



**HELPING PEOPLE WORK TOGETHER TO GROW  
HEALTHY FOOD AND LIVE SUSTAINABLY**

## Community Gardens 2011

Community CROPS provides land, water, seeds, plants, tools and maintenance for the community gardens which are available to any Lincoln person or family that would like to apply for a plot to grow vegetables. We also host many events and classes throughout the year on gardening and to connect gardeners and community. Some classes we offer include beginning gardening, seed starting, organic pest management, seasonal cooking, and rain barrel building. Please let us know if there is a topic you would like us to present.

### Benefits of being a CROPS gardener:

- reduced costs for CROPS classes and workshops
- access to free plants and seeds
- access to other gardening resources like tomato cages  
(free or reduced cost, as they become available)
- educational support: we are here to answer any gardening question you may have
- CROPS newsletters
- notification of all classes and events

### Garden Plot Fees:

Fees are necessary to cover the cost of water, resources and management. It also increases gardener responsibility and investment in the garden and the program. Financial aid is available. No refunds on plot fee or deposit after June 1<sup>st</sup>. There may be a small administrative fee deducted from any refunds requested before June 1<sup>st</sup> to cover the cost of setting up your garden space.

### Returning gardeners:

**We will keep your 2010 Clean-up Deposit for 2011, so you don't need to pay it again, if you clean up your plot by November 1<sup>st</sup>. If your plot is not cleaned by the November 1<sup>st</sup> deadline, you will be required to send an additional \$25.00 along with this application before you may garden again in 2011.** Community CROPS accepts cash, check, and Paypal transfers. Please remember: *your 2011 application is not complete until you have paid your \$25.00 clean-up deposit and garden plot fee.*

**Please fill out the attached application completely and return it as soon as possible. Carefully read the garden policy before filling out the application. Your agreement is required to receive a plot in one of the gardens. If you have any questions or concerns please contact us.**

Harley Platte  
Event/Education Coordinator  
& AmeriCorps Member  
[Harley@communitycrops.org](mailto:Harley@communitycrops.org)  
402-474-9802

Matt Gunther  
Volunteer Coordinator  
& AmeriCorps Member  
[matt@communitycrops.org](mailto:matt@communitycrops.org)  
402-474-9802

Amy Brt  
Community Garden  
Program Manager  
[Amy@communitycrops.org](mailto:Amy@communitycrops.org)  
402-474-9802

**Mail your application and payment to:** Community CROPS, 1551 S. 2nd Street, Lincoln, NE 68502.

- **Your application is not complete until we have your \$25 Clean-up deposit and the entire plot fee.**
- **You may not start or continue to garden until all fees are paid in full.**

**Note: Completing your application now will allow you to keep the same plot for next year. If you do not know if you want to return, you can wait until next year and apply in February, but we can not guarantee you the same plot.**

**Mark your Calendar!** The following is a list of important dates for the 2011 season:

- **November 1<sup>st</sup>, 2010:** Returning gardener application due date. *Please also return the attached ballot regarding the proposed changes to the Community CROPS bylaws.*
- **February 1<sup>st</sup>:** New gardener applications available.
- **March 1<sup>st</sup> :** New gardener application due date.
- **Mid April:** Garden Orientation
- **June 1<sup>st</sup>:** Must have planted in garden plot or it will be given to someone else.
- **August 1<sup>st</sup>:** Garden Check: Plots not being taken care of &/or where food is not being picked will be reassigned.
- **October 1<sup>st</sup>:** Returning gardener applications available for 2012.
- **November 1<sup>st</sup>:** Plot must be cleaned up or lose deposit.  
Returning gardener application due date for 2012.



