



## **“Parks for Produce” Community Gardens Program – 2018**

### **Request for Applications**

As part of the Salt Lake County Urban Farming program, underutilized County park land will be considered for community gardens. This document includes program guidelines, submission procedures, and all necessary forms. For more information, visit <http://slco.org/urbanfarming/> or contact Supreet Gill, Program Manager, at [skgill@slco.org](mailto:skgill@slco.org) or **385-468-1793**.

### **Program Overview**

Salt Lake County (SLCO) recognizes the important role community vegetable gardens play in supporting our local food system. Community gardens:

- Increase access to fresh nutritious food, often in underserved areas
- Provide viable gardening plots for community members who lack their own
- Provide safe spaces for recreation and healthy physical activity
- Create shared venues for community events and public education opportunities
- Provide community-building opportunities in the process of their development and utilization
- Contribute to the development of food-based microenterprises
- Reduce crime rates in their surrounding neighborhoods
- Transform unused parcels into aesthetically appealing and productive spaces that can add value to surrounding properties
- Preserve or enhance water, air and/or soil quality, and create urban habitat for native wildlife, birds and essential pollinators

In recognition of these potential benefits, SLCO has made it a goal to support community gardens, and partners with Wasatch Community Gardens (WCG) to develop and coordinate sustainable, flourishing community gardens on County-owned land.

SLCO has requested funding for one community garden in 2019; the County partners with WCG to select and provide ongoing support for the site. Under WCG’s coordination, gardeners will help develop the site and handle most day-to-day operations. There will be a cost to gardeners to participate on a yearly basis (typical plot fees are from \$20 and \$40), determined by WCG. Garden Organizers preparing the application are encouraged to reach out to members of the area with limited mobility who might be interested in gardening, as the gardens will be designed with ADA accessibility.

### **Selecting a Site**

Since Parks for Produce sites are located in Salt Lake County parks, you will need to find a park closest to you. SLCO maintains 70 parks around the valley so take a look at the list at <http://slco.org/recreation/parks/> and then click on the blue “parks locations” button. **After you locate a park, call SLCO (at the number listed above) to arrange a visit to the park to review garden placement. This must be done prior to filling out the application!**

**Please note: Application will get final approval based on funding for that fiscal year.**

**An application for the Sugarhouse Park garden will need final approval from the Board.**

## **Membership in Wasatch Community Gardens**

Gardens established through SLCO's Parks for Produce program are official gardens managed by the local non-profit organization, Wasatch Community Gardens, whose mission is to empower people of all ages and incomes to grow and eat healthy, organic, local food. Benefits include staff assistance in community organizing, volunteer coordination, infrastructure repair, financial management, gardener applicant processing, general trouble shooting, and conflict mediation. Annual benefits may also include free access to WCG's organic gardening workshops, donated seedlings, seeds, and eligibility to apply for mini-grants for garden enhancement projects, as available.

## **Application Submission Procedures**

### **Required Application Documents**

Applicant needs to review the proposed park site with SLCO and WCG staff. **Please call 385-468-1793 to schedule this meeting prior to filling out the application.**

Applicants need to have a realistic expectation of the enormity of starting a community garden. Garden Organizers will need to generate interest and support for their project from the community that translates into hundreds of hours of labor and planning. It is essential that an ever-broadening list of participants is brought into the process, beginning in the initial stages.

The purpose of the required documents is to allow applicants to demonstrate their commitment to involving the maximum number of community members to ensure the long-term sustainability of the garden. Applications must adhere to the following outline, and include all required documents, in order to be considered:

1. At least five (5) core Garden Organizer Cover Page Applications, including all required signatures.
2. Application Narrative, thoroughly addressing all questions.
3. Community Support Petition. Applicant(s) are required to use this form to gather signatures and verify 1) community support and 2) gardener interest in the project. You are allowed to print out additional copies of this petition if you require additional space.
4. Include the names of two (2) Garden Organizers who can commit to completing Wasatch Community Gardens' leadership training Growing Community Gardens if your garden application is accepted. The training is offered in January-February, 2019, and covers a range of topics related to community organizing and garden development. A full description of the training is available at [www.wasatchgardens.org](http://www.wasatchgardens.org).

