

# 2018 Project Guidelines: COMMUNITY GARDENS



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*The following guidelines have been developed for submission of KADF Project applications related to **Community Gardens**.*

*Questions concerning these guidelines should be directed to the Governor's Office of Agricultural Policy at (502) 564-4627 or [govkyagpolicy@ky.gov](mailto:govkyagpolicy@ky.gov).*

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## **A. Application Submission**

1. Prior to submitting an application, applicants are advised to review the “Guiding Principles for Board Investment” and Project “Guidelines – Request for Funds” which are available on-line at <http://agpolicy.ky.gov/funds/Pages/progam-portal.aspx>.
2. A Kentucky Agricultural Development Fund Project Application must be completed by an organization (an entity that has a tax ID number and is not an individual).
3. A completed KADF application will be prioritized by the county council and forwarded to the Kentucky Agricultural Development Board for final decision.
4. Applicants can only apply for County agricultural development funds.
5. In the project narrative section of the application, please answer the following questions:
  - a. What is the anticipated location of the garden?
  - b. What is the size of the garden?
  - c. What type of project will this be? (e.g. raised beds, terraced garden, modifications to an existing garden, etc.)
  - d. What is the need/benefit of this garden to your community?
  - e. Will there be community involvement in this project?
  - f. What educational component will be addressed in this project?
  - g. What will the long-term impact of your garden be, and how will you sustain the garden after receiving KADF monies?

## **B. Eligible Projects**

1. Applicant must engage their local cooperative extension service for at least one consultation to review the prospective garden site for soil quality, drainage, shade, etc.
2. Applicant must have a soil sample evaluated by their local cooperative extension service prior to planting.
3. Eligible items for a community garden project include (other items not listed are subject to county council approval):
  - a. Seed and fertilizer;
  - b. Fruit and vegetable transplants;
  - c. Fencing;
  - d. Mulch (including straw, plastic and fabric);
  - e. Irrigation equipment (drip or low flow watering systems);
  - f. Canvas for crop protection;
  - g. Rakes, shovels, hoes and trowels;
  - h. Pots, trays, twine and cell packs;
  - i. Materials to construct raised beds;
  - j. Soil and soil preparation;
  - k. Garden signage;
  - l. Harvest containers (must comply with Good Agricultural Practices);
  - m. Trellis and stakes;
  - n. Hand sprayers; and
  - o. Tillers.

## **C. Considerations**

Applicant should consider the following as part of their project:

1. Engaging in an organizational plan that maximizes student, volunteer and community participation;
2. Creating a practical system for irrigating the garden site, either manually or automatically, in a manner that maximizes water conservation while promoting maximum productivity;
3. Following modern cultural practices including soil fertility management, pest management and utilization of the most productive vegetable and fruit varieties;
4. Implementing a weed management plan that includes mulching, ground cover

and provisions for tilling, hoeing and removal of undesirable plants;

5. Identifying one individual that will obtain pesticide certification so that a more extensive range of crop protection products can be used to manage the