

Community Garden: Making a Case

Applicant / Organization:
Project Name:
Date:

1. Background

Organization/Group Description

Overview of the Community Group Organization:

- High level overview of the community group including when the group was established and affiliations with other organizations. For example if the community group is a sub-committee of a Community League.
- Membership: how many members in the group (minimum 9-12 people) and how do people become members

Opportunity / Problem

Brief description of the opportunity/problem that the initiative is trying to address.

Current Situation

Overview of the proposed area for the garden including location within the community. Explain the rationale / need for community garden and how the community need was identified.

2. Project Description

Project Description

Brief description of the project.

Anticipated Outcomes

Outline what the community garden hopes to accomplish.

Community gardens provide many benefits to Edmontonians including: recreation for all ages, beautification of neighbourhoods, healthy food production, community building and a place to share gardening knowledge and experience.

In addition to these outcomes our group's goals and objectives include:

Scope

Define what the plan is for the garden including:

- Site:
 - Where is the garden located?
 - Why was this site selected?
 - Who is the current owner of the land (City, School Board, Community League License land or other).
- Garden elements
 - What are all the program elements such as number, size and type of beds, storage facilities, compost facilities, water sources, signage, lighting, benches, tables, pathways etc. - complete the table below

Program Element	Activities / Purpose	Design Requirements
Example Planting Beds - 10 beds	Example Gardening plots for community members	Example 2x3m plots .5 m raised wooden frame with 4 corner posts for each bed Organic soil

- Concept Drawing / Site Plan– A scaled drawing or site plan, the plan may or may not be professionally drawn but must be legible, drawn to scale and contain the following:
 - Location of existing property lines (available through SLIM Open Data or by the City of Edmonton if on Parkland)
 - General location of existing structures (buildings, play structures, etc.)
 - General location of existing landscape features (planting beds, trees, shrubs, pathways, benches, lighting, fencing, parking areas, etc.)
 - Information on adjacent properties and their land uses around the proposed garden (residential, commercial, school)
 - Distances between property lines, existing structures and landscape features
 - Dimensions of the proposed garden area (where you will be planting)
 - Dimensions and locations of any proposed composting bins, small garden sheds, pathways or other features to be installed in support of the community garden
 - Location of the proposed water source
 - Proposed construction laydown area and haul routes to show what areas of the park may be impacted during construction
- Building Your Garden: describe the construction methods that will be used including the tools and equipment (eg. bobcat, rototiller, etc). All construction activities will require adherence to Occupational Health and Safety Regulations, use of some equipment such as bob cats will require additional conditions or oversight.

Out of Scope

Define any items that are specifically excluded from the project. For example in the future you may have plans for an additional phase but it is not part of this project.

3. Context Analysis

Identify if there are other community gardens within a 10-15 minute walking distance of the proposed site. Describe any learnings from other groups that you will be incorporating into your garden project.

4. Alternatives

Outlines the alternatives to address the opportunity / problem and provides a rationale to why these were eliminated as viable alternatives. Alternatives include joining existing garden groups.

5. Identifying Stakeholders, Impacts and Support

Stakeholder Impact

List all interested parties that may be impacted (positively or negatively) by the initiative. Categorize the parties between primary (directly impacted and involved in the initiative) / secondary (impacted but is not directly involved in the initiative). List how negative impacts will be mitigated for each group.

Stakeholder	Impact (positive or negative)	If negative impact, how will you address this?
Example - School located on site	Example - Students may eat garden produce on breaks	Example - consult with the school and obtain support for the garden. Provide information to the school to give to students

Engaging Community Support & Participation

Describe how your Garden Group has engaged the community (eg. information sessions, community events, needs assessment, surveys, potlucks, design workshop, etc.) and the findings / indication of community support. Requirements to be attached include:

- Public Involvement Plan - Documentation of public engagement activities and results including documentation that surrounding neighbours are supportive of the garden.
- Letter of project support from the local Community League and others that are directly impacted by the garden (eg. School if a school is located on the site)

Site Impacts

Describe how the construction and operation of the garden may impact other site elements or services. For example will street parking be used by gardeners and how will that affect the neighbours? Will the Community League's water source be used for the garden, and will they be compensated for that use?