## 2011 Community Garden Returning Gardener Application

### Part I: Required Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Are you a refugee or immigrant? \_\_\_\_\_ If yes, what is your country of origin? \_\_\_\_\_

Do you speak English well? \_\_\_\_\_ If no, what language do you speak? \_\_\_\_\_

If you do not speak English well, please provide an English-speaking contact (REQUIRED):

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

5. How many adults are in your family/household? \_\_\_\_\_

List all adults that will be gardening with you. \_\_\_\_\_

6. How many children in your family/household? \_\_\_\_\_ Ages of each child: \_\_\_\_\_

7. How will you use your garden plot? **Mark all that apply:**

	To grow food for myself/my family		To eat more fresh vegetables		Other:
	To sell at a farmers' market		For canning/preserving food		

### Part II: Garden Advisory Committee

This council will share with Community CROPS and its Board ideas for improving the Community Garden Program. It will meet at least twice a year. All Garden Site Coordinators will be part of the council and ALL gardeners are welcome.

**Yes, I want to become involved with the Garden Advisory Committee.**

**No, I am not interested.**

### Part III: Optional Information *(this information will help us with funding for the program)*

<b>Ethnicity</b> (mark one)	Hispanic/Latino	Other (Non-Hispanic/Latino)
<b>Race</b> (mark all that apply)	Black or African American	Native Hawaiian or Other Pacific Islander
	American Indian	Asian
	White	Other

What is your household income? \$ \_\_\_\_\_ yearly OR \$ \_\_\_\_\_ monthly

**Part IV: Garden Plot Information**

Yes, I want to keep the same plot & size for 2011.

No, I'd like:      A)  Different plot   B)  Different Garden      C)  Different size

*\*If you would like a different size or location please mark below.\**

**Sizes:**

**Locations:**

<b>What size of plot would you like to garden in 2011?</b> Size categories and prices for garden plots are listed below.  <b>Small \$50</b> (less than 200 square feet) <b>Medium \$100</b> (200 sq. ft. to 299 sq ft) <b>Large \$200</b> (300 sq. ft. to 549 sq. ft) <b>Extra Large \$300</b> (550 sq. ft. or more)	1 <sup>st</sup> and L St.	30 <sup>th</sup> and Dudley St. <b>This Garden Is Full</b>	Southern Heights (40 <sup>th</sup> & Old Cheney)	Salvation Army (27 <sup>th</sup> and Holdrege) <b>This Garden is Full</b>
	2 <sup>nd</sup> and Garfield St.	46 <sup>th</sup> and Pioneers Blvd.	Northeast Church (63 <sup>rd</sup> and Adams)	Southminster Church (16 <sup>th</sup> and Van Dorn) <b>This Garden Is Full</b>
	14 <sup>th</sup> and Hudson St. <b>This Garden Is Full</b>	Antelope (37 <sup>th</sup> & Capitol Pkwy) <b>Garden Is Full</b>	Oak Lake Church (1 <sup>st</sup> and Adams)	United Lutheran Church (5945 Fremont St.)
	28 <sup>th</sup> and U St. <b>This Garden Is Full</b>	Goodwill (21 <sup>st</sup> and Judson)	Rosemont Church (70 <sup>th</sup> and Adams)	

**Part V: Payment (Clean-up Deposit is required regardless of financial assistance/work exchange)**

	Item:	Cost:	Amt. Due:
X	<b>Garden Clean-up Deposit</b> (Required for all and refundable)	\$25.00	\$25.00
	<b>Small Garden Plot</b>	\$50.00	
	<b>Medium Garden Plot</b>	\$100.00	
	<b>Large Garden Plot</b>	\$200.00	
	<b>Extra Large Garden Plot</b>	\$300.00	
	<b>Donation to the Financial Assistance Fund:</b> This helps support gardeners who cannot afford the plot fee (not required)		
	<b>TOTAL ENCLOSED WITH APPLICATION:</b>		

Payment arrangements can be made by contacting the CROPS office. 474-9802

*\*Payments can be made by cash or check.* Please return by November 1, 2010.

