

COMMUNITY GARDENS IN THE PARKS
INITIAL APPLICATION FOR A NEW GARDEN

PART 1: COMMUNITY MEMBER INFORMATION

Park Name and Date: _____

Park Address: _____

Park Supervisor's name: _____

How many active members in your garden group? (minimum of 3 required) _____

Liaison/Co-Leader's Name: _____

Phone Number: _____

Mailing Address with zip code: _____

Email: _____

** By submitting your contact information, you verify that you have read the leadership and liaison responsibilities in the manual.*

Liaison/Co-Leader's Name: _____

Phone Number: _____

Mailing Address with zip code: _____

Email: _____

** By submitting your contact information, you verify that you have read the leadership and liaison responsibilities in the manual.*

Alternate Contact's Name: _____

Phone Number: _____

Mailing Address with zip code: _____

Email: _____

** The Co-Leaders & Alternate Contacts may not be in the same immediate family and may not reside at the same address.*

PART 2: GARDEN TYPE AND LOCATION

Please check one: Ornamentals only Edibles only Combination of ornamentals and edibles

Please check one: Allotment only Communal only Combination of allotment and communal

Describe in detail, the location where your Group wants to garden. Please be specific. Example: "Our location of interest is 100 feet southeast of the corner of 61st & Cornell Ave., bordered by..."

Please include an aerial perspective of the park with your proposed garden location indicated when you submit this application.

Estimate the desired square footage: _____

An **EXISTING** water source is required. The garden must be located within 100 feet of a functioning hose hookup. Describe the type of water source & its distance from the garden:

Provide a *brief* description about your reasoning for developing a Community Garden in your park (your Group's purpose, goals, and any other relevant information):

PART 3: MEMBER RECRUITMENT PLAN AND MEMBERSHIP REQUIREMENTS

Now is the time to begin thinking about how many members your garden should have (based on square footage), how you will recruit them, and what it means for a members to maintain good standing with the group. More information about this can be found in the manual.

PART 4: MAINTENANCE PLAN

Consider an initial maintenance plan for your garden. This may vary based on whether you have an edible allotment garden or a group-maintained ornamental garden. What kinds of tasks will need to be done monthly? What tasks will be done annually? How will work be distributed among members?

PART 5: PARK SUPERVISOR APPROVAL

Discuss your plans for a community garden with the Park Supervisor and ask them (and the Area Manager) for approval.

I have discussed this application with the Community Garden Group and approve the proposal.

Signature of Park Supervisor

Date

PART 6: SUBMIT YOUR APPLICATION

Completed applications & supporting documents should be emailed to:
CommunityGardens@ChicagoParkDistrict.com. **Wait for approval before proceeding to Step 2.**

If needed, your application may be printed and mailed to:

Community Gardens in the Parks
7059 S. South Shore Drive | Chicago, IL 60649

