



Combining Resources, Opportunities and People for Sustainability

1551 S. 2nd, Lincoln NE 68502 * (402) 474-9802
www.communitycrops.org

Community Garden Policy 2010 New Gardeners

Community CROPS provides land, water, seeds, plants, tools, garden maintenance, classes and gardening help so you can grow your own food at one of the community gardens.

Community Gardeners are members of Community CROPS. When you garden with CROPS you also become a member. There are many community benefits that are available to you as a member of Community CROPS.

Membership benefits include	Gardener Responsibilities
<ul style="list-style-type: none"> • free or reduced costs to classes and workshop • access to free plants and seeds • free or reduced cost gardening resources like tomato cages • educational support: call us if you have any gardening questions • CROPS newsletter • notification of all classes and events 	<ul style="list-style-type: none"> • Plot fee • \$25 Clean-up Deposit • Required <u>Garden Management Training</u> (mid April) • Garden Rules • Required English contact person for non-English speakers

Garden Plot Fees:

- Fees are necessary to cover the cost of water, resources and management. It also increases gardener responsibility and investment in the garden and the program.
- No refunds on plot fee or deposit after June 1st.

<u>Size/Cost</u>	<u>Square Feet</u>	<u>Square Meters</u>	<u>Sample Sizes</u>
Small: \$50	less than 199 SF	less than 18	10x10 -10x19.5 garden
Medium: \$100	200-299 SF	18.5-27.5	10x20 -10x29.5 garden

*Larger plots are available for experienced gardeners. Contact us for details

FREE plots are available for all low-income families with a Financial Assistance Application.
Your only cost will be the \$25 clean up deposit. Others can apply for a work trade to cover your plot fee.

All gardeners must pay a \$25 clean up deposit for the plot, in addition to the garden fee. The deposit will be refunded at the end of the season when the plot is clean.

Jessica Prenosil
 Gardener Coordinator &
 AmeriCorps Member

Jessica@communitycrops.org
 402-474-9802

Brent Schmoker
 Volunteer Coordinator &
 AmeriCorps Member

brent@communitycrops.org
 402-474-9802

Amy Brt
 Community Garden
 Program Manager

Amy@communitycrops.org
 402-474-9802

* See back side for important dates.

Important Dates 2010:

January 8th: Returning gardener applications available.

February 1st: New gardener applications available.

February 26th: Returning gardener application due date.

March 26th: New gardener application due date.

Mid April: Mandatory Garden Management Training. You can start gardening after the training.

June 1st: Must have planted in garden plot or it will be given to someone else.

August 1st: Garden Check: Plots not being taken care of or where food is not being picked will be reassigned.

October 1st: Returning gardener applications available for the next year.

November 1st: Plot must be cleaned up or lose deposit.

November 1st: Returning gardener application due date.

Garden Rules

General

1. **Application:** A current application must be on file and fees paid to receive a plot to garden.
2. **Garden Training:** All gardeners are required to attend The Garden Management Training before being able to start gardening each year.
3. **Organic Only:** All Community Gardens are organic gardens. Gardeners must use organic growing methods, fertilizers and sprays. Contact us if you need help.
4. **Returning gardeners** may return to same plot each year after
 - a) turning in a returning gardener application by November 1st.
 - b) plot is cleaned up by November 1st.
 - c) clean-up deposit will be applied to following year.
5. **Pets:** No pets (for the safety and enjoyment of everyone)
6. **Trash:** There are no trash cans at the garden. If you bring it to the garden then you must take it home with you. Please pick up any other trash that you see in the garden. No trash of any kind should be left at the site.
7. **Maintenance:** All gardeners must share in the maintenance of the garden including: sitting areas, compost bins, weeding, mulching paths, turning water off and putting hoses away, keeping tool sheds and tools clean.
8. **Tools:** All tools must be returned to tool box/shed after every use. You cannot keep them or take them off-site. Community tools will be labeled.
9. **Personal Responsibility:** Gardeners are responsible for themselves, children and any personal property brought into the garden.
10. **Hours:** The garden area is open dawn until dusk, seven days a week.
11. **Plot Stakes:** Plot corners are clearly marked with stakes. Please do not remove these stakes during the season. Metal stakes throughout the site are permanent boundary markers and should not be moved.
12. **Weeds:** Please dispose of weeds and plant materials in designated compost areas.
13. **Harvesting:** Crops must be harvested once they are mature. If you do not feel you can use all of them please contact your *Site Coordinator*, *Community CROPS* or arrange for donation.
14. **Absent from garden:** If someone else will tend your plot or pick your vegetables while you are sick or out of town, give the person a signed note and notify your *Site Coordinator* or *CROPS*. If you cannot garden any more, contact Amy or Jessica at *CROPS* 474-9802.
15. **Permissions:** If you want someone to work your plot or pick your vegetables when you are sick or away, give that person a signed note and notify your *Site Coordinator* or *Community CROPS*.
16. **Behavior:** Alcohol, drugs, violence, stealing or vandalism **are not allowed** in the community gardens. Participating in any of these activities may result in removal from program and loss of garden plot. This includes taking vegetables or plants from other gardens. If you observe any of these activities notify your *Site Coordinator* or *Community CROPS* immediately, 474-9802.