**Part VI: Financial Assistance**

There are two options available for reducing the cost of your plot:

- 1. Need-based Financial Assistance:** If you are unable to afford the cost of renting a plot for the year, CROPS offers Financial Assistance that will help cover the cost of your plot. To see if you qualify for Financial Assistance, read and fill out the Financial Assistance Application.
- 2. Work Exchange:** Individuals may apply to be a *Garden Site Coordinator* or do *Work Trade* for their community garden. Both positions will help maintain the overall appearance at their garden site by working 1 hour each week. In exchange for your help, **we will waive or reduce the cost of your plot fee for the year.** If you are interested, read the descriptions of each position and fill out the application at [www.communitycrops.org/gardens](http://www.communitycrops.org/gardens) or contact Matt: [matt@communitycrops.org](mailto:matt@communitycrops.org) or 474-9802.



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## Garden Rules

### General

1. **Application:** A current application must be on file and fees paid to receive a plot to garden.
2. **Garden Training:** All gardeners are required to attend The Garden Management Training before being able to start gardening each year.
3. **Organic Only:** All Community Gardens are organic gardens. Gardeners must use organic growing methods, fertilizers and sprays. Contact us if you need help.
4. **Returning gardeners** may return to same plot each year after
  - a) turning in a returning gardener application by November 1<sup>st</sup>.
  - b) plot is cleaned up by November 1<sup>st</sup>.
  - c) clean-up deposit will be applied to following year.
5. **Pets:** No pets (for the safety and enjoyment of everyone)
6. **Trash:** There are no trash cans at the garden. If you bring it to the garden then you must take it home with you. Please pick up any other trash that you see in the garden. No trash of any kind should be left at the site.
7. **Maintenance:** All gardeners must share in the maintenance of the garden including: sitting areas, compost bins, weeding, mulching paths, turning water off and putting hoses away, keeping tool sheds and tools clean.
8. **Tools:** All tools must be returned to tool box/shed after every use. You cannot keep them or take them off-site. Community tools will be labeled.
9. **Personal Responsibility:** Gardeners are responsible for themselves, children and any personal property brought into the garden.
10. **Hours:** The garden area is open dawn until dusk, seven days a week.
11. **Plot Stakes:** Plot corners are clearly marked with stakes. Please do not remove these stakes during the season. Metal stakes throughout the site are permanent boundary markers and should not be moved.
12. **Weeds:** Please dispose of weeds and plant materials in designated compost areas.
13. **Harvesting:** Crops must be harvested once they are mature. If you do not feel you can use all of them please contact your *Site Coordinator*, **Community CROPS** or arrange for donation.
14. **Absent from garden:** If someone else will tend your plot or pick your vegetables while you are sick or out of town, give the person a signed note and notify your *Site Coordinator* or **CROPS**. If you cannot garden any more, contact Matt or Harley at **CROPS** 474-9802.
15. **Permissions:** If you want someone to work your plot or pick your vegetables when you are sick or away, give that person a signed note and notify your *Site Coordinator* or **Community CROPS**.
16. **Behavior:** Alcohol, drugs, violence, stealing or vandalism **are not allowed** in the community gardens. Participating in any of these activities may result in removal from program and loss of garden plot. This includes taking vegetables or plants from other gardens. If you observe any of these activities notify your *Site Coordinator* or **Community CROPS** immediately, 474-9802.

### Garden Plots

17. **Restricted Plants:** Plant what you want in your plot but no noxious weeds or invasive plants. Restricted plants include: Jerusalem Artichokes, mint (can plant in a container but not in the ground), Morning glories, Bamboo.
18. **June 1<sup>st</sup>:** Garden plots must be planted by this date or space will be given to someone else.

- 19. **Cleaned Plots:** Plots must be cleaned up by November 1<sup>st</sup> to receive full clean up deposit or to apply deposit to next year's garden. A cleaned up garden means that all tomato stakes & cages are removed, all dead plants, including weeds, removed. Plot must look neat and tidy to be considered cleaned-up. Plants still growing and being harvested may remain.
- 20. **Keep plants inside your plot.** Plants must be kept out of other gardener's plots or paths; any plants growing outside of plot may be trimmed or cut back by **Community CROPS or Site Coordinator** without notice.
- 21. **Tilling:** Gardeners are responsible for the tilling of their own plot. (We recommend no till garden methods, ask us how)
- 22. **Tall crops:** Plant tall crops like corn, where they will not shade neighboring plots.

