

Community Garden Application Form

Application Process:

- Please submit this application to the City of Brantford, Parks and Recreation, 1 Sherwood Drive, Brantford ON, N3T 1N3.
- This application is for the creation of Community Gardens within City owned parkland(s) and public properties only.
- Please contact the City's Parks and Recreation department (519) 759-4150 for assistance with your application.
- Applications must be received by March 1st in the year for which the application applies, in order to allow sufficient time for planning and preparation for the pending growing season.
- All applications for the creation of a community garden must outline the following site selection criteria:
 - Consistent with the City's overall zoning and development plan for the land.
 - Suitable for successful gardening with appropriate sun exposure (6 or more hours), soil quality, and drainage (site and soil testing may be required prior to garden development).
 - Must include at least one access point and at least one access point capable of accommodating maintenance vehicles.
 - Sufficient community interest and volunteers to support the successful operation of the Community garden.
 - Accessible by public transit and/or have sufficient parking (on site or on adjacent roadways).
 - Consideration will be given for appropriate set back from surrounding amenities, property lines, hedgerows and trees, underground infrastructure and existing easements, as well as suitable access and ground conditions for service equipment and vehicles.
 - In close proximity to urban neighbourhoods and preferably in areas of high population density.
- Please note this is a request form only, and applying does not guarantee acceptance. Complete applications will be reviewed by the City of Brantford Parks and Recreation Department. Incomplete applications will not be considered and will be returned to the Applicant, where possible.
- Upon receipt of a complete application, the City will engage in a consultation/notification process with Ward Councilors and property owners near the potential Community Garden site, where the proposed site is a new location.
- Following review by the City Representative, the City Representative will notify the applicant if the application has been accepted or rejected. If an Application is accepted, the City Representative will outline the program, process and related responsibilities with

the Applicant who will be required to enter into a License Agreement for one year. Applicants will also be required to provide Police Vulnerable Sect Screening Clearance as a condition to the Agreement.

- At the end of the one year License Agreement, community gardeners will be required to complete an End of Year Harvest Survey to inform future community garden developments/trends, and highlight community garden success/weaknesses.
- Additional information about the Community Garden Policy, Applicant obligations, typical license agreement, as well as other Community Garden sites in Brantford can be found at www.brantford.ca/communitygardens.

Applicant Information:

The Applicant will be fully responsible for the Community Garden and for all persons who garden, harvest, construct, or otherwise work or support the Community Garden. The Applicant will represent all gardeners and volunteers for the Community Garden and will serve as the main contact person with the City of Brantford. The personal information collected on this form is collected in accordance with Sections 11(1) and 11(3)5 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended. The information you provide will not be used for any other purpose than to evaluate your application and to communicate with you with respect to the Community Garden program in the City of Brantford, unless you provide your consent. Should you have any questions concerning the use of your personal information by the City of Brantford please contact the City's Parks and Recreation department at (519) 759-4150. This form is further subject to the rights and safeguards set out in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56, and the City of Brantford is committed to treating your personal information in accordance with this law.

Main/Designated Contact Information (please print clearly):

First Name:

Last Name:

Address Apt/Suite Phone #

City Postal Code Alt. Phone #

E-mail:

1. Site Information:

Please provide the address and/or name of the park property where you would like to establish a community garden.

1.1 Please describe the park property where you would like to have your garden (what does the site area look like, etc.).

2. Garden Information:

Describe the design of your Community Garden and what methods you will use to operate and maintain the garden throughout the season, including your end of season plan. How will your group fund the ongoing operational costs of the garden - tools, plants, seeds, future soil amendments?

3. Community Garden Group Information (if you already have a Licence Agreement with the City of Brantford related to the Community Gardens program, please skip section 3-3.2):

How many committed volunteers do you have?

3.1 What past experience do you and your volunteers have in growing food, gardening community or organizing community groups? Please provide examples:

3.2 What will be the primary purpose of the proposed garden (e.g., grow food that gets donated, renting out plots, etc.)?

Site Plan:

Please attach a site plan outlining the proposed layout of the garden including: (a) Number and size of plots, (b) Structures- such as a fence, raised beds, compost bins and storage sheds; (c) Pathways - including materials and/or other features. Note that: minimum setbacks of 3 meters from the perimeter of the Community Garden(s) to surrounding amenities, property lines, hedgerows and trees may be required to allow for regular park maintenance. The City Representative will work with the Applicant to finalize a detailed site plan outlining the proposed layout of the garden for review and approval.

