

Leon County Non-School Stakeholder Garden Application Package



Leon County's Stakeholder Garden Program

This application package is for organizations other than schools seeking support for gardens operated on non-County property for civic purposes.

Overview, Eligibility and Appropriate Sites

Stakeholder gardens include gardens at places of worship, neighborhood associations, gardens associated with not-for-profit organizations including food banks and homeless shelters, or other non-commercial institutions and entities. 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 a school, please complete the application found here: www.GrowingGreen.org

Steps in Garden Application Process

1. Submit the completed application to Leon County Sustainability.
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 Leon County Sustainability at the below information.

Once application package is complete, send to:
Leon County Sustainability

E-mail: Sustainability@leoncountyfl.gov

Phone: 850.606.5021

Mail: Office of Resource Stewardship
7550 Apalachee Parkway
Tallahassee, FL 32311



Non-School Stakeholder Garden Application



ITEM 1. BASIC APPLICATION INFORMATION

1. Application Date: _____

2. Name of sponsoring organization: _____

3. Address of garden site: _____

4. Name of garden: _____

4. Contact Information for Primary Garden Organizer

Name: _____

Title/Role in organization: _____

Address: _____

Phone number(s): _____

E-mail: _____

5. Contact Information for Assistant Garden Organizer

Name: _____

Title/Role in organization: _____

Address: _____

Phone number(s): _____

E-mail: _____

ITEM 2. DESCRIPTION OF SPONSORING ORGANIZATION

1. In the space below, or in an attached letter, please describe the organization that is sponsoring the garden.

Non-School Stakeholder Garden Application



2. Who is the owner of the property on which the garden is proposed?

3. Attach a letter of support from the property owner to be submitted with the application.

ITEM 3. STATEMENT OF PURPOSE

1. What is the purpose of the proposed garden?

2. How does the proposed garden serve the citizens of Leon County? (For example, benefits may include education, feeding the surrounding community, neighborhood revitalization, etc.)

ITEM 4. DESCRIPTION OF GARDEN

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

Non-School Stakeholder Garden Application

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.



ITEM 5. LISTING OF OTHER SUPPORT

1. Describe the support (in-kind and financial) you are receiving or expect to receive from other sources.

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

Non-School Stakeholder Garden Application

ITEM 6. 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:	\$

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***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.