**Water**

- 23. **Use:** Shut water off after every use and keep hoses rolled up.
- 24. **Water problems:** Please report any problems with water being left on or leaking to **Site Coordinator** or **Community CROPS**.
- 25. **Unattended watering is not permitted.** Water may NEVER be left on after you leave the garden site. Fines or removal from program may be possible.
- 26. **Conservation:** Please conserve water: mulch garden with leaves, grass clippings, or straw to reduce water evaporation. Mulching also reduces weeds.

**Paths**

- 27. **Mulching:** Everyone must help maintain the MAIN mulched garden paths.
- 28. **No weeds or dirt** in paths and all food crops must be kept from growing on or over paths.

**Compost Bins**

- 29. **Maintenance:** All gardeners must help maintain garden compost bins. Turn or bury contents each time when adding new material to compost bin.
- 30. **Using compost:** Everyone is free to use any of the compost that is ready. Please take only your fair share.
- 31. **Size of material:** All material put into compost bins must be smaller than 6 inches. All plant stems must be cut into 6 inch pieces or smaller. Small pieces help the compost to break down quicker.

**Other**

- 32. **Financial aid is** available to those who cannot afford the CROPS plot fee. Clean-up deposit must still be paid.  
\*See Financial Aid application for income guidelines.

Your compliance with the above regulations will help everyone have an enjoyable and productive garden. Failure to comply with the regulations during the season may result in a loss of future gardening privileges. If you have any questions, suggestions, or complaints, please contact **Community Garden Program Manager, Amy Brt, 474-9802**.

**I understand all these rules and regulations and promise to follow them. I understand that neither Community CROPS or the owners of the land are responsible for the safety or success of participants, their family, or their garden visitors. I, therefore, agree to hold harmless Community CROPS and owners of the land for any liability, damage, loss or claim that occurs in connection with use of the garden by me or any of my guests.**

Signature of the Gardener \_\_\_\_\_

Date \_\_\_\_\_

**PHOTO RELEASE**

I hereby grant to Community CROPS and its employees or agents the right to photograph me and all members of my family and use the photo for publication processes, whether electronic, print, digital or electronic publishing via the Internet.

Signature of the Gardener \_\_\_\_\_

***\*Return this page with your application!***

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**\*keep this page for your records**



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## Financial Assistance Application for Community Garden Plot

Our goal is to increase access to fresh, nutritious food for all members of our community.

We are committed to making our Community Garden program accessible to individuals and families of all economic backgrounds. To make this possible, we offer Financial Assistance to help cover part or all of the cost of a garden plot. Financial Assistance is available to those meeting our income guidelines.

1. Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
 Phone (home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Job: \_\_\_\_\_  
 Spouse/partner's job (if applicable): \_\_\_\_\_
  
2. Combined monthly income: \$\_\_\_\_\_ Additional income (child support, etc.): \$\_\_\_\_\_  
 Number of children supported by the individual/family: \_\_\_\_\_ Monthly expenses: \$\_\_\_\_\_  
 Combined adjusted gross income from IRS Federal Tax Form: \$\_\_\_\_\_
  
3. Are you a refugee or immigrant? \_\_\_\_\_  
 If yes, what is your country of origin \_\_\_\_\_  
 Do you speak &/or read English well? \_\_\_\_\_  
 If no, what language do you speak? \_\_\_\_\_  
 If you do not speak or read English well we **REQUIRE** that you provide an  
 English-speaking contact:  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**4. Circle one category of eligibility below: A, B, or C, and complete.**

**We require proof of current income.**

**A. Individual/family receives public assistance--circle one that applies:**

Social Security            Unemployment            Disability            AFDC# \_\_\_\_\_  
 Medicaid # \_\_\_\_\_            Food Stamps/EBT            WIC

