neglected Parcels to Community Gardens: A Handbook. Brian Emerson with Ginger Ogilvie, Celia Bell, Don Anderson, Agnes Chiao and Rob Ferris. Wasatch Community Gardens.

Great Garden Leader Practices (internal document). n.d. Hannah Reinhart and Lauren Maul, St. Louis. Gateway Greening, Inc.

Growing Communities Curriculum: Community Building and Organizational Development through Community Gardening. 2001. Jeanette Abi-Nader, Kendall Dunnigan and Kristen Markley. American Community Gardening Association.

How to Start a Neighborhood Greening Project (internal document). 2009. St. Louis. Gateway Greening, Inc.

Multiple Benefits of Community Gardening. *Gardening Matters* Minneapolis, Minnesota.

Raised-Bed Gardening. March 2003. Christopher J. Starbuck, Department of Horticulture, University of Missouri. University of Missouri Extension Publication

Starting a Community Garden. American Community Gardening Association.

Vision to Action: Take Charge Too. 2001. Green, G.P., T.O. Borich, R.D. Cole, D.L. Darling, C. Hancock, S.H. Huntington, M.S. Leuci, B. McMaster, D.B. Patton, F. Schmidt, A.H. Silvis, R. Steinberg, D. Teel, J. Wade, N. Walzer, and J. Stewart. North Central Regional Center for Rural Development, RRD 182.

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