6. Project Costs

Project Budget

Identify all capital expenses and revenues / funding sources to support the development of the community garden (include line items for each major expense & revenue - funding sources for the project). Identify any assumptions made in the development of the budget.

Expense	Amount
Public Consultation	
Site Plan Design, Permits, etc.	
Garden Materials: Soil, Compost Bin, Water Storage Containers, Shed, Bench, etc	
Garden Supplies: Tools, Seeds, Perennials, etc.	
Project Oversight - Site Hazard Assessment & Safety Start-up Meeting	
Expense Subtotal	
Revenue - Funding Sources for Project	
Membership Fees or Donations	
Grants	
Fundraising	
Revenue Subtotal	
Total	

- List Assumptions such as donation of materials.

7. Resourcing & Project Schedule

Define what resources including roles and responsibilities will be used to plan, design and build the garden. Provide a project schedule that identifies the deliverables and activities as well as the associated start and end dates for the project including deliverables underway and to be completed. If the project is to be phased identify what will be included in each phase of the community garden.

The project schedule should include the key deliverables and tasks to complete the project.

- Making the case for the community garden
- Engaging community for support & participation
- Identify and explore sites to find viable alternatives
- Concept and Design activities: site plan for the garden, define / secure budget and approvals
- Building your garden activities

Roles and Responsibilities for Design and Build

Role	Responsibilities
Example Project Manager	

Project Schedule

Activities by Concept / Design / Build / Operate Phases	Start Date	End Date

8. Key Risk(s) and Mitigating Strategy

Identify risks that will significantly limit or prevent the community garden group from achieving your objectives and provide a mitigating strategy for each key risk include both development and ongoing operational risks.

Risk	Mitigation Strategy

9. Operational & Site Maintenance Plan

Operation of the Garden

Describe how the group plans to operate and maintain the community garden on an ongoing basis. It is critical to develop an operating plan in order to fully assess the viability of the project. This includes how the garden will be managed (eg. individual / communal plots, composting, watering system, etc.). Key components of an operational and site maintenance plan include:

- Human Resources – who will be responsible for operating and managing the community garden including the skills required to operate the garden
- Operating Costs - what ongoing expenses and revenue will be required annually
- Sustainability – how the site will be sustained and maintained over time

Roles and Responsibilities for Operations

Role	Responsibilities

Operating Costs

Develop an annual operating budget including expenses and revenues that represent your best estimate of future operational impacts. Identify any assumptions made in the development of the budget.

Expense	Amount
Expense Subtotal	
Revenue	
Membership Fees	
Grants	
Fundraising	
Revenue Subtotal	
Total	

Sustainability

How will the site be maintained over time? Describe the process for closing and opening the garden each year. What is the strategy for removal of the garden if there are no longer enough members or interest to keep operating?

10. Review and Approval Process

Review of this form will determine whether your community garden project will receive concept phase approval by the City of Edmonton prior to completing the design and build of the garden. Depending on the scope of the project, there may still be other requirements prior to developing your garden.

Community gardens are excluded from requiring a development permit on City Parkland; however it is important to note that in some cases, gardens will require a development permit. Examples of features that may require a development permit include: water lines, fixed benches/picnic tables, single storey accessory buildings (sheds) greater than 10m², keeping of hens or bees, and on site sales of products.

To assist in the review, please check each box to confirm that:

- Alberta One Call has been contacted and that there are no utility conflicts with the proposed community garden
- The rules for operating a community garden on parkland in the City of Edmonton have been reviewed
- Public engagement activities have been completed
- A Concept Drawing / Site Plan is included
- A copy of Organizational Minutes that indicate support of the project and approval of financial requirements and risks.

Once the review is completed a representative from the City of Edmonton will be in touch with the primary contact provided to outline the next steps.

11. Appendices

Appendices to include:

- Concept Plan / Site Plan
- Public Involvement Plan
- Approvals (Organizational Minutes or Letters of Support)