### **Definitions:**

- Garden Organizers - Individuals who participate in promoting, organizing, and implementation of the garden, before the garden is established.
- Garden Leadership Team – After the garden is established, Garden Leadership Team members volunteer and serve under the garden management structure provided by Wasatch Community Gardens for the maintenance and ongoing needs of the garden.
- Interested Gardeners - Individuals interested in gardening at the specific location and willing to sign the application and check the box stating their interest.
- Garden Supporters - Individuals who are not interested in gardening at the specific location, but are willing to sign the application to support for the garden in their community.

## **Application Submission**

Application narrative and community support petition must be submitted in one of the following ways:

- Electronically: Email either Word.doc, Word.docx, or PDF files to [skgill@slco.org](mailto:skgill@slco.org). The title of electronic documents must clearly indicate the last name of one Garden Organizer and the phrase “Parks for Produce Application” (i.e. Lopez\_Parks for Produce Application). The subject line of the submission email must follow the same format (i.e. Lopez\_Parks for Produce Application).
- Mail: Send all required documents to Urban Farming Program, ATTN: Supreet Gill, Salt Lake County Parks and Recreation, 3383 South 300 East, South Salt Lake City, Utah 84115
- Hand-deliver: Personally deliver all required documents to the Salt Lake County offices at Salt Lake County Parks and Recreation, 3383 South 300 East, South Salt Lake City, Utah 84115

## **Deadlines & Application Approval Process**

5/1/18	Application released to the public
TBD	Urban Farming Open House to be hosted at or near proposed garden location for public comments and Q&A about community gardens
6/15/18 2:00pm	Deadline to submit all completed application documents
6/19/18	Interviews held, if necessary
12/15/18	Winning site announced
Jan-Mar 2019	Growing Community Gardens training
Spring 2019	Garden Design and construction begins, weather permitting

**Please Note:** Under special circumstances, reviewers may include member(s) from the park board and partner organizations if the park has shared governance. This may require additional time to evaluate the application, and modify the deadline dates. For information about deadlines for a specific site, contact Supreet Gill, Program Manager, at [skgill@slco.org](mailto:skgill@slco.org) or 385-468-1793.

## **Evaluation Criteria & Procedure**

All applications are competitively reviewed and judged as per the evaluation criteria stated below.

The application review committee is facilitated by Salt Lake County staff and is made up of staff from Salt Lake County Parks & Recreation and Urban Farming program and Wasatch Community Gardens. Reviewers are not applicants. Reviewers have significant knowledge of the skills required by and the demands of community gardening and community organizing. Each reviewer reads every proposal. Once every proposal is scored by every reviewer. The County may invite representatives of the group to an interview.

Applications will be evaluated based on:

1. The number of interested gardeners listed in the Community Support Petition.
2. The application narrative responses.
3. The number of interested garden supporters listed in the Community Support Petition.
4. Level of expertise and organizational abilities of Garden Organizers.

In the case of more than two applications being equal in all of the criteria listed above, ease of site development will be the final criteria. Any applicants not being funded for this application cycle are encouraged to apply in future years. As such, the Parks for Produce Community Garden program will be evaluated for its effectiveness and success at the end of each harvest year.

**Salt Lake County Urban Farming Program**  
*Parks for Produce Community Gardens Information Sheet*  
**Appendix A: Roles & Responsibilities**

Salt Lake County will:

- Collaborate with Wasatch Community Gardens and the Garden Organizers to design the site.
- Make initial site improvements, such as water access, grading and fencing.
- Collaborate with Wasatch Community Gardens and the Garden Organizers to specify the Garden Guidelines.
- Provide water for the site, paid for by plot fees.
- Pick up garbage/refuse from the specified location at or near the garden.
- Maintain parking areas, if applicable.

Wasatch Community Gardens will:

- Act as a liaison between Community Garden Group and the County.
- Collaborate with Salt Lake County and the Garden Organizers to design the site.
- Provide a garden management structure and enforce Garden Guidelines.
- Provide gardening education and leadership training through the *Growing Community Gardens* training.
- Accept plot applications, collect plot fees, and administer the garden funds.
- Provide the garden with liability insurance.
- Establish irrigation best practices for the garden.
- Provide mediation if needed.

