



2010 SHARE YOUR HARVEST GARDEN GRANT Application Form

Community Action Coalition for South Central Wisconsin, Inc. (CAC) is pleased to introduce this new grant from the Madison Community Foundation, to encourage new or existing Dane County community gardens and food pantry gardens to grow fresh vegetables for donation to local hunger relief agencies.

Applications are due on Monday, February 22, 2010 at noon

Applicant Information

Name and address of existing or proposed garden (garden must be within Dane County):

Name of Garden

Street Address or Closest Intersection

City State Zip

Is this a new garden in 2010?

Yes ___ No ___

Name of neighborhood in which project will be located:

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone number(s): _____

Evening phone number(s): _____

E-mail: _____

Project Information

A) General Project Description (please attach another sheet if needed)

B) Please list 3 or more people who are committed to making this garden plan happen.

- 1) _____ Phone _____
- 2) _____ Phone _____
- 3) _____ Phone _____
- 4) _____ Phone _____
- 5) _____ Phone _____
- 6) _____ Phone _____

C) If you are beginning a new garden, when would you like to start it?



D) Will youth, elderly, non-English speakers, lower income people or people with disabilities be a part of or served by the new garden? Please let us know if people in these groups will be involved or what your plans are to involve or serve them.

E) Who owns or controls the land where the new garden will be located? What arrangements have you made to secure the site for a community garden or food pantry garden? Please attach a copy of written permission to use the land where your garden will be, and be specific about the length of time for which the arrangement is in place.

F) For gardens on public land we require that you contact your neighborhood association and a local elected official to make sure that they support your garden proposal. Please list names of the people that you contacted and their responses.

G) We require that you partner with one or more hunger relief agencies, who will be the recipients of your garden's produce. Please list names of the people whom you contacted and their responses. You will need to submit letters of endorsement from the hunger relief agencies that partner with your garden. For help in locating the closest hunger relief agency contact CAC at (608) 246-4730, or check online at: <http://www.cacscw.org/food/dcfpn.htm>



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COMMUNITY ACTION COALITION
FOR SOUTH CENTRAL WISCONSIN, INC.



Garden Writers Association Foundation
www.gardenwriters.org
Call Toll Free (877) 492-2727

- H) If you have a community garden describe your garden's plan for the production or collection of garden produce and include your delivery plan. Different methods of production/collection are available, including but not limited to the following:
- The community garden has a separate food pantry garden plot, and donates everything raised.
 - Gardeners designate rows within their plots to grow vegetables for donation - this is the Plant a Row for the Hungry model.
 - The community garden establishes a central collection site, providing empty buckets or boxes on specific donation days (daily, twice a week, weekly, etc). Gardeners place the vegetables they collect from their individual gardens into the containers.
- I) If you have a food pantry garden, will you be donating all the produce that is harvested in the garden to your hunger relief agency? If no, list the other recipients. What is your plan for harvesting and delivering the produce to your partner hunger relief agency?
- J) We require that you measure the produce that is donated and report it to a CAC - Food and Gardens representative over the course of a growing season. Please identify your measurement plan (use of pantry scale, bathroom scale, estimation, etc) to track the total poundage donated, frequency of reporting, and whether you or your hunger relief agency will weigh the produce and report it to CAC.
- K) We require that you do a soil test for heavy metals at your site. The UW Soil & Plant Analysis Lab, 8452 Mineral Point Rd., Verona, WI 53593-8696, can do the testing for \$37.00 per sample. Phone: (608) 262-4364. Please attach a copy of the results of the test.

Funding Proposal

A) How would you spend a **Share Your Harvest Garden Grant**? (fencing, water pipes or hoses, tool shed, tools, lumber, compost, mulch, seeds, plants, incorporation, etc.)

- 1) _____ \$ _____
- 2) _____ \$ _____
- 3) _____ \$ _____
- 4) _____ \$ _____
- 5) _____ \$ _____
- 6) _____ \$ _____
- 7) _____ \$ _____
- 8) _____ \$ _____

Please attach an extra sheet if necessary.

Total Garden Expenses (sum of lines 1-8 above)= \$ _____

B) What are your other sources of funding (actual or anticipated) for this project?

- 1) _____ \$ _____
- 2) _____ \$ _____
- 3) _____ \$ _____
- 4) _____ \$ _____
- 5) _____ \$ _____

Please attach an extra sheet if necessary.

Total of other funding sources (sum of lines 1-5 above)= \$ _____



Attachments

Please complete and attach the following documents:

- ___ Written permission to use the land where your garden will be
- ___ Letter of endorsement from each partner hunger relief agency
- ___ Soil sample results from the UW Soil & Plant Analysis Lab
- ___ Garden Project Survey(s) (form included, page 7), from nearby neighbors if garden is on public land
- ___ Site Analysis for Garden Planning (form included, pages 9 - 11)

Visit to Your Site

Since we may want to visit your site, when could CAC send a Grant Committee member to visit the site? Please list several dates and times that would work for you.

Please submit your application to:

CAC – Share Your Harvest Garden Grant

Attn: Patty Zehl

1717 N. Stoughton Road

Madison, WI 53704-2605

GARDEN PROJECT SURVEY

(Required if garden is on public land)

We, _____, are starting or expanding a community or food pantry garden located at _____ with help from **Share Your Harvest Garden Grant**. We will be donating food from our gardens to _____. As a neighbor we would like you to know about this project and we welcome your feedback and/or participation. It is also a part of the application process to show that we have spoken with our neighbors. The following questions are to help you and us think about adding this to our neighborhood.

- 1) Please give us your name and address. (These will not be shared outside of this application process.)

- 2) Would you be interested in having a garden plot (if a community garden) or helping volunteer in the garden (if a food pantry garden)? Please circle: Yes No
If yes, please give us your phone or email address where you can be reached.

- 3) Would you have any concerns or suggestions regarding a garden at this site?

If you have any questions please contact _____ at _____. We would appreciate getting this form back from you by _____. Thank you for taking the time to communicate with us about this project and we look forward to a productive and successful garden.

Sincerely,
The Garden Committee



SITE CONSIDERATIONS FOR GARDEN PLANNING

This document is borrowed, with permission, from Philadelphia Green of the Pennsylvania Horticultural Society.

Please consider the questions on this page, but you do NOT need to answer them for the SHARE YOUR HARVEST GARDEN GRANT application.

HOW DO YOU WANT TO USE THE GARDEN SITE?

The more you want to do with the lot, the more work and people will be needed to take care of it. If you want to do more than one activity, how will you divide up the space to match the uses? Answering the following questions will help you to decide where to put what on your garden plan.

What uses do you have in mind? Does everybody agree? Work out these things before the garden gets off the planning map and out onto the ground.

Vegetable gardening? Flower gardening? Or both?

Is there enough sun for growing flowers or veggies?

Can you combine vegetables and flowers in the same beds?

This saves space and makes the garden look prettier.

How many people want to have vegetable plots, and how big can the plots be?

A sitting area?

Do you want the sitting area to be in sun or shade?

What kind of plants do you want? perennials? annuals? trees? shrubs?

Play area for the children?

Will a children's play area be too close to where people will be planting?

Meeting place or barbecue?

A combination of several of these?

A storage area for compost, tools or woodchips?

Something else?

Be sure to address other concerns:

How will the garden affect neighborhood politics?

Do you need to think about arranging the front of the garden to satisfy the neighbors who look at it every day? Evergreen shrubs might enhance the front in the winter when everything else looks dead.

How much room do you need to leave for full-grown shrubs and trees?

How much space is really available?

That is, how much area can actually be used as garden space, not simply how much empty ground is available.



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SITE ANALYSIS FOR GARDEN PLANNING

Please complete the next three pages and submit with the completed SHARE YOUR HARVEST GARDEN GRANT application.

WHAT IS THE EXACT ADDRESS OF THE GARDEN?

List ALL addresses, even those that face other streets (gardens must be within Dane County)

Additional Addresses:

_____	Name
_____	Street Address
_____	City, State Zip

WHAT ARE THE DIMENSIONS OF THE LOT?

_____ length _____ width _____ area (length x width) _____ irregular shape

WHAT KINDS OF PLANTS DO YOU WANT TO GROW IN THE GARDEN?

(check ALL that apply)

_____	Vegetables	_____	Flowers
_____	Herbs	_____	Fruit
_____	Shrubs	_____	Trees

WHO WILL BE USING THE SITE? (check ALL that apply)

_____	Seniors	_____	Families
_____	Youth	_____	Special Needs
_____	Social Groups	_____	Low-income People
_____	Other _____		

HOW WILL YOU USE THE SITE? (check ALL that apply)

_____ Growing food
_____ Picnics and neighborhood parties
_____ Day care/ children's area
_____ Other _____

WHAT'S THE SOIL LIKE?

_____ Will use soil already in the garden (weeds are HEALTHY!)
_____ Will need to bring in compost
_____ Soil is hard and compacted, and no weeds are growing
_____ Water puddles on soil surface
_____ We want to test the soil
_____ Other _____

WHERE WILL WE GET WATER FOR THE GARDEN?

- _____ From a house or other building --Address _____
- _____ From Public Housing – Address _____
- _____ From a fire hydrant. The closest working hydrant is _____
- _____ Will you store water in containers in garden?
- _____ Will you need water barrels?
- _____ Other sources of water _____

IS THE GARDEN SITE SUNNY OR SHADY? IN MORNING OR AFTERNOON?

- _____ Full sun--at least 8 hours of direct sun each day
- _____ Partial sun--at least 4 hours of direct sun each day
- _____ Shady--not much sun at all
- _____ Mixed--different parts get different amounts of sun

IS THE GARDEN SURFACE FLAT OR SLOPED?

- _____ Surface is flat
- _____ Surface is sloped
- _____ Rainwater runs off from the site
- _____ There are paved surfaces on the site
- _____ We'd like to add different levels to the garden
- _____ Other _____

DIG UP THE "DIRT" ON YOUR SITE---WHAT ARE THE FACTS?

- Talk to some of the older residents of the block:
 How long has it been vacant? _____
 What used to be on the site? _____
 Was it ever a factory or a gas station? _____
 Are the adjacent houses occupied? _____
 Is the garden near a busy street or a factory? _____
 Which side of the garden faces the most neighbors? _____

IS THERE ANYTHING ON THE LOT THAT NEEDS TO BE MOVED?

- _____ Trash
- _____ Weeds
- _____ Trees
- _____ Cement
- _____ Cars
- _____ Rocks & rubble
- _____ Other _____



DRAW A PICTURE OF THE SITE

Start by drawing the shape of the site

- measure length of each side of the site in feet
- note these measurements on the drawing

Make sure to include the following in the drawing:

- all surrounding streets and the exact addresses
- water source
- existing fencing, walls, alleys, paths
- problem areas (for example, blacktop, muddy spots, tree stumps, etc.)
- existing trees & shrubs; are they alive or dead?
- put an E for east, where the sun rises
- best location for a 10-foot delivery gate

DRAW PICTURE HERE