



Grassroots Gardens of Buffalo Application Process

1. Garden Application & Site Design
 - a. City-owned land: If prospective garden site is located on *city-owned* land, applicant **must** complete the City of Buffalo's "Request to Acquire City-Owned Property" application, found at: www.city-buffalo.com/Home/City_Departments/RealEstate
Return directly to City of Buffalo, Division of Real Estate.

AND, applicant must complete the Grassroots Gardens of Buffalo (GGB) new garden application (attached). Return directly to GGB.

AND, applicant must reach out to surrounding neighbors of the proposed garden site to seek support (attached Neighborhood Support Sheet)
 - b. Privately-owned land: If prospective garden site is located on privately-owned land, applicant must provide proof of land owner's consent to use property for community gardening purposes,

AND applicant must complete the Grassroots Gardens of Buffalo (GGB) new garden application (attached). Return directly to GGB.

AND, applicant is strongly encouraged to reach out to surrounding neighbors of the proposed garden site to seek support (attached Neighborhood Support Sheet)
2. Garden Committee meets with prospective Community Gardener(s)
3. If the project is deemed viable, Community Gardeners are scheduled to meet with the GGB board to present proposed project.
 - a. Community Gardeners meet with the GGB board.
 - b. Board decides to approve, not approve or request further clarification about the project
4. If approved – letter of contingent approval pending approval of lease from the City of Buffalo **AND** Gardener Agreement signed & returned to GGB
5. Lease process begins **AND** garden location is added to GGB liability insurance policy
6. Letter of final approval is sent to the Community Gardener(s)



About Grassroots Gardens of Buffalo

Grassroots Gardens of Buffalo (GGB) is an independent, nonprofit organization devoted to helping people create and sustain community gardens on vacant lots in the City of Buffalo. GGB works collaboratively with the public and private sectors, including citizens, the City of Buffalo, block clubs and other not-for-profit organizations to build community gardens that revitalize neighborhoods, build quality of life and improve food access in neighborhoods across the city. Through education and active participation, we foster, initiate, implement and support sustainable gardening projects at the grassroots level throughout the City of Buffalo.

The only organization that exists solely for the purpose of facilitating and supporting community gardens in Buffalo, GGB functions largely as the liaison organization between the City of Buffalo administration and our city's enthusiastic community gardeners. Primarily, GGB leases vacant land from the city and indemnifies the properties, enabling gardeners to take on the challenges of establishing and maintaining the gardens without the added burden of liability for gardeners and visitors. In addition, GGB assists gardeners' with the creation of and maintenance of community gardens through material support, including the distribution of soil, garden materials, plants, seeds, bulbs, mulch, and tools, as available. Beyond the provision of garden supplies and materials, GGB also provides community gardeners with ongoing opportunities for training and education pertaining to horticulture, urban food production and sustainable gardening practices.



For Office Use Only:
Date Received: _____
Season Started: _____

APPLICATION FOR PROSPECTIVE GARDENERS
(Open Enrollment: October 15, 2011 - February 29, 2012)

Location of Proposed Garden

Garden/Organization Name

Garden Manager Name

Address

Phone Number(s)

Email

Name of Second Contact Person

Phone Number(s)

Email

Do you know who owns the lot? If so, who?

How close is the lot to your organization's office or to members' homes?

What is the approximate size and location of the lot?
(On a corner, between two houses, etc.)

How long has your organization been in existence?



How many volunteers/members are in your organization?

How many volunteers are willing to commit to the hard work associated with maintaining a community garden?

Please let us know if your organization registered with the IRS as an official 501c (3) nonprofit

Yes _____ No _____

Is your organization a Block Club? Yes _____ No _____

If not, are you aware of a neighborhood block club and has your organization reached out to the neighborhood block club for support?

**For a list of all Block Clubs, please contact the Linda Freidenberg with the Board of Block Clubs at (716) 851-6500.*

List sources of funding, in-kind services (supplies, professional advice, plants & materials, volunteers) that your organization can put toward creating and maintaining your garden:

Are there any other organizations you have formed or can form partnerships with to help with the establishment and upkeep of the community garden? Yes _____ No _____
If so, please list them:



What will be the source of water?

Where is the nearest fire hydrant? Name street address:

How will your Garden Project fit into your community and impact your community?

Please see attached Neighborhood Support Sheet. GGB requires that a majority of residents on the block of the proposed garden support the garden project.

Note: Residents can support the proposed community garden project without committing to volunteering in the garden. The purpose of this requirement is to ensure this project is supported by community members in the immediate vicinity.

Please attach garden design, sketch, photos, etc.

Return to:

GRASSROOTS GARDENS OF BUFFALO

**2495 Main Street, Suite 408
Buffalo, New York 14214**

(716) 783-9653

grgbuffalo@gmail.com



Grassroots Gardens Assistance

Upon Approval by Grassroots Gardens Board of Directors, we will provide:

Lease & Insurance

- Not all City-owned vacant lots are available to be leased and used as a community garden
- Therefore, any proposed garden on City-owned land must contact City Hall Division Real Estate (Room 901) to find out if the lot is available for community garden use. *See page one of application*
- If the parcel is available for community gardening use, then Grassroots Gardens of Buffalo (GGB) will request to add your lot to our master lease
- Once added to our Master Lease, we will add you to our liability insurance policy
- If the lot is privately owned, contact GGB for a sample land use agreement.

Materials (Plants, Seeds, Compost, Mulch, Equipment)

- GGB coordinates donations of materials and volunteers for our Community Gardeners.
- Our Program Outreach Coordinator will work with you to plan volunteer days and demonstration workshops in your garden.
- Our Garden Coordinator will work with you to determine your needs.
- GGB does our best to accommodate your garden needs; plants and materials are subject to availability

Water

- If needed, GGB can request permission from the city to utilize fire hydrants for watering

Technical Assistance

- Gardening workshops
- Advice on gardening methods and maintenance
- Assist with site design