**Attach documentation of assistance. Must be current (within the last two months).**

**B. Income for entire household: circle one if monthly income is under:**

Household Size, Gross Monthly Income Eligibility Standards (130% of Poverty Level)

Household Size	Gross Monthly Income	Household Size	Gross Monthly Income	Household Size	Gross Monthly Income	Household Size	Gross Monthly Income
1	\$1,174.00	3	\$1,984.00	5	\$2,794.00	7	\$3,605.00
2	\$1,579.00	4	\$2,389.00	6	\$3,200.00	8	\$4,010.00
						Additional members	Add \$406.00

**Attach documentation of assistance. Must be current (within the last two months).**

**C. Individual/family income is over guidelines (in section B) but feel assistance is needed.**

Please explain:

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If you receive Financial Assistance for a Community Garden plot you will be contacted either by mail or phone.

Please return your completed application by mail to:

Community CROPS  
 1551 S. 2nd St.  
 Lincoln, NE 68502  
 474-9802 or email [crops@communitycrops.org](mailto:crops@communitycrops.org)



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## 2011 Garden Site Coordinator and Work Trade Application

**Please read descriptions on back before completing application.**

**I am applying for**                       **Garden Site Coordinator**                       **Work Trade**

Name: \_\_\_\_\_ Garden Site: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

E-mail address: \_\_\_\_\_

1. Have you grown vegetables before?    Y    N                      How many years? \_\_\_\_\_

2. Do you have experience with composting?    Y    N

Please describe: \_\_\_\_\_

\_\_\_\_\_

3. How often do you check your e-mail? \_\_\_\_\_ (daily, weekly, seldom, etc.)

4. Would you be comfortable using the CROPS website to enter a short report on your garden each week (would take 2-3 minutes each week)?    Y    N

5. Do you plan to be out of town for more than 2 weeks this spring/summer?    Y    N

If yes, for how long and when? \_\_\_\_\_

6. Are you comfortable talking to new people especially of different ethnic backgrounds? Y    N

7. Do you speak more than one language?    Y    N

If yes, which languages do you speak? \_\_\_\_\_

8. Do you have any physical limitations?    Y    N

If yes, what are your limitations? \_\_\_\_\_

You will be notified by the end of November about your application.

## 2011 Garden Site Coordinator and Work Trade Application

Thank you for your interest in applying to be a Garden Site Coordinator or Work Trade for the 2011 growing season! Your assistance is vital to the community garden program because it allows us to stay in touch with what's happening at the gardens without us having to visit every site each week.

### Site Coordinator

As a Site Coordinator, you will be expected to volunteer one hour a week.

There are three main tasks:

- (1) Help maintain the garden
- (2) Regularly correspond with the CROPS staff (via phone or e-mail) about the garden and help us relay information to the gardeners at your site.
- (3) Participate in the Garden Advisory Committee (will meet minimum of twice a year)

#### *Weekly tasks may include:*

- Turning compost once a week and watering pile if necessary
- Maintaining central garden paths (weeding, mulching, keeping them clear of plant material)
- Cleaning tools
- Keeping an eye on the garden and individual plots: Let us know if there are any concerns and/or if the garden policies are not being upheld
- Letting us know if there are tasks you need help with
- Getting to know individual gardeners

### Work Trade

*The requirements for Work Trade is to volunteer minimum of one hour a week in the garden or office. Work Traders will be working with the Site Coordinator at the garden and communicating with them tasks that need to be done.*

#### *Weekly tasks may include:*

- Turning compost once a week and watering pile if necessary
- Maintaining central garden paths (weeding, mulching, keeping them clear of plant material)
- Cleaning tools
- Keeping an eye on the garden and individual plots: Let us know if there are any concerns and/or if the garden policies are not being upheld
- Letting us know if there are tasks you need help with
- Getting to know individual gardeners
- Helping the Site Coordinator with garden tasks

I agree to volunteer a minimum of one (1) hour each week in exchange for a reduced or free garden plot.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_