

**Garden City Harvest, Missoula
Community Gardener Contract - 2008 Season**

I, (print your name) _____ agree to the following guidelines at the Community Garden.

- I agree to pay the required \$25 rental fee for each garden plot (\$30 for non-UM affiliation at ASUM garden).
Gardeners are required to pay a \$15 deposit, refunded after the garden season is complete and your plot is prepared for winter. **Check here if you wish to donate your deposit back to GCH_____.**
- I will promptly inform the sites Garden Organizer if I will be out of town for any extended period of time and unable to tend my garden plot. **If the plot is neglected and attempts are made by GCH to contact you, the plot may be reassigned to another waiting gardener and you will forfeit your rental fee and deposit.**
- I understand that neither Garden City Harvest nor owners of the land are responsible for my actions. I therefore agree to indemnify, defend and hold harmless Garden City Harvest 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.
- I understand that harassment and threatening behavior is unacceptable at any Garden City Harvest affiliated site and will not be tolerated. Reports of such activities will be acted on quickly. Continued actions will be grounds for immediate eviction from the site and loss of all plot rental fees and deposits.
- I will respect and maintain all shared tools, hoses and other community property at the garden.
- Children are welcome in the garden but must be accompanied by an adult and must be supervised at all times.
- I will garden using **only organic methods.**
- I will not smoke, chew tobacco or drink alcohol in the garden area.
- I understand that all watering, weeding and general upkeep of my rented plot(s) is my responsibility.

By signing this contract I agree to adhere to the guidelines and rules listed above.

Signature _____

Address _____

Phone # _____

Email Address _____

PLEASE COMPLETE THE INCOME SURVEY ON THE BACK OF THIS CONTRACT

GCH Use only

Rental fee paid: \$ _____ Deposit: \$ _____

Garden City Harvest Household Income Survey 2009

All surveys are strictly confidential and are required for grant qualifying purposes

The income information requested below is *vital* to receive assistance under grant programs which intend to assist low and moderate income families. Your individual responses will not be associated with your name but will be compiled and used in summary form for grant reports and applications.

Please indicate, using the chart below, your total household income for 2008. See Sources of income below for a thorough description of annual income.

	Low Income	Moderate Income
Number in Household	Annual Income	Annual Income
1	\$19,400	\$31,000
2	\$22,150	\$35,450
3	\$24,950	\$39,850
4	\$27,700	\$44,300
5	\$29,900	\$47,850
6	\$32,150	\$51,400
7	\$34,350	\$54,950
8	\$36,550	\$58,500

Based on the number in my household our income falls:

_____ **at the low income level or below**

_____ **at the moderate level or in between the moderate and low income levels**

_____ **above the moderate level amount**

 **signature or initials:** _____

date: _____

Sources of income include:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Wages and salaries, overtime pay, commissions, fees, tips and bonuses; • Rental or personal property income; • Interest and dividends; • Social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts; | <ul style="list-style-type: none"> • Public assistance; • Alimony and regular contributions by persons not residing in the dwelling; and • All regular pay, special pay and allowances of a member of the armed forces (whether or not living in the dwelling) who is head of the family or spouse. |
|--|--|

END-OF-SEASON COMMUNITY GARDEN SURVEY

Thank you for your time and participation in this garden. These surveys help us to improve the gardens and your experience. All answers to these questions will be kept confidential. In addition, this will allow us to contact you next season prior to Opening Day.

Name: _____ Phone: _____

Address: _____ Zip: _____

Email Address: _____

Please Circle the community garden where you had a plot.

ASUM Northside 2nd Street River Road Orchard Gardens Meadow Hill

Please Answer All the Questions

1. How would you rate your overall experience in the garden this season?
 Great Good Fair Poor

2. In terms of your participation in the Community Gardens how do the following statements best indicate your experience.

