

## Welcome Future Community Gardeners!

We are excited to hear that you would like to start a Community Garden on land owned or managed by the Boise City Parks and Recreation Department. A Community Garden is a serious responsibility that will require community support and the dedicated, ongoing commitment of all members of your community gardening group.

To start a new Community Garden you must follow this checklist, which will guide you through the Community Garden Manual:

<b>STEP 1</b>	<p>Review the Boise City Parks and Recreation Department's Community Garden Manual.</p> <p>Contact the Boise Urban Garden School to discuss your plans to start a new Community Garden on property owned or managed by the Boise City Parks and Recreation Department:</p> <p>Boise Urban Garden School 208-376-3006 BUGS@cityofboise.org</p>
<b>STEP 2</b>	<p>Form your Community Garden group with the support of your Qualifying Entity*.</p> <p>Submit the <b>Initial Application for New Community Garden</b>. Be sure to include a letter of support from your Qualifying Entity.</p>
<b>STEP 3</b>	<p>Working with staff from the Boise Urban Garden School and the Boise City Parks and Recreation Department, choose a park site, select a proposed location within the park site for your new Community Garden, and determine the location of the nearest water connection.</p>
<b>STEP 4</b>	<p>Identify and secure the funding required to develop and operate your proposed Community Garden. (All Community Gardens need to be developed, maintained, and expanded with funds from the qualified entity or garden group; Community Gardens must exist with very limited financial support from Boise City.)</p>
<b>STEP 5</b>	<p>To build a new Community Garden at an existing park site requires a change to the park's Master Plan. Work with Boise Urban Garden School staff to learn what is required to change a park's Master Plan.</p>
<b>STEP 6</b>	<p>Submit the <b>Final Application for a New Community Garden</b>, including: Garden Design, Funding Plan, Installation Plan, and Maintenance Plan.</p> <p>Wait for approval from Boise Urban Garden School and the Boise City Parks and Recreation Department.</p>
<b>STEP 7</b>	<p>Submit the completed and signed License Agreement contract and provide proof of general liability insurance. <i>(Note: Community Gardens that are affiliated with a registered neighborhood association can apply for neighborhood reinvestment grant funds to pay general liability insurance premiums.)</i></p>
<b>STEP 8</b>	<p>Install the Community Garden!</p>

\*A "qualifying entity" is defined as garden based group that is affiliated with a non-profit organization (examples may include, local church group, independent organization, or a sub-group of an independent origination) or neighborhood association, and has a history of existence with the greater Boise area. No individuals will be considered a "qualifying entity."