Garden Organizers will:

- Conduct community outreach to recruit interested gardeners and outside volunteers.
- Organize and participate in garden planning meetings, and facilitate group communication between meetings.
- Organize and coordinate site work days, including site layout, digging garden beds, mulching pathways, building raised bed boxes, installing above-ground drip irrigation, planting communal areas, landscaping, etc.
- Collaborate with Wasatch Community Gardens and Salt Lake County to design the site, specify Garden Guidelines, and determine Leadership Team roles.

Garden Leadership Team Members will:

Once the garden is established and plots are assigned, Garden Leadership Team Members will be nominated by fellow community gardeners

- Act as a liaison between gardeners and Wasatch Community Gardens.
- Act as stewards for work areas such as irrigation, compost, communication and work parties.
- Help enforce garden policies and help gardeners understand and implement garden assignments.
- Communicate with other Leadership Team Members on a regular basis to keep garden running smoothly.

Community Gardeners will:

- Participate in creation of the Site design.
- Pay annual plot fee in a timely manner.
- Keep the garden clean from garbage and refuse and will have garbage cans in agreed upon location weekly in preparation for sanitation truck pick up.
- Abide by Garden Guidelines, including attending mandatory garden meetings; maintaining his/her garden plot, pathways, and communal gardening areas.
- Participate in Gardener education.
- Participate in mediation in the case of problems or conflict, and facilitate good-neighbor relations.
- Assist with community outreach and gardener recruitment.

**Salt Lake County**  
**Parks for Produce Community Garden Application - 2018 Program**

Application Narrative – Community Garden Application

Address the following four (4) questions thoroughly. You may use a separate sheet of paper to respond to this section of the application.

1. Why does your neighborhood want a community garden? In what ways will this garden benefit the surrounding community? Describe the demographics and other characteristics of the area.

2. Describe the process you went through to recruit and involve members of your community to complete this application. How did you determine community interest? What partnerships have you developed (with local churches, non-profits, youth, businesses, etc.) and how will they aid the project?

3. Are there any other skills/expertise/resources that you and your garden organizer group can bring to the garden?

4. If selected, would two of your garden organizers be available to attend the Growing Community Gardens training listed above on page 2? Check: ( ) yes ( ) no

Names: \_\_\_\_\_ and \_\_\_\_\_



## SLCO Parks for Produce Community Garden Application - 2018 Program

### Garden Organizer # 1 – Parks for Produce Community Garden Application

In addition to receiving the support of your community as demonstrated by your petition, the commitment of at least five (5) community members is required to assure accountability and consistent involvement in the project. Each of these five core Garden Organizers will be required to contribute a minimum of 30 hours toward the promotion, organization, and implementation of the garden over the course of its first season. Please declare which tasks you will commit to below. Additionally, one Garden Organizer is required to act as primary liaison for the group.

Desired Community Garden Site (name/location of SLCO Park): \_\_\_\_\_

Garden Organizer Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ check: ( ) home ( ) cell

E-mail: \_\_\_\_\_

**I have met with SLCO/WCG staff to review the proposed garden site:**  Yes  No

How Do you plan to complete your 30 hours (please check all that apply)?

- ( ) Primary Liaison
- ( ) Note taking during meetings and dissemination
- ( ) Spreading information to the group via email and phone
- ( ) Planning meetings (coordinating schedules, reserving venue, set up and clean up)
- ( ) Community outreach and publicity
- ( ) Fundraising
- ( ) Volunteer outreach and coordination
- ( ) Organizing and coordinating site work days (plot layout, digging beds, mulching pathways, erecting fence, building raised bed boxes, installing above-ground drip irrigation, planting communal areas, landscaping, etc.)
- ( ) Offering trainings in gardening or relevant topics for your gardeners
- ( ) Attending the growing Community Gardens training
- ( ) Other:

Please explain your personal interest in a community garden at your site:

If accepted, I understand that my signature below verifies that I have read and understand Appendix A, Roles & Responsibilities.

\_\_\_\_\_  
(Signature of Garden Organizer)

\_\_\_\_\_  
(Date)



## SLCO Parks for Produce Community Garden Application - 2018 Program

### Garden Organizer # 2 – Parks for Produce Community Garden Application

In addition to receiving the support of your community as demonstrated by your petition, the commitment of at least five (5) community members is required to assure accountability and consistent involvement in the project. Each of these five core Garden Organizers will be required to contribute a minimum of 30 hours toward the promotion, organization, and implementation of the garden over the course of its first season. Please declare which tasks you will commit to below. Additionally, one Garden Organizer is required to act as primary liaison for the group.