I ate more fresh vegetables.	Yes / No
I shared food with friends, family, other gardeners, neighbors, or hunger agencies.	Yes / No
I shared gardening knowledge with others in the community garden.	Yes / No
My gardening skills improved over the summer.	Yes / No
Participation in the garden increased my interest in what was happening in my local community.	Yes / No
I have become more active in my community.	Yes / No
I have become more self-sufficient and gaining knowledge around growing my own food.	Yes / No

3. Did your gardening harvests decrease your grocery bill? Yes / No
 If so, by how much? \$ _____ per week (give your best estimate)

4. With the increasing costs of food likely in the future, will you need to grow more of your family's food next season? **Yes / No**

5. How many persons did your garden consistently feed? For how long?

continued on next page

6. Have you ever visited the Missoula Food Bank or another local food pantry to help make ends meet? **Yes / No** If yes, how often?

7. What were the primary reasons for participating in the community gardens program? **Please choose your 3 most important reasons and rate them on a scale of 1,2,3. Number 1 being the primary reason.**

- | | |
|---|---|
| <input type="checkbox"/> participate in the production of your food | <input type="checkbox"/> save money on food, |
| <input type="checkbox"/> no space at home | <input type="checkbox"/> improve neighborhood character (beautification), |
| <input type="checkbox"/> therapeutic elements of gardening | <input type="checkbox"/> cultural/ethnic heritage, |
| <input type="checkbox"/> control the quality of the food you eat | <input type="checkbox"/> family activity |
| <input type="checkbox"/> gain gardening experience/knowledge | <input type="checkbox"/> social interaction |
| <input type="checkbox"/> connect to nature | <input type="checkbox"/> for fun |
| other (list) _____ | |

8. What do you feel is the primary benefit of the Community Garden to this community?

9. What was the best part of your community gardening experience?

10. What problems did you encounter at the community garden this summer?

11. How well do you feel the community garden organizer did his/her job this season?
 very well well satisfactory poor

12. Do you have any ideas or requests for specific programs or informational sessions that are of interest to you and/or will help you be a better gardener? If so, what topics?

13. Do you have any suggestions for the community garden for next year?

14. Are you planning on returning to this community garden next year? **Yes / No**

Thanks! We hope to see you next year.

Growing Community Project Master Event Planning Timetable

1 Month out

- Work out details of event: What are the goals of the event? What is the message we want to present? What will your role be during the event?
- Create a budget: What do you need for the event? How much money do you want to make? Should you get other organizations or businesses to co-sponsor the event? Do you need to pay a childcare provider?
- Create a schedule: What do you need for the event? How many volunteers do you need to recruit? Do you need to get permits or make reservations? Where will the event be held?
- Write a press release: who, what, where, when, why
- Post event to community calendars and email press release
 - Queen City News: Cathy Siegner 443-3678 editor@queencitynews.com
 - YourTime: irarts@helenair.com
 - Independent Record: Larry Kline 447-4075 larry.kline@helenair.com or Alana Listoe 447-4081 Alana.listoe@helenair.com
 - HCTV: hctv@bresnan.net
 - Beartooth NBC: Brooke Boone 457-1212 bboone@ktvh.com
 - KRTV: Kay Rossi 442-4641 krtvnews@krtv.com or kay@kxlh.com
 - MT Public Radio: http://www.mtpr.net/send_a_psa.html
 - Church Bulletins
- Email to WEEL and GCP lists
- Create flyers and postcards

2 to 3 Weeks Out

- Send out a Mailing
- Email to other organizations' lists
 - MHRN: Kim Abbott, kim@mhrn.org or Becky, organizer@mhrn.org
 - AERO: aero@aeromt.org
 - MWV: Becky, organizer@mhrn.org
 - MCA: Cedron Jones, corp@mhrn.org
 - MEIC: meic@meic.org
 - Policy Institute: Bob Decker, bdecker@mhrn.org
 - Peace Seekers: Rachel Carroll, research@mhrn.org
 - SAVE: Matt E, recycle@savemobile.org
 - Farmer's Union
 - Grow MT: Nancy Matheson, nancym@ncat.org
 - FCH: Angela, aazure@florencecrittenton.org
 - MCC: Ory Sparks, oryana@mtcorps.org
 - MSWNA: M.C. Beeby, tennis@mt.net
 - BBBS: Tiffany, tiffany@bbbs-helena.org
 - YWCA

continued on next page

- ExplorationWorks: Becca, beccal@explorationworks.org
- MLSA: Kelly Hart, khart@mtlsa.org or Tera Veazey, tveazey@mtlsa.org
- Indian Alliance: Shawn White Wolf, shawnwhitewolf@yahoo.com
- UM-Helena: Alan Thompson, thompsona@umh.umt.edu
- Put up flyers around town
- Create a volunteer sign-up sheet. How many people are needed for each position?
 - Volunteer Coordinator
 - Childcare
 - Mailings
 - Flyering
 - Lit drops in neighborhoods
 - Press Contact (to speak with press during event)
 - Emcee
 - Information table staff
 - Food coordinator
 - Set-up
 - Clean up