For Office Use Only

Date Application Received: _____

Circulated To:

- Ward Councillors
- Parks and Recreation Department City Representative
- Equal Ground Community Garden Representative(s)
- Other

Application Approval:

- Date Approved: _____
- Satisfactory Community Consultation
- Agreement(s) signed and delivered
- Police Vulnerable Sector Check: Date Received: _____

Application Denial (Reason for Denial):

Applicant informed

Date: _____

By whom: _____

Site Selection Criteria

1. Consistent with the City's overall zoning and development plan for the land.
2. Suitable for successful gardening with appropriate sun exposure (6 or more hours), soil quality, and drainage (site and soil testing may be required prior to garden development).
3. Must include at least one access point and at least one access point capable of accommodating maintenance vehicles.
4. Sufficient community interest and volunteers to support the successful operation of the Community garden.
5. Accessible by public transit and/or have sufficient parking (on site or on adjacent roadways).
6. Consideration will be given for appropriate set back from surrounding amenities, property lines, hedgerows and trees, underground infrastructure and existing easements, as well as suitable access and ground conditions for service equipment and vehicles.
7. In close proximity to urban neighbourhoods and preferably in areas of high population density.

End of Year Harvest Survey (Volunteer Survey)

As per the Community Gardens Policy, the City of Brantford distributes an anonymous online community gardens annual survey (sent out in early September) to all volunteer community gardeners to report on, following the end of the growing season. This survey is to be completed and returned to the appropriate City of Brantford staff by October 31st of that year. Please note that the personal information collected from this public survey is collected under the authority of Section 10 (1) of Municipal Act, 2001, as amended, and will only be used for the purposes of informing the City's Community Gardens Program. Should you have any questions about the collection of this personal information, please contact the City's Parks and Recreation department at (519) 759-4150 for assistance. The objectives of the survey are as follows: (1) To describe community garden participants in Brantford and how frequently they engage with a community garden, and (2) to document perceived health benefits, including physical, mental and social, for users of community gardens. This survey should take respondents no longer than 5 minutes.

Please record your response in the text boxes below:

Section 1:

1. How long have you been participating at a Community garden space in the City of Brantford? _____
2. In a given week, what is the total number of times you visit your community garden?

3. In a given week, how much time (e.g., minutes, hours) do you usually spend gardening at your preferred community garden? _____
4. What Community garden location do you currently use or use most frequently?

5. During the growing season, did your community garden plots donate to charitable causes and/or local food banks? Yes/No

Section 2:

1. Do you agree with the following statement: "Through my participation in the community garden program, I feel more connected to my local community"

2. Do you agree with the following statement: "Through my participation in the community garden program, I feel less stressed about the cost of food"

3. Do you agree with the following statement: "Through my participation in the community garden program, I eat more fruits and vegetables" _____
4. Provide an estimate of how many friends and/or new people have you met from the community gardens program? _____
5. Is there any additional feedback you would like to provide regarding the community garden program?

Thank you for your time completing this survey!

End of Year Harvest Survey (Volunteer Group Survey)

As per the Community Gardens Policy, the City of Brantford distributes an anonymous online community gardens annual survey (sent out in early September) to all community garden volunteer groups/organizations to report on, following the end of the growing season. This survey is to be completed and return back to the appropriate City of Brantford staff by October 31st of that year. Please note that the personal information collected from this public survey is collected under the authority of Section 10 (1) of Municipal Act, 2001, as amended, and will only be used for the purposes of informing the City's Community Gardens Program. Should you have any questions about the collection of this personal information, please contact the City's Parks and Recreation department at (519) 759-4150 for assistance. The objectives of the survey are as follows: (1) To describe community garden volunteer groups in Brantford and how frequently they engage with a community garden, and (2) to document the perceived challenges, successes, and operations for volunteer garden groups of community gardens. This survey should take respondents no longer than 5 minutes.

Please record your response in the text boxes below:

Section 1:

6. How long (months, years) has your community garden group been participating at a community garden space in the City of Brantford? _____
7. How often do you and your community garden volunteer group meet in a given month? _____
8. Roughly, how many volunteers throughout the growing season have participated with at this location? _____
9. During the growing season, did your community garden plots donate to charitable causes and/or local food banks? Yes/No
 - If so, how much produce (in lbs.) has been donated to charitable causes and/or local food banks? _____

Section 2:

6. How much money (\$) does your volunteer community garden group invest into this community garden (e.g., equipment, soil, etc.) per month? _____
7. Do you agree with the following statement: "Our community garden group was pleased with the amount of support the City of Brantford provided for our community gardens" _____
8. Please provide a list of the produce grown from your community garden

9. On average, how much produce from a given garden plot do you collect per month? (please circle one of the following options)

- 0-5 lbs
- 6-10 lbs
- 11-15 lbs
- 16-20 lbs
- 21+ lbs
- Unsure

10. Is there any additional feedback you would like to provide regarding the community garden program?

Thank you for your time completing this survey!