Desired Community Garden Site (name/location of SLCO Park): \_\_\_\_\_

Garden Organizer Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ check: ( ) home ( ) cell

E-mail: \_\_\_\_\_

**I have met with SLCO/WCG staff to review the proposed garden site:**  Yes  No

How Do you plan to complete your 30 hours (please check all that apply)?

- ( ) Primary Liaison
- ( ) Note taking during meetings and dissemination
- ( ) Spreading information to the group via email and phone
- ( ) Planning meetings (coordinating schedules, reserving venue, set up and clean up)
- ( ) Community outreach and publicity
- ( ) Fundraising
- ( ) Volunteer outreach and coordination
- ( ) Organizing and coordinating site work days (plot layout, digging beds, mulching pathways, erecting fence, building raised bed boxes, installing above-ground drip irrigation, planting communal areas, landscaping, etc.)
- ( ) Offering trainings in gardening or relevant topics for your gardeners
- ( ) Attending the growing Community Gardens training
- ( ) Other:

Please explain your personal interest in a community garden at your site:

If accepted, I understand that my signature below verifies that I have read and understand Appendix A, Roles & Responsibilities.

\_\_\_\_\_  
(Signature of Garden Organizer)

\_\_\_\_\_  
(Date)



## SLCO Parks for Produce Community Garden Application - 2018 Program

### Garden Organizer # 3 – Parks for Produce Community Garden Application

In addition to receiving the support of your community as demonstrated by your petition, the commitment of at least five (5) community members is required to assure accountability and consistent involvement in the project. Each of these five core Garden Organizers will be required to contribute a minimum of 30 hours toward the promotion, organization, and implementation of the garden over the course of its first season. Please declare which tasks you will commit to below. Additionally, one Garden Organizer is required to act as primary liaison for the group.

Desired Community Garden Site (name/location of SLCO Park): \_\_\_\_\_

Garden Organizer Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ check: ( ) home ( ) cell

E-mail: \_\_\_\_\_

**I have met with SLCO/WCG staff to review the proposed garden site:**  Yes  No

How Do you plan to complete your 30 hours (please check all that apply)?

- ( ) Primary Liaison
- ( ) Note taking during meetings and dissemination
- ( ) Spreading information to the group via email and phone
- ( ) Planning meetings (coordinating schedules, reserving venue, set up and clean up)
- ( ) Community outreach and publicity
- ( ) Fundraising
- ( ) Volunteer outreach and coordination
- ( ) Organizing and coordinating site work days (plot layout, digging beds, mulching pathways, erecting fence, building raised bed boxes, installing above-ground drip irrigation, planting communal areas, landscaping, etc.)
- ( ) Offering trainings in gardening or relevant topics for your gardeners
- ( ) Attending the growing Community Gardens training
- ( ) Other:

Please explain your personal interest in a community garden at your site:

If accepted, I understand that my signature below verifies that I have read and understand Appendix A, Roles & Responsibilities.

\_\_\_\_\_  
(Signature of Garden Organizer)

\_\_\_\_\_  
(Date)





## SLCO Parks for Produce Community Garden Application - 2018 Program

### Garden Organizer # 4 – Parks for Produce Community Garden Application

In addition to receiving the support of your community as demonstrated by your petition, the commitment of at least five (5) community members is required to assure accountability and consistent involvement in the project. Each of these five core Garden Organizers will be required to contribute a minimum of 30 hours toward the promotion, organization, and implementation of the garden over the course of its first season. Please declare which tasks you will commit to below. Additionally, one Garden Organizer is required to act as primary liaison for the group.

Desired Community Garden Site (name/location of SLCO Park): \_\_\_\_\_

Garden Organizer Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ check: ( ) home ( ) cell

E-mail: \_\_\_\_\_

**I have met with SLCO/WCG staff to review the proposed garden site:**  Yes  No

How Do you plan to complete your 30 hours (please check all that apply)?

