

## Community Garden Application Form

### Application Process:

- Please submit this application to: Community Gardens Coordinator, 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) only.
- Please contact the Community Gardens City Coordinator at [mwellsman@brantford.ca](mailto:mwellsman@brantford.ca) or 519-756-1500 x 5512 for assistance with your application.
- Applications must be received by **April 1<sup>st</sup>** in the year for which the application applies, in order to allow sufficient time for planning and preparation for the pending growing season.
- Please note this is a **request form only**, and applying does not guarantee acceptance. Complete applications will be reviewed by the Community Gardens Committee. Incomplete applications will not be considered and will be returned to the Applicant, where possible.
- Upon receipt of a complete application, the City shall engage in a consultation/notification process with Residents near the potential Community Garden site, where the proposed site is a new location.
- Following review by the Community Gardens Committee, the City Coordinator shall advise whether the application has been accepted or rejected. If an Application is accepted, City Coordinator shall outline the program, process and related responsibilities with the Applicant who will be required to enter into a License Agreement. Applicants will also be required to provide Police Vulnerable Sect Screening Clearance as a condition to the Agreement.
- Additional information about the Community Garden Policy, Applicant obligations, typical license agreement, as well as other Community Garden sites in Brantford can be found [www.brantford.ca/communitygardens](http://www.brantford.ca/communitygardens) .

### Applicant Information:

The Applicant shall 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 shall 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 Vicki Armitage at 519-759-4150 ext. 5527 or [VArmitage@brantford.ca](mailto:VArmitage@brantford.ca). 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.

#### A: Main Contact Information (please print clearly)

First Name		Last Name	
Address		Apt/Suite	Phone #
City	Postal Code	Alt. Phone #	
E-mail Address			

**B: Designate Contact Information** (please print clearly)

<b>First Name</b>		<b>Last Name</b>	
<b>Address</b>		<b>Apt/Suite</b>	<b>Phone #</b>
<b>City</b>	<b>Postal Code</b>		<b>Alt. Phone #</b>
<b>E-mail Address</b>			

**Site Information:**

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

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Please describe the site area within the property where you would like to have your garden.

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**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?

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**Community Garden Group Information:**

How many committed volunteers do you have?

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

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How will this garden benefit your community?

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**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 Coordinator shall work with the Applicant to finalize a detailed site plan outlining the proposed layout of the garden for review and approval by the Community Gardens Committee.*

**For Office Use Only**

Date Application Received: \_\_\_\_\_

**Circulated To:**

- Community Gardens Committee
- Ward Councilors
- 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:

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- Applicant informed

Date: \_\_\_\_\_

By whom: \_\_\_\_\_