

# community garden checklist

Below is a brief checklist of items to consider as you develop your community garden. The section of the toolkit that provides more details is designated in parentheses.

## 1. planning the garden

- define your core group.
- determine the garden's vision that is **guided by the needs and interest of the community.**
- identify **main purpose** of the garden.
- who** will the garden serve.
- choosing your site.**
- draft the garden's mission; clearly define who, where, what and how.

## 2. organize community members and establish core garden group (planning the garden section)

- define garden **objectives.**
- review and refine garden's mission.
- determine the **level of support** and **commitment** of participants.
- establish garden **guidelines** and garden **budget.**
- appoint a garden coordinator- **leadership** and **organization** are key to a gardens success.
- identify **resources** for practical and financial assistance determine **capacity** for continuous maintenance.
- form committees** to ensure all garden tasks will be completed.
- communicate** guidelines to all garden participants and community partners.

## 3. develop the garden site plan

- test soil** of potential garden sites.  
consider garden size, history of site, length of occupancy, water access, ease of access for community members, parking, and restroom facilities when determining garden site.
- acquire necessary **lease/rental agreements.**
- open bank account.**
- obtain **insurance.**
- plan the garden around the garden mission statement.



- determine structures, plant types, and surface treatments that will be necessary to meet objectives within the **gardens capacity**.
- call the diggers hotline to check for underground lines. (You must call if you are going to disturb the dirt even in your own backyard – statewide phone number (800) 331-5666)

#### 4. enrollment

- advertise** the garden and **solicit donations** from these local groups and businesses early so that resources can be secured
- distribute enrollment forms and assign plots well before it is time for first planting to begin.**
- collect** membership fees for gardens with rental plots or dues for garden club membership

#### 5. sustaining the garden.

- formulate partnerships** with neighborhood groups, organizations, private businesses, schools, spiritual or religious foundations of the community to determine interest in participation.
- recruit** volunteers and mentors to share their skills or make other non-cash contributions.
- establish** sources for plants, tools, soil amendments and water.

#### 6. develop a work schedule for the season.

- share the gardens calendar of activities**, including fundraising efforts, work projects, committee meetings
- begin work on garden site as soon as soil thaws**
- construct bins, stake plots, build beds, and garden sign.
- assist gardeners with insect and disease problems throughout the gardening season.

#### 7. encourage gardeners growing together.

- maintain** the garden site- tidiness benefits both yield and neighbor relations.
- start garden programs-** education is essential aspect of all community gardens.
- document garden success** and community activities.
- celebrate through out the season with special events such as garden pot lucks, picnics/barbeques, watermelon feeds or concerts

#### 8. wrapping up the growing season

- celebrate the garden harvest as a community with a harvest party.**
- invite community members to help cover plants, amend soil, repair, clean and store tools.
- evaluate program** success and challenges and inventory supplies.

