

# CHATHAM-KENT COMMUNITY GARDENS

## CHECKLIST

Welcome Prospective Community Gardeners,

We are glad to hear that you're interested in starting a community garden in your community. This is a serious responsibility which will require community support and dedicated, ongoing commitment by all members of your community gardening group.

To start a new garden you must follow this checklist to guide you through the Manual for Development.

STEP 1	<p><b>READ THE ENTIRE MANUAL</b> detailing the development process</p> <p><b>FORM A GROUP</b> of community gardeners</p>
STEP 2	<p><b>CHOOSE</b> a possible location and if required ensure you have written permission from the landowner for a garden</p> <p><b>DEFINE THE GARDEN TYPE:</b> ornamental, edibles or combination (both)</p> <p><b>COMPLETE THE SITE SURVEYS</b>, this requires three separate visits (Form #2)</p> <p><b>IDENTIFY FUNDING</b> to develop and operate the garden (or submit a request for funds from the Chatham-Kent Public Health Unit)</p>
STEP 3	<p><b>SUBMIT A WRITTEN PROPOSAL:</b></p> <ul style="list-style-type: none"> <li>• Application for a New Garden" (Form #1)</li> <li>• Group Membership Roster</li> <li>• Funding Plan</li> <li>• Garden Design</li> <li>• Installation, Labour and Supply Plan</li> <li>• Maintenance Plan</li> <li>• Required documentation</li> </ul> <p><b>SUBMIT ALL REQUIRED PAPERWORK</b> (site surveys, insurance, landowner permission letter)</p>
STEP 4	<p><b>NEGOTIATE A FINAL GARDEN DESIGN</b></p> <p><b>RECEIVE</b> final written permission</p> <p><b>READ, SIGN, SUBMIT</b> "Commitment Letter" (Form #3A)</p> <p><b>HAVE EACH GARDENER READ &amp; SIGN</b> a "Liability Waiver" (Form #3B) and "Code of Conduct" (Form #3C)</p>
FINISH	<p><b>INSTALL THE GARDEN!</b></p>