1 Week Out

- Re-email to GCP and WEEL lists
- Create press-kit
- Train press contact
- Schedule preview interviews with press and media
- Have the volunteer coordinator send out reminder calls
- Make a to-do check list

Day Of

- Keep in touch with media, and Press Contact
- Keep in touch with Volunteer Coordinator
- Enjoy yourself!

You will want to follow all directions outlined by the IRS and the Montana Secretary of State. However, these are the basic steps:

1. Create your Articles of Incorporation. Articles of Incorporation outline the name, location, the purpose of your organization, the names of the initial trustees or individuals starting the corporation, as well as important information about earnings and assets of the corporation. There is a detailed example of Articles of Incorporation on the IRS website at:

<http://www.irs.gov/publications/p557/ch03.html#d0e3480>

2. Create your Bylaws. Bylaws are essentially the purposes stated in the Articles of Incorporation in greater detail. Bylaws outline how to operate the organization that you have created. They cover, among other things, qualifications of membership, board member titles and terms, voting and meeting procedures, and duties of officers. Examples of community garden bylaws can be found in Appendix G.

3. Complete the necessary IRS tax-exempt forms, usually form 1023. See:

<http://www.irs.gov/publications/p557/ch03.html#d0e2823>

4. Complete the necessary Montana state forms. See:

http://sos.state.mt.us/css/BSB/Filing_Forms.asp#CORPORATIONS

5. Complete annual forms for IRS and state.

For complete and current information be sure to contact the IRS and the MT Secretary of State:

Internal Revenue Service

1-800-829-4933

<http://www.irs.gov/publications/p557/ch03.html#d0e2823>

Montana Office of the Secretary of State

Room 260, Capitol Building

P.O. Box 202801

Helena, MT 59620-2801

Tel: 406-444-2034

Fax: 406-444-3976

E-mail: sos@state.mt.us

Web: http://sos.state.mt.us/css/BSB/Filing_Forms.asp#CORPORATIONS

RESOURCES IN MONTANA

Alternative Energy Resources Organization (AERO)

AERO is a Montana-based, grassroots membership organization dedicated to sustainable resources use and community vitality. AERO nurtures individual and community self-reliance through programs that link people, sustainable agriculture, and energy solutions.

432 N. Last Chance Gulch, Helena, MT 59601

Tel: (406) 443-7272

aero@acromt.org • www.acromt.org

Montana State University Extension

Visit the MSU Extension website for a directory of county extension agents, relevant publications and programs. The extension service has a wealth of information on local soil conditions, sources for soil testing, and other regional gardening advice.

Extension Personnel

110B Culbertson Hall, MSU, P.I. Box 172230,
Bozeman, MT 59717

Tel: (406) 994-1752

<http://extn.msu.montana.edu>

Montana Cooperative Development Center, Inc.

Provides project planning and facilitation, legal document assistance, and grant writing assistance.

300 River Dr N # 4, Great Falls, MT 59403

Tel: (406) 727-1517

www.mcadc.coop

Appropriate Technology Transfer to Rural Areas (ATTRA)

ATTRA National Sustainable Agriculture Information Service, funded by USDA, is managed by the Montana-based National Center for Appropriate Technology (NCAT). With offices in Butte and Missoula, as well as Fayetteville, AR and Davis, CA, NCAT provides information and technical assistance to farmers, ranchers, Extension Agents, educators, and other involved in sustainable agriculture in the U.S.