Garden Plots

17. **Restricted Plants:** Plant what you want in your plot, no noxious weeds or invasive plants. Restricted plants include: Jerusalem Artichokes, mint (can plant in a container but not in the ground), Morning glories, Bamboo.
18. **June 1st:** Garden plots must be planted by this date or space will be given to someone else.
19. **Cleaned Plots:** Plots must be cleaned up by November 1st to receive full clean up deposit or to apply deposit to next year's garden. A cleaned up garden means that all tomato stakes & cages are removed, all dead plants, including weeds, removed. Plot must look neat and tidy to be considered cleaned-up. Plants still growing and being harvested may remain.
20. **Keep plants inside your plot.** Plants must be kept out of other gardener's plots or paths; any plants growing outside of plot may be trimmed or cut back by *Community CROPS* or *Site Coordinator* without notice.
21. **Tilling:** Gardeners are responsible for the tilling of their own plot. (We recommend no till garden methods, ask us how)
22. **Tall crops:** Plant tall crops like corn, where they will not shade neighboring plots.

Water

- 23.**Use:** Shut water off after every use and keep hoses rolled up.
- 24.**Water problems:** Please report any problems with water being left on or leaking to *Site Coordinator* or *Community CROPS*.
- 25.**Unattended watering is not permitted.** Water may NEVER be left on after you leave the garden site. Fines or removal from program may be possible.
- 26.**Conservation:** Please conserve water: mulch garden with leaves, grass clippings, or straw to reduce water evaporation. Mulching also reduces weeds.

Paths

- 27.**Mulching:** Everyone must help maintain the MAIN mulched garden paths.
- 28.**No weeds or dirt** in paths and all food crops must be kept from growing on or over paths.

Compost Bins

- 29.**Maintenance:** All gardeners must help maintain garden compost bins. Turn or bury contents each time when adding new material to compost bin.
- 30.**Using compost:** Everyone is free to use any of the compost that is ready. Please take only your fair share.
- 31.**Size of material:** All material put into compost bins must be smaller than 6 inches. All plant stems must be cut into 6 inch pieces or smaller. Small pieces help the compost to break down quicker.

Other

- 32.**Financial aid is** available to those who cannot afford the CROPS plot fee. Clean-up deposit must still be paid.
*See Financial Aid application for income guidelines.

Your compliance with the above regulations will help everyone have an enjoyable and productive garden. Failure to comply with the regulations during the season may result in a loss of future gardening privileges. If you have any questions, suggestions, or complaints, please contact **Community Garden Program Manager, Amy Brt, 474-9802.**

I understand all these rules and regulations and promise to follow them. I understand that neither Community CROPS or the owners of the land are responsible for the safety or success of participants, their family, or their garden visitors. I, therefore, agree to hold harmless Community CROPS 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. I also understand that if I cannot follow the garden rules that I may be removed from the program.

Signature of the Gardener _____

Date _____

Signature of CG Program Manager _____

PHOTO RELEASE

I hereby grant to Community CROPS and its employees or agents the right to photograph me and all members of my family and use the photo for publication processes, whether electronic, print, digital or electronic publishing via the Internet.

Signature of the Gardener _____

***Return with application**

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***keep this page for your records**

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Signature of the Gardener _____

Date _____

Signature of CG Program Manager _____



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2010 Community Garden Application (New Gardener)

Part I: Required Information

1. Name: _____

Address: _____

City, State, Zip Code: _____

Phone number(s): _____

Email address: _____

2. Are you a refugee or immigrant? _____ If yes, what is your country of origin? _____

3. Do you speak English well? _____ If no, what language do you speak? _____

4. If you do not speak English well, please provide an English-speaking contact (REQUIRED):

Name: _____ Phone: _____

Address: _____ E-mail Address: _____

5. How many adults are in your family/household? _____

List all adults that will be gardening with you: _____

6. How many children in your family/household? _____ Ages of each child: _____

7. Have you gardened before? _____ How many years? _____

8. How will you use your garden plot? **Mark all that apply:**

<input type="checkbox"/>	To grow food for myself/my family	<input type="checkbox"/>	To eat more fresh vegetables
<input type="checkbox"/>	To sell at a farmers' market	<input type="checkbox"/>	For canning/preserving food
<input type="checkbox"/>	Other: _____		

Part II: Optional Information *(this information will help us with funding for the program)*

Ethnicity	<input type="checkbox"/>	Hispanic/Latino	<input type="checkbox"/>	Other (Non-Hispanic/Latino)
Race	<input type="checkbox"/>	American Indian	<input type="checkbox"/>	Asian
	<input type="checkbox"/>	Black or African American	<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander
	<input type="checkbox"/>	White	<input type="checkbox"/>	Other

What is your household income? \$ _____ yearly OR \$ _____ monthly

Part III: Garden Plot Information

Where would you like to garden (if space is available)? Please indicate your 1st and 2nd choices.

