



Application for Assistance

Greencorps Chicago provides horticultural guidance and landscape materials free of charge to groups planting gardens in public spaces. Groups eligible to receive our services include schools, block clubs, community centers, CHA facilities and houses of worship. The community garden must be on grounds freely accessible to the public. Please note, we do not provide cash grants. In order to receive our assistance, you must follow these guidelines:

Volunteers: On your installation day, we require community members to assist with the installation. Community involvement and support is necessary for a successful long-term community garden.

Ownership: It is your responsibility to determine ownership of vacant lots. Property ownership can be determined by (1) visiting the web site of the Cook County Assessor at www.cookcountyassessor.com, or (2) appearing at 118 N. Clark, Recorder of Deeds, Room 120 with the exact property address and Property Identification Number (PIN). PINs can be obtained at the Cook Co. Treasurer's Office (118 N. Clark, Room 112) with the exact property address and a \$2 fee.

Permission: Your application must include a letter from the property owner granting permission to use the site for at least three years. If your garden is on...

- **A vacant lot owned by the City of Chicago:** you will need a letter from the Alderman affirming his or her support for your garden and you will need to request a property hold from the Department of Planning and Development every year. Greencorps staff will assist you with the property hold request.
- **A vacant lot owned by a private party:** you will need a letter from the owner.
- **A parkway:** you will need a letter from the Alderman affirming his or her support for your garden but you do not need to request a property hold.
- **School property:** you will need a letter of permission from the principal.
- **Railroad property:** such as Metra or Union Pacific, you will need a letter of permission from the appropriate agency.

Other policies:

- Applications are accepted on a rolling basis throughout the year. Most school projects are installed late April through early June. All other projects are installed from early June through the end of October.
- Only legible and complete applications will be considered. Complete application = this application form including attachments (three photos of the site and property owner permission letter).
- If the required number of community volunteers are not on site during your scheduled work day, your Greencorps Chicago crew will leave the site without installing the project.
- There is no guarantee that Greencorps Chicago can accommodate every request for assistance. You will be notified whether or not your application has been accepted.

If you have any questions, need more information, or for an electronic version of this form, please call the Greencorps Chicago hotline at (312) 744-8691 or e-mail us at greencorps@cityofchicago.org .

Description of Services

Greencorps Chicago offers a sliding scale of service which is determined by (a) the amount of experience your group has with community gardening and (b) the plan for your garden as described in this application.

Basic Assistance. All groups that are starting a community garden for the first time, and existing gardens with new leadership, enter our Basic Assistance level. In this introductory year, your group can receive the assistance of a project manager, up to two days of on-site technical assistance and free landscape materials (plants, soil, etc). Your project manager will work with you to determine the installation schedule and the materials needed. To provide your group with additional instruction and support in this important first year, at least two members of your group will need to attend a series of three four-hour workshops at which our staff will present information about garden design, plant selection, maintenance, volunteer management and other lessons in managing a community garden. If your group finds success in this first year and is able to maintain the garden and sustain interest among your members, you can advance to...

Comprehensive Assistance. In this level of service, community groups receive the assistance of a project manager, up to four days of on-site technical assistance and free landscape materials. Your project manager will work with you to determine the installation schedule and the materials needed. Additionally, in the year after your garden installation, you will automatically be eligible for one work day with our crew. As in Basic Assistance, members of your group will be required to attend instructional workshops, but the exact workshops will be determined in collaboration with your project manager. All groups at this level will be required to attend workshops on volunteer management and planning for long-term garden maintenance.

School Gardens. In addition to the technical assistance provided through the Basic and Comprehensive levels, K-12 schools also are provided opportunities to take students on field trips to environmental sites in Chicago (Chicago Center for Green Technology, North Park Village Nature Center, Garfield Park Conservatory, etc) and teachers may be able to purchase garden-related curriculum materials through their project manager. These additional services are not required of school gardens but are available if desired.