ATTRA/NCAT

P.O. Box 3838, Butte, MT 59702

Tel: (800) 346-9140

<http://attra.ncat.org>

Garden City Harvest

Based in Missoula, Garden City Harvest believes that we need to revive our regional tradition of producing their own food for their community, including the 20% of Missoulians who live in poverty. Since receiving a USDA Community Food Project grant in 1996, Garden City Harvest has been planting the seeds for a diverse and fruitful community effort.

103 Hickory Street, Missoula, MT 59806

Tel: (406) 523-3663

gardencityharvest@gmail.com

www.gardencityharvest.org

Growing Community Project

The Growing Community Project is a diverse group of individuals and organizations that are working together to develop community gardens within walking distance of every neighborhood in Helena, Montana. The GCP aims to build community gardens, based on community support, which bring together diverse neighborhoods in order to create community while addressing food security issues. GCP believes that everyone should have access to healthy, affordable food.

32 S. Ewing, Helena, MT 59601

<http://helenagcp.wikidot.com/>

Sweet Grass Food

Creating a self-sustaining food system in Big Timber and Sweet Grass County, whereby basic, essential, and nutritious food products are grown, raised, processed, bought, sold, traded, and consumed locally.

P.O. Box 71, Big Timber, MT 59011

info@sweetgrassfood.org

APPENDIX K: RESOURCES

GENERAL RESOURCES

America Community Gardening Association

www.communitygardening.org

The ACGA is an organization of professionals, volunteers, and supporters of community greening in urban and rural communities. ACG has a thorough guide to starting a community garden, and provides many resources, such as advocacy letters, e-lists and tips for gardeners who join as members of this national network.

Community Garden Startup Guide, University of California

http://celosangeles.ucdavis.edu/garden/articles/startup_guide.html

GARDEN PLANNING AND DESIGN RESOURCES

Montana State University Extension is offering two revised and one new publication to help Montanans finish garden preparation for winter and plan for spring.

Harvesting and Saving Garden Seeds is a newly revised MontGuide that explains how to harvest and save garden seeds. This free and downloadable publication defines terms and explains which cultivars do best when reseeded. The MontGuide provides basic instructions on how to save and preserve viable seed for different types of plants, and contains a table of average storage times. The guide can be ordered by phone at (406) 994-3273, or downloaded from:

www.msueextension.org/publications/YardandGarden/MT199905AG.pdf

Using Manure as Fertilizer is a free and downloadable brochure that offers tips for people using manure from animal feeding operations. It includes information about the basics of using manure as fertilizer, nutrient content, application information, and the impacts of manure use. To order the brochure, call (406) 994-3273, or find it online here:

www.msueextension.org/publications/agandnaturalresources/eb0184.pdf

The newly revised *Montana Planter's Handbook: Tree and Shrub Growers Guide* is designed to help Montanans identify and care for woody ornamentals. This guide, which is a companion to the Tree and Shrub Selection Guide, includes 48 pages, with hundreds of illustrations and detailed descriptions of Montana trees and shrubs. It also features information on how to identify woody ornamentals and tips on fertilizing and pruning. The book costs \$10 and can be ordered by calling (406) 994-3273, or online at www.msueextension.org/publications.asp

RESOURCES ON DESIGNING GARDENS FOR INDIVIDUALS WITH SPECIAL NEEDS

"Accessible Gardening for People with Physical Disabilities: A Guide to Methods, Tools, and Plants," by Janeen R. Adil, 1995.

Covers a wide variety of design ideas and practical building plans for accessible gardens, such as raised beds and vertical gardening.

"Accessible Gardening: Tips & Techniques for Seniors & the Disabled," by Joann Woy, 1997.

Covers the specifics of thorough garden design with appropriate access to those in wheelchairs. Diagrams illustrate average measurements for standard wheelchair size and average reach measurements. The included overview of designing paths and garden layout for accessibility is also helpful.

PRINT RESOURCES

Urban Gardening Program: The Coordinator's Book, The Pennsylvania State University/Cooperative Extension Service; Wasatch Community Gardens, 1990.

www.wasatchgardens.org

A useful guide for sample documents and practice advice.

The Community Garden Book, Larry Sommers; Gardens for All, Inc., 1984.

180 Flynn Ave., Burlington, VT 05401 (802) 863-1308

This book includes chapters on finding sponsoring organizations and designing your garden site.

Creating Community Gardens, Dorothy Johnson and Rick Bonlender; Minnesota Green.

1755 Prior Avenue North Moderate, Falcon Heights, MN 55113 (800) 676-MSHS

A handbook that covers all aspects of planning and developing a community garden.

A Handbook of Community Gardening, Susan Naimark (ed); Charles Scribner's Sons, 1982.

This book includes the basic steps of organizing a garden and finding resources.

How Does Our Garden Grow? A Guide to Community Gardening Success, Laura Berman; FoodShare Metro Toronto, 1997.

This handbook covers such topics as group committee structures, leadership, effective meeting strategies, fundraising and community relations, vandalism and safety, and gardening for people with disabilities. It also includes an extensive list of seed companies, reference books, master gardener groups, and community food advisor groups.

Starting a Community Garden, Helen Harrison and Steven Brachman; University of Wisc., 1984.

A twelve-page publication issued by the Cooperative Extension Program of the University of Wisconsin.

Square Foot Gardening: A New Way to Garden in Less Space with Less Work, Mel Bartholomew.

How to Grow More Vegetables, Fruits, Nuts, Berries, Grains, and Other Crops on Less Land Than You Can Imagine, Ten Speed Press; Berkeley California, 1995.

Rodale's Illustrated Gardening and Landscape Technique, Barbara Ellis (ed); Rodale Press, Inc.

The Kitchen Garden: A Passionate Gardener's Comprehensive Guide to Growing Good Things to Eat, Sylvia Thompson; Bantam Books, New York, 1995.

Organic Gardener's Handbook of Natural Insect and Disease Control: A Complete Problem-Solving Guide to Keeping Your Garden and Yard Healthy without Chemicals, Barbara Ellis and Fern Marshall Bradley (eds).

GRANT RESOURCES

Community Development Block Grants

Federal Funds given to cities to meet local needs, with \$550-\$50,000 available. Contact your local Mayor's of-

APPENDIX K: RESOURCES

for information.

USDA: Community Food Projects Competitive Grants Program

The CFPCGP has existed since 1996 as a program to fight food insecurity through developing community food projects that help promote the self-sufficiency of low-income communities.

Community Food Projects are designed to increase food security in communities by bringing the whole food system together to assess strengths, establish linkages, and create systems that improve the self-reliance of community members over their food needs.

www.csrees.usda.gov/nea/food/in_focus/hunger_if_competitive.html

Project Orange Thumb, Fiskars Garden Tool Company

Within the U.S. and Canada, 20 grant recipients are selected each year. Each receives up to \$1,500 in Fiskars garden tools and up to \$1,000 in gardening-related materials.

www.fiskars.com/content/garden_en_us/Garden/ProjectOrangeThumb

National Gardening Association's Youth Garden Grants, sponsored by Home Depot

Each year, the National Gardening Association accepts applications for the Youth Garden Grants program.

Five programs receive a \$1,000 award consisting of a \$500 gift card to Home Depot and a \$500 gift card to NGA's Gardening with Kids catalog and online store

70 programs receive a \$500 gift card to Home Depot

50 programs receive a \$350 gift card to Home Depot

All grantees receive educational materials and curricula from NGA, and NGA supporter benefits for one year

www.kidsgardening.com/YGG.asp

SEEDS

International Seed Saving Institute

The non-profit, educational organization dedicated to

seed saving, seed saving education and permaculture.

www.seedsave.org

Seeds Trust

Seeds Trust is a 25 year old family operation dedicated to delicious home gardens, stunning native landscapes and saving seeds. Providing heirloom vegetable, wild flower, native grass and herb seeds for a sustainable future.

www.seedstrust.com

Seeds of Change

Seeds of Change offers over 1,200 certified organic seed varieties

www.seedsofchange.com

America the Beautiful, Operation Green Plant Program

A non-profit group which receives large seed donations from major seed companies, and supplies community and school garden projects nationwide with seeds at a minimal cost. Sets of 50 mixed packets of seeds, including vegetables, flowers, and herbs are available for the cost of postage and handling. Larger quantities can also be obtained. Download the application from their website:

www.america-the-beautiful.org/free_seeds/index.php