- ( ) Primary Liaison
- ( ) Note taking during meetings and dissemination
- ( ) Spreading information to the group via email and phone
- ( ) Planning meetings (coordinating schedules, reserving venue, set up and clean up)
- ( ) Community outreach and publicity
- ( ) Fundraising
- ( ) Volunteer outreach and coordination
- ( ) Organizing and coordinating site work days (plot layout, digging beds, mulching pathways, erecting fence, building raised bed boxes, installing above-ground drip irrigation, planting communal areas, landscaping, etc.)
- ( ) Offering trainings in gardening or relevant topics for your gardeners
- ( ) Attending the growing Community Gardens training
- ( ) Other:

Please explain your personal interest in a community garden at your site:

If accepted, I understand that my signature below verifies that I have read and understand Appendix A, Roles & Responsibilities.

\_\_\_\_\_  
(Signature of Garden Organizer)

\_\_\_\_\_  
(Date)



## SLCO Parks for Produce Community Garden Application - 2018 Program

### Garden Organizer # 5 – Parks for Produce Community Garden Application

In addition to receiving the support of your community as demonstrated by your petition, the commitment of at least five (5) community members is required to assure accountability and consistent involvement in the project. Each of these five core Garden Organizers will be required to contribute a minimum of 30 hours toward the promotion, organization, and implementation of the garden over the course of its first season. Please declare which tasks you will commit to below. Additionally, one Garden Organizer is required to act as primary liaison for the group.

Desired Community Garden Site (name/location of SLCO Park): \_\_\_\_\_

Garden Organizer Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ check: ( ) home ( ) cell

E-mail: \_\_\_\_\_

**I have met with SLCO/WCG staff to review the proposed garden site:**  Yes  No

How Do you plan to complete your 30 hours (please check all that apply)?

- ( ) Primary Liaison
- ( ) Note taking during meetings and dissemination
- ( ) Spreading information to the group via email and phone
- ( ) Planning meetings (coordinating schedules, reserving venue, set up and clean up)
- ( ) Community outreach and publicity
- ( ) Fundraising
- ( ) Volunteer outreach and coordination
- ( ) Organizing and coordinating site work days (plot layout, digging beds, mulching pathways, erecting fence, building raised bed boxes, installing above-ground drip irrigation, planting communal areas, landscaping, etc.)
- ( ) Offering trainings in gardening or relevant topics for your gardeners
- ( ) Attending the growing Community Gardens training
- ( ) Other:

Please explain your personal interest in a community garden at your site:

If accepted, I understand that my signature below verifies that I have read and understand Appendix A, Roles & Responsibilities.

\_\_\_\_\_  
(Signature of Garden Organizer)

\_\_\_\_\_  
(Date)

## Salt Lake County Urban Farming Program Parks for Produce Community Garden Application - 2018 Program

### Community Support Petition – Community Garden Application

By signing this form, I confirm that I had a conversation with \_\_\_\_\_ (garden organizer's name) about the application to create a community garden in our neighborhood. By Checking the line, "I want a plot," I am stating that I want a community garden plot and am interested in participating in garden development. By checking the line, "I want to help," I am stating that I do not want a plot in the garden, but I'm still interested in participating in garden development. By checking neither box, I am stating that I support the creation of a community garden in our neighborhood. I was shown Appendix A of the application documents titled Roles & Responsibilities, and understand the various roles of those involved in the community garden project.

I want a plot	I want to help	Print Name	Address	Signature	Email/Phone
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

# Salt Lake County Urban Farming Program Parks for Produce Community Garden Application - 2018 Program

## Community Support Petition – Community Garden Application

By signing this form, I confirm that I had a conversation with \_\_\_\_\_ (garden organizer's name) about the application to create a community garden in our neighborhood. By Checking the line, "I want a plot," I am stating that I want a community garden plot and am interested in participating in garden development. By checking the line, "I want to help," I am stating that I do not want a plot in the garden, but I'm still interested in participating in garden development. By checking neither box, I am stating that I support the creation of a community garden in our neighborhood. I was shown Appendix A of the application documents titled Roles & Responsibilities, and understand the various roles of those involved in the community garden project.

I want a plot	I want to help	Print Name	Address	Signature	Email/Phone
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- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_
- 16. \_\_\_\_\_
- 17. \_\_\_\_\_
- 18. \_\_\_\_\_
- 19. \_\_\_\_\_
- 20. \_\_\_\_\_