

Community Garden Checklist January 2014

Proposed Community Garden Name _____

The Garden

1a) What type of community garden?

- Shared Garden where participants share the maintenance and the harvest
- Allotment Garden where participants garden their own plot
- Combination of the above

1b) Number from 1 to 5 the main purpose of the community garden?

- Growing fruit and vegetables for locals
- Community Building
- Volunteering
- Education Informal ie learn by helping in the garden
- Education Formal ie workshops

1c) What type of plants will be grown?

- Fruit trees, please list _____
- Nuts, Berries, please list _____
- Herbs
- Seasonal Vegetables
- Flowers
- Bush foods _____
- Water crops _____

1d) What animals will be raised?

- Worm Farms
- Native Bees
- Other animals like Chickens, Ducks, Quail, Sheep, European Bees etc?

1e) What materials will need to be bought and/or constructed?

- Garden beds
- Trelis and/or framework
- Fencing
- Pathways
- Rainwater Tanks
- Irrigation
- Compost Bays/Bins
- Sheds
- Shelter

Cost

2a) What is the expected cost for set up, please attach itemised list.

2b) How will the initial set up be funded?

- Grants, please attach submissions
- Community Donations, please attach written confirmation from suppliers

2c) Public liability please attach a copy

2d) Detail the ongoing costs of maintenance

- Public Liability/Insurance _____
- Seeds, Seedlings etc _____
- Lucerne/Mulch _____
- Fertiliser _____
- Tools _____
- Water _____
- Other materials _____

2e) How will the ongoing maintenance costs be met? _____

Recruitment

3a) How many community members are involved currently? _____

3b) What recruitment will be undertaken? Please attach copies

- Letterbox drop, list streets _____
- Flyers, list locations _____
- Posters, list locations _____
- Online social media, detail here _____
- Printed social media, details here _____
- Signage onsite, detail here _____

3c) Does the community garden have it's own registration form?

- Yes, please attach
- No, will be using the council templates

3d) Detail the induction and safety information that new members will receive?

- Yes, please attach
- No, will be using the council templates

3e) What is the total number of members that can be supported by this community garden? Give reasons why? _____

3f) List the positions that will be recruited for, provide details if already appointed?

- President _____
- Treasurer _____
- Secretary _____
- Other ie Fundraising Officer _____
- Other ie Supplies Officer _____
- Other ie Allotment Officer _____

Contact Details

Name _____

Position within Community Garden _____

Email _____

Address _____

Phone 1 _____

Phone 2 _____

Name _____

Position within Community Garden _____

Email _____

Address _____

Phone 1 _____

Phone 2 _____

REVIEW

To complete your submission, please ensure you have the following forms and attachments;

Community Gardens Site Assessment

- Photos
- Map

Community Gardens Checklist

- Community Garden Animal Submission Form (if applicable)
- Set Up Costs
- Grant/donation confirmation
- Public Liability
- Copy of Recruitment info
- Registration Form (if applicable)
- Safety Documents