Eligibility	Project Manager guidance	Required workshops	Free landscape materials	Up to 2 days on-site	Up to 4 days on-site
Groups that are new to Greencorps/gardening	x	x	x	x	
Groups experienced with Greencorps/ gardening	x	x	x		x

Selection Schedule

All applications are accepted on a rolling basis throughout the year. Due to the required workshops for new gardens, please consider the following schedule when applying:

Spring Installation Workshop Series

Installations April – July 2009

Applications due by February 1

Workshop 1: February 21 (8:30 am – 12:00 pm)

Workshop 2: March 7 (8:30 am – 12:00 pm)

Workshop 3: March 21 (8:30 am – 12:00 pm)

Workshop 4: March 28 (8:30 – 12:00 pm)

Fall Installation Workshop Series

Installations August – November 2009

Applications due by June 25

Workshop 1: July 23 (6:00 – 9:00 pm)

Workshop 2: July 30 (6:00 – 9:00 pm)

Workshop 3: August 13 (6:00 – 9:00 pm)

Workshop 4: August 20 (6:00 – 9:00pm)

All of the workshops will be held at our headquarters located at the Chicago Center for Green Technology (445 North Sacramento). All applications received after June 25, 2009, will be considered for 2009 installations.

Greencorps Chicago – Application for Assistance

Please fill in all fields below neatly and completely.

Community group name: _____

Garden name (if different): _____

Garden address: _____ Zip: _____ Ward: _____

Primary contact person: _____

Contact's E-mail: _____

Contact's mailing address: _____ Chicago, IL 606__ Ward: _____

Contact's daytime phone: _____ Other phone: _____

The Primary and Alternate Contacts may not be in the same immediate family and may not reside at the same address.

Alternate Contact: _____

Alternate's E-mail: _____

Alternate's mailing address: _____ Chicago, IL 606__ Ward: _____

Alternate's daytime phone: _____ Other phone: _____

We are requesting assistance to (check one) Build a new garden Expand an existing garden
 Maintain an existing garden

Please describe in detail your plans for the garden:

Please tell us about your community group including years in existence, who are the leaders, number of active members, your plan for maintaining the garden, and any other information about the strength of your group:

How does this project achieve the goals of your organization, and what are your plans for future funding of the garden beyond assistance from Greencorps?

If this is a school garden, please describe how the garden is connected to the educational curriculum and, if it is not connected, what objectives the garden is attempting to achieve:

If this is a school garden, please describe your plan for maintenance during the summer.

Garden Site Evaluation

The purpose of this evaluation is to prepare your community group for assistance. You must visit your site to complete this evaluation.

Is your site currently used as a garden? Yes No

Is there a water source on the site? Yes No

If yes, please describe: _____

Is the site level? Yes No

Is there garbage on the site? Yes No

Is there graffiti anywhere on the site? Yes No

Are there abandoned vehicles on the site? Yes No

Are there rodent problems on the site? Yes No

Are there fallen trees on the site? Yes No

Please list any debris that can be removed by hand, such as: Bricks Rocks Tires
 Furniture Gravel Soil
 Other: _____

Is the site used for parking? Yes No

If yes, by whom? _____

Is the site used as a hangout? Yes No

If yes, by whom? _____

Is the site used as a place to dump garbage? Yes No

If the site is used for any other purpose, please describe: _____

- I have read, understand and agree to follow all guidelines and policies.
- I have answered all questions on the application thoroughly and honestly.
- I have attached a permission letter from the property owner
- I have attached three photographs of the proposed garden site
- (School gardens only) I have received permission from the principal and the building engineer is also aware of this application.

Printed Name: _____

Signature: _____

Date: _____

Mail your completed application and all attachments to:

**Greencorps Chicago
445 North Sacramento Blvd.
Chicago, IL 60612**

Your application will not be considered until all pieces have arrived in the Greencorps office.