1 st and L St.	30 th and Dudley St.	Indian Center (1100 Military Rd.)	Salvation Army (27 th and Holdrege)
2 nd and Garfield St.	46 th and Pioneers Blvd.	Northeast Church (63 rd and Adams)	Southminster Church (16 th and Van Dorn)
14 th and Hudson St.	East Lincoln Church (70 th and Old Cheney Rd.)	Oak Lake Church (1 st and Adams)	United Lutheran Church (5945 Fremont St.)
28 th and U St.	Goodwill (21 st and Judson)	Rosemont Church (70 th and Adams)	Any (we will choose the closest garden to your home address)

What size of plot would you like to garden?

- Small \$50** (less than 200 square feet)
 Medium \$100 (200 sq. ft. to 299 sq. ft.)
 *Larger plots are available for experienced gardeners. Contact us for details.

FREE plots are available for all low-income families with a Financial Assistance

Application. Your only cost will be the clean up deposit. Others can apply for a work exchange to cover your plot fee. **See Part IV below.**

This table shows the space needed to produce food for various numbers of people using the intensive gardening methods described in Square Foot Gardening by Mel Bartholomew.

# of People	Recommended Size	Maintenance Time Per Week	Total Sq. Ft.
1	4' x 10'	1.5 – 2 hours	40 sf
2	10' x 10'	2.5 – 3 hours	100 sf
4	16' x 16'	4 hours	256 sf

Part IV: Financial Assistance/ Work Exchange

There are two options available for reducing the cost of your plot:

- Need-based Financial Assistance:** If you are unable to afford the cost of renting a plot for the year, CROPS offers Financial Assistance that will allow you to have your plot for free or reduced cost. To qualify for Financial Assistance, fill out the Financial Assistance Application on Page 9.
- Work Exchange:** There may also be opportunities to exchange volunteer work for a reduced plot fee. Please contact Brent, brent@communitycrops.org or 474-9802 if you are interested.

Part V: Payment

Item:	Cost:	Amt. Due:
X Garden Clean-up Deposit (required & refundable)	\$25.00	\$25.00
Small Garden Plot	\$50.00	
Medium Garden Plot	\$100.00	
Applying for Financial Assistance/Work Exchange	n/a	
Donation to Scholarship Fund: This helps support gardeners who cannot afford the plot fee (not required)		
TOTAL ENCLOSED WITH APPLICATION:		

Payments can be split into two payments if needed. Send in two checks, each for half the amount, one with the current date, one post-dated to April 1. Contact us if you are interested in other payment options.

Payments can be made in cash or check. Please return this application by **March 26, 2010.*

Mail your application to: Community CROPS, 1551 S. 2nd Street. Lincoln, NE 68502.
Please call if you have questions: (402) 474-9802.



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Financial Assistance Application for Community Garden Plot

Our goal is to increase access to fresh, nutritious food for all members of our community.

We are committed to making our Community Garden program accessible to individuals and families of all economic backgrounds. To make this possible, we offer Financial Assistance to help cover part or all of the cost of a garden plot. Financial Assistance is available to those meeting our income guidelines.

1. Name(s): _____
Address: _____ City: _____ State: ____ Zip: _____
Phone (home): _____ Phone (cell): _____
Email: _____
Occupation: _____
Spouse/partner's occupation (if applicable): _____
2. Combined monthly income: \$_____ Additional income (child support, etc.): \$_____
Number of children supported by the individual/family: _____ Monthly expenses: \$_____
Combined adjusted gross income from IRS Federal Tax Form: \$_____
3. Are you a refugee or immigrant? _____
If yes, what is your country of origin _____
Do you speak &/or read English well? _____
If no, what language do you speak? _____
If you do not speak or read English well we **REQUIRE** that you provide an
English-speaking contact:
Name: _____ Address: _____
Phone: _____ E-Mail Address: _____

4. Circle one category of eligibility below: A, B, or C, and complete.

We require proof of current income.

A. Individual/family receives public assistance--circle one that applies:

Social Security Unemployment Disability AFDC# _____
 Medical # _____ Food Stamps/EBT WIC

Attach documentation of assistance. Must be current (within the last two months).

B. Income for entire household: circle one if monthly income is under:

Household Size, Gross Monthly Income Eligibility Standards (130% of Poverty Level)

Household Size	Gross Monthly Income	Household Size	Gross Monthly Income	Household Size	Gross Monthly Income	Household Size	Gross Monthly Income
1	\$1,174.00	3	\$1,984.00	5	\$2,794.00	7	\$3,605.00
2	\$1,579.00	4	\$2,389.00	6	\$3,200.00	8	\$4,010.00
						Additional members	Add \$406.00

Attach documentation of assistance. Must be current (within the last two months).

C. Individual/family income is over guidelines (in section B) but feel assistance is needed.

Please explain:

If you receive Financial Assistance for a Community Garden plot you will be contacted either by mail or phone.

Please return your completed application by mail to:

Community CROPS
 1551 S. 2nd St.
 Lincoln, NE 68502
 474-9802 or email crops@communitycrops.org