

FY20 Wayne Metro Community Garden Program Application



Wayne Metropolitan
Community Action Agency
Established 1971

FY2018 Wayne Metro Community Garden Program APPLICATION – **Due by 5:00 PM on January 31st, 2020**

Wayne Metropolitan Community Action Agency is seeking local partners to participate in the implementation of Community Gardens in Wayne County. The Community Garden Program provides eligible local churches, nonprofit or civic organizations, schools, and community groups the opportunity to grow fresh produce and assist low-income residents experiencing food insecurity in Wayne County.



Acceptance into the Community Garden Program allows the applicant to obtain Wayne Metro sponsorship through the receipt of seeds, plant starters, garden tools (as available), and technical assistance for the production and harvesting of a community garden. Awarded applicants are expected to ensure low-income community residents receive harvested, fresh produce in a timely manner.

Wayne Metro sponsorship of community gardens is based on available funds to provide supplies necessary to create a garden. Submission of a Community Garden Program application does not guarantee acceptance into the program. Awarded gardens will receive notification and have an opportunity to complete an order form in February 2020.

Prospective gardens must meet the following requirements to be eligible for consideration:

- Access to a water source.
- Have dedicated volunteers to create, maintain, and harvest a garden.
- Pick up seeds and plants on designated date and time.
- Plant all sponsored seeds and plants.
- Ensure all produce reaches low-income community residents.
- Allow Wayne Metro staff to conduct monitoring visits and take photos of garden.
- Complete all reporting documents by designated deadlines.

To be considered for acceptance into the program, a completed and signed application must be **submitted through email or mail by 5:00 PM on Friday, January 31st, 2020** to:

Jenna Maxwell, Healthy Communities Program Manager
at jmaxwell@waynemetro.org

or

Wayne Metropolitan Community Action Agency
138 Cortland Street, Highland Park, MI 48203

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Questions: Contact Jenna Maxwell at jmaxwell@waynemetrol.org or (313) 463-5523

| | | |
|---|--|------------------|
| Organization Name | | |
| Garden Leader Name | | |
| Address | | |
| City | | Zip Code: |
| Phone Number | | |
| Email | | |
| | | |
| Assistant Garden Leader Name | | |
| Phone Number | | |
| Email | | |
| Where will the proposed garden be located? (Include <u>City and Zip Code</u>) | | |
| Please explain how you will ensure ALL produce harvested will reach low-income individuals in Wayne County? | | |
| Will food be donated to a food pantry? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the pantry name, address, and contact person at the food pantry. | | |

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Complete Checklist

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| 1. <input type="checkbox"/> YES <input type="checkbox"/> NO | Do you own the property that the proposed garden will be on? If not, please attach signed documentation that you have permission to use the property for a community garden. |
| 2. <input type="checkbox"/> YES <input type="checkbox"/> NO | Does the proposed site have a water source available within walking distance? |
| 3. <input type="checkbox"/> YES <input type="checkbox"/> NO | Do you have any gardening experience? |
| 4. <input type="checkbox"/> YES <input type="checkbox"/> NO | Do you have a regular source of volunteers to help you maintain the garden? |
| 5. <input type="checkbox"/> YES <input type="checkbox"/> NO | Will you pick up all seeds and plant starters at Plant and Seed Distribution in April and May 2020? |
| 6. <input type="checkbox"/> YES <input type="checkbox"/> NO | Will you plant all plant starters or contact Wayne Metro staff for their return within one week or Plant and Seed Distribution? |
| 7. <input type="checkbox"/> YES <input type="checkbox"/> NO | If in need of garden tools, will you communicate this need in writing and guarantee their safe upkeep and return at the end of the garden season? |
| 8. <input type="checkbox"/> YES <input type="checkbox"/> NO | Do you agree to display a Wayne Metro sign in your garden throughout the season? Signs are expected to be stored during the off season or returned to Wayne Metro staff. |
| 9. <input type="checkbox"/> YES <input type="checkbox"/> NO | Will you notify and mention Wayne Metro if your garden receives any media publicity? |
| 10. <input type="checkbox"/> YES <input type="checkbox"/> NO | Will you communicate any garden difficulties in writing as they occur throughout the gardening season? |
| 11. <input type="checkbox"/> YES <input type="checkbox"/> NO | Do you permit Wayne Metro staff to visit and photograph the garden for monitoring purposes? |
| 12. <input type="checkbox"/> YES <input type="checkbox"/> NO | Will you complete and return all reporting documentation to Wayne Metro staff by October 31, 2020? |
| 13. <input type="checkbox"/> YES <input type="checkbox"/> NO | Did you have a Wayne Metro Community Garden in 2019? |
| 14. <input type="checkbox"/> YES <input type="checkbox"/> NO | If you did have a Wayne Metro Community Garden in 2019, did you submitted all reporting paperwork and meet ALL program requirements? |
| 15. <input type="checkbox"/> YES <input type="checkbox"/> NO | Are you donating ALL produce harvested to a food pantry? |
| 16. <input type="checkbox"/> YES <input type="checkbox"/> NO | If you are not donating to a food pantry, do you have a plan in place to ensure produce harvested reaches low income individuals? |

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SIGNATURE AND CERTIFICATION

I certify:

- ALL information presented to Wayne Metro will be accurate and best represent the intention of myself and the organization.
- Garden(s) will display Wayne Metro sign throughout the season received at the Annual Plant Distribution day in May. The sign will be removed and safely stored at the end of the season.
- Wayne Metro will be mentioned in media publicity as a garden sponsor of seeds, plants, garden tools (if applicable), and garden support.
- Volunteer hours, pounds of produce harvested, and date of produce donated to designated individuals, groups, and entities will be documented on tracking report supplied by Wayne Metro.
- All garden documentation will be submitted to Wayne Metro no later than October 31, 2019.
- Assistance to Wayne Metro staff during site visit to each garden ensuring gardens are properly maintained and harvested, and reporting documents accurately reflect community garden activities.
- I am legally permitted to represent the organization and agree to abide by the terms of the Community Garden Program application guidelines. I further certify that the Organization and its principles are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency.
- To defend and hold Wayne Metro's employees, officers, directors, agents, and representatives harmless from any and all costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs and attorney's fees, which the organization/I may suffer arising from any act or omission or neglect of the organization's employees, officers, directors, agents or representatives, or anyone else for whose acts may be responsible, in the performance of obligations under this Agreement. This provision shall survive the expiration or termination of this Agreement.

I understand failure to comply with any policies and procedures will result in a loss of assistance from Wayne Metro in future seasons.

Certified by (Signature): _____ Date: _____

Printed Name: _____

Organization: _____

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