

# STARTING A COMMUNITY GARDEN APPLICATION PROCESS

The City of Lynn supports policy, environment and system changes that work to help Lynn residents become healthier. Lynn therefore encourages residents to establish, manage, and maintain their own community garden sites on City-owned parks. Community gardens are cultivated and maintained spaces where volunteers work collectively to achieve a common goal of growing fresh, healthy produce in our city. Follow these steps to create a new community garden on a Lynn park.

## **Getting Ready to Start a NEW Community Garden:**

- 1. Form a Garden Committee** - Each garden committee must have a designated Garden Coordinator and three (3) volunteer gardeners. Volunteer gardeners and Garden Coordinators must be Lynn residents.
  
- 2. Designate a Garden Coordinator** - The Garden Coordinator will act as the liaison between your community garden, the City of Lynn, through the Lynn Parks Commission, and the City's Garden Council. The Garden Coordinator will collect fees, lead the application process, and organize and enforce the individual garden's guidelines. The Garden Coordinators must also have the other volunteer gardeners complete applications for submission to the Garden Council.
  
- 3. Select a Location for Garden** – The Garden Coordinator, or other representative from your community garden will select a location in a park in Lynn. The City of Lynn Parks Commission must agree upon selected sites before applications will be accepted.
  
- 4. Create community garden map, drawn to scale, and budget-** The City of Lynn will provide the land and water (if available) required for each garden. Tools, seeds, soil, raised beds, and all other garden materials must be provided by each individual garden committee. Prior to receiving full approval, each community garden group must submit a drawing that maps out the garden. (Sample garden map attached)
  
- 5. Draft and agree to garden rules-** Each community garden will be required to have a set of garden rules. Each community gardener must agree to the rules of their community garden and must sign their approval on the *New Community Garden Application Form*. Sample rules are attached.
  
- 6. Review & Sign Release Form** - All gardeners participating in the community garden must read and sign the *Community Garden Release Form*, releasing the City from all liability in the case of accident, vandalism, or theft at the garden.
  
- 7. Sign License Agreement** - Each Garden Coordinator will sign a *License Agreement* with the City of Lynn that outlines the terms of use of the City-owned property as related to their

site. The requirements of the *License Agreement* are the same for all community gardens in Lynn.

**8. Collect Annual Garden Plot Fee.** All individual community gardeners must pay the annual fee of \$25 for their plot within the community garden. This fee will be a yearly flat fee, regardless of when the garden is established, and will be paid to the Garden Coordinator, who will in turn **pay the City of Lynn**. Each annual fee is due to the City, through the Department of Public Works by May 31.

## **Applying for your garden:**

**9. Submit Complete Application to Garden Council – Please submit the following to the City of Lynn Community Garden, Department of Public Works, 250 Commercial Street, Lynn MA** who will forward it to the Lynn Garden Council:

- Community gardener application form;
- New Community Garden Application Form*
- Map of proposed garden, including funding plan;
- Garden Rules;
- Community Garden Release Form;*
- Garden Plot Fee.

Please be sure that all application is complete, including signatures of all community gardeners. Applications will be due *by February 15 to be considered for that year's growing season*. Incomplete applications will not be accepted.

**10. Abide by Lynn Community Garden Guidelines**

Permission to establish a garden on city-owned property will be contingent upon a group's ability to receive approval of the construction plan, as well as other information required in the addendum.

**Want help in establishing your new community garden? The Food Project, a local non-profit organization can help coordinate and implement community gardens in Lynn. Call The Food Project at 781-346-6726 for more information.**

- French: Pour vous aider à traduire ce document en Français, contactez s'il vous plaît, le Congolese Development Center au numero suivant : [781 593 0100 x 11](tel:7815930100x11).
- Swahili : Kama unahitaji msaada kutafsiri hati hii, tafadhali wasiliana na simu ya Congolese Development Center: [781 593 0100 x11](tel:7815930100x11).