



## Community Garden Proposal

Please use the following application when submitting your proposal for a community garden to the Lexington Fayette Urban County Government Department of Parks and Recreation. Please read accompanying guidelines and cover letter for this form before filling it out.

**1. Date Submitted:**

**2. Garden Contact Person**

Name:  
Address:  
Phone:  
E-mail:

**3. District Council and Neighborhood President Signatures.**

Please provide signatures of support from the above representatives with a contact phone number.

Council X \_\_\_\_\_ Neighborhood President X \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**4. Group Submitting Community Garden Proposal  
(Please describe your group and any partners and/or sponsors you may have)**

**5. Goals for the Community Garden:**

**6. Proposed Location:**

Address of space requesting:  
Location with a list of landmarks:  
Attach a map and a photo of the site. (Googelearth.com, yahoomaps.com and GIS maps are acceptable.)

**7. Site Qualifications**

Is there water access within the park?  YES  NO  Not Sure  
If no, what measures will be taken to assure proper watering of the garden?  
How will trash, clippings and weeds be disposed?  
Parking:  On Street  Off Street  No Parking  
Special Features: (Existing beds, tool box, meeting areas, etc.)

**8. Nature of Garden**

Type or Theme:  
Proposed Plot Size/Garden Size:

**9. Programming Focus**

(If any, e.g. gardening classes, educational, wildlife, etc.)



**10. Technical Support**

What kind of materials, technical advice, and supplies do you anticipate needing from The Lexington Fayette Urban County Government in order for the garden to be a success?

**11. Timeline:**

Please give us a timeline of this garden project including when you would like to begin planting, and when, if ever, you envision the garden coming to an end.

**12. Community Support and Information Gathering**

STEP 1: District Council Meeting

Date(s):

Comments/Concerns:

STEP 2: Community Meetings

Date(s):

Comments/Concerns of Community/How Handled:

STEP 3: Discussion Meeting/ How will the group decide who will participate, written by-laws for the group involved and rules for participants in the garden project should be discussed and submitted.

Date(s):

Comments/Concerns:

**13. Attachments**

- Letters of support from partnering organizations: (Schools, District Council, Businesses, organized housing communities, etc.)
- List of local organizations who have committed to help create and maintain this Community Garden, and how are they going to help (be specific, please). Include name, address and phone if possible.
- List of individuals committed to maintain a garden with specific information on how they're willing to help. Include name, address and phone if possible.

**14. Proposal checklist:**

Please use this checklist to help you gather together your proposal information. Please check these items off as you gather them.

- **Read Application Guidelines**
- **Fill out complete application form**
- **Attach a scale map of garden with photo of site**
- **Meet with district council**
- **Meet with the larger community to determine support**
- **Meet with people involved in the garden to finalize proposal, design and plant lists**
- **Attach letters of support from district council, schools, partnering businesses etc...**
- **Attach list of local organizations involved and relevant information**
- **Attach list of individuals involved and relevant information**



Thank you for taking the time to submit a proposal. If you need further assistance with this application please contact: Michelle Kosieniak at [michello@lexingtonky.gov](mailto:michello@lexingtonky.gov) or call (859)288-2982. Upon completion submit your proposal via email to [Michello@lexingtonky.gov](mailto:Michello@lexingtonky.gov) or by mail to 469 Parkway Drive, Lexington, KY 40504.

For Internal Use Only:

Maintenance _____
Director's Office _____

