

**COMMUNITY GARDENS IN THE PARKS  
GARDEN DESIGN & BUDGET****INSTRUCTIONS****Your garden design should be detailed and to scale, and include:**

- Location of the garden within the park, with buildings, trees, and streets marked.
- Overall dimensions of the garden as a whole.
- Garden layout with dimensions of the beds or plots.
- Location of the water source.
- Location of other items in the garden, such as compost bins or tool storage boxes.

**The installation plan should be detailed and include:**

- Garden installation timeline.
- Who will be installing the garden? If with garden members or volunteers, how will the work be organized? If with contractors, an access permit may be necessary.

**The supply plan should be detailed and include:**

- Where will items such as lumber and hardware (if needed) be sourced, and when?
- Where will soil and compost (if needed) be sourced, and when?
- Will mulch be needed for paths or ornamental beds? How often do you plan to mulch, and what do you plan to use?

**Plant list and nursery sources:**

We strongly encourage native plants in ornamental gardens. For edible gardens, an exact list is not required, but a general effort in this area is helpful. Be sure to consider sun exposure conditions throughout the seasons, as well as in the future. For example, a deciduous tree can have flowers such as bulbs planted underneath it in spring, before the leaves grow out. However, there may be too much shade under the tree during the summer months for anything but shade-tolerant plants to grow.

**Other garden supplies:**

Do you intend to provide a compost bin, tool box, watering cans, hoses, and/or tools for gardener use?

**List of anticipated expenses, and how your Group intends to meet them:**

- Include costs (including tax and delivery fees, if applicable) for contractors, lumber/hardware, soil/compost, plants, and other supplies.
- How will your Group pay for the items and services? Will you charge a membership fee? If so, keep in mind that fees should be nominal. This is typical for edible allotment plots.
- Will you do fundraising to purchase plants? If so, what will this process look like?

**Next Step**

- Submit relevant documents, pictures, and drawings to [CommunityGardens@ChicagoParkDistrict.com](mailto:CommunityGardens@ChicagoParkDistrict.com).
- Wait for approval before moving on to step 4. Materials may also be mailed to:

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