Leon County School Stakeholder Garden Application Package

Leon County's Stakeholder Garden Program
This application package is for schools seeking support for gardens operated on non-County property for education purposes.

Overview, Eligibility and Appropriate Sites
School Stakeholder gardens include gardens at schools or nearby facilities intended for use by students. Such gardens, whose purposes are for civic improvement (including education, growing fresh produce to address food security issues, or neighborhood revitalization) are eligible to apply for County support. The garden must be within Leon County. Gardens located outside of Tallahassee's city limits must be operated in compliance with Section 10-6.816 of the Code of Laws of Leon County, governing the establishment and operation of community gardens. Recipients of garden grants shall agree to post a sign to be supplied by Leon County.

Those applying for support of a garden to be hosted by an organization other than a school, please complete the application found here: www.GrowingGreen.org

Steps in Garden Application Process
1. Submit the completed application to Tessa Schreiner.
2. A site visit is mandatory prior to application approval. An agent from Leon County Cooperative Extension will be in contact to schedule the site visit, which should be completed within 10 business days of the submission of a completed application.
3. The package will be reviewed by County staff for compliance with Leon County's Community Garden Policy and the applicant will be notified of the status of the application within 30 days of submitting a completed application.
4. Grantees will need to fill out a Leon County New Vendor form and a federal W-9 form from the IRS in order to receive a check.
5. Update Leon County on garden progress by February 1 of each year. A template is provided on the website, but creativity is encouraged.

If you have questions about the preparation of your application, please contact Tessa Schreiner at the above information.

Once application package is complete, send to:
Tessa Schreiner, Leon County Sustainability & Recycling Manager
E-mail: SchreinerT@leoncountyfl.gov
Phone: 850.606.1827
Fax: 850.606.1801
Mail: Office of Resource Stewardship
7550 Apalachee Parkway
Tallahassee, FL 32311

School Stakeholder Garden Application

ITEM 1. BASIC APPLICATION INFORMATION

1. Application Date: _____

2. School Name: _____

3. School Address: _____

4. Contact Information for teacher or school employee acting as Primary Garden Organizer

   Name: _____

   Subject/Grade or Title: _____

   Phone number(s): _____

   E-mail: _____

5. Contact Information for teacher or school employee acting as Assistant Garden Organizer

   Name: _____

   Subject/Grade or Title: _____

   Phone number(s): _____

   E-mail: _____

ITEM 2. SUPPORT OF SCHOOL ADMINISTRATION

Attach a letter of support from the school administration to be submitted with the application.

ITEM 3. STATEMENT OF PURPOSE

1. What is the purpose of the proposed garden?

_____

_____

_____

2. Is this a new garden site or expansion of an existing garden project? Are you aware of other gardens at same site or nearby? If yes, have attempts at coordination been made?

_____

_____

_____

3. How many classes are or will be involved in this project? How many students will be engaged throughout the year?

_____

_____

_____

ITEM 4. DESCRIPTION OF GARDEN

1. Describe reasons this site is a good location for a garden.

_____

_____

_____

_____

_____

_____

2. Provide below or on additional sheets a sketch of the proposed garden. Indicate the dimensions proposed for the garden site and how it is located relative to roads, fences, buildings or other structures, water spigots, trees, and other prominent features. Include a north arrow to indicate direction. Also indicate where gardeners will park vehicles.

School Stakeholder Garden Application

ITEM 5. GARDEN OPERATION PLAN

1. Who will be primarily responsible for providing necessary maintenance to garden?

_____

2. What about maintenance over weekends and holiday breaks?

_____

_____

3. What will happen to the garden over summer vacations?

_____

_____

4. What is your intended schedule of work? (i.e. weeding, watering, harvesting, etc.)

_____

_____

5. Have you checked with maintenance staff at your school about the garden location to make sure there aren't any conflicts at the proposed site? (i.e. utilities, sprinkler systems, etc.) Give a brief summary.

_____

_____

_____

6. Have you discussed with the maintenance staff of the school to see how the garden will fit into the existing trimming, mowing, and pesticide/herbicide usage on garden site?

_____

School Stakeholder Garden Application

ITEM 6. OTHER CONSIDERATIONS

Any unused land has the potential to be turned into a garden, but the following list suggests some things that make the process easier, which you might want to consider as you start your garden.

You are not required to answer these questions as a part of your application.

1. Does the land receive adequate sunlight and water supply for the plants you wish to grow?
2. Does the site have appropriate nearby storage for tools and other needed things?
3. Is the site accessible to those with all levels of ability?
4. Is the garden accessible for delivery of needed tools, soil, and other supplies?
5. Are you aware of appropriate planting times in this area?
6. Do you have the necessary facilities to have on-site composting?
7. Will you have a hand-washing station for students who use the garden?

ITEM 7. LISTING OF OTHER SUPPORT

1. Describe the support (in-kind and financial) you are receiving or expect to receive from other sources. (note: other sources of funding are not required to receive the mini-grant)

_____

_____

_____

_____

2. How will the garden be monetarily sustained over the next few years?

_____

_____

_____

_____

School Stakeholder Garden Application

ITEM 8. STATEMENT OF NEED

The County may assist stakeholder gardens whose applications are approved by the County Administrator or his designee with the following resources:

Material Support

- Soil amendments (coarse and fine mulch), available from Solid Waste

Grant Funds

Grant funds are awarded on a first-come, first-served basis and therefore are contingent upon the availability of funds.

The following are allowable expenditures from stakeholder garden grant funds:

- Enhancement of water supply
- Fencing
- Purchase of lumber and materials for construction of garden beds (green, pressure-treated wood, concrete blocks, or other non-toxic materials)
- Purchase of topsoil or compost
- Purchase of seeds
- Purchase of garden tools, gloves, scales, or other non-mechanical equipment

Please describe your needs and explain why you are seeking County support.

_____

_____

_____

_____

_____

Itemized Budget

Please list materials needed and cost.

Materials Needed	Cost
Total Cost:	$

School Stakeholder Garden Application

Once application package is complete, send to:
Tessa Schreiner, Leon County Sustainability & Recycling Manager
E-mail: SchreinerT@leoncountyfl.gov
Phone: 850.606.1827
Fax: 850.606.1801
Mail: Office of Resource Stewardship
7550 Apalachee Parkway
Tallahassee, FL 32311

Email Form Print Form

Thank you for your application.
You will be contacted upon receipt of all materials.

Note: Starting one calendar year after receiving initial support from Leon County, you may be eligible for additional support, depending on the availability of funds. Applications from gardens who have previously received grant funds will be accepted after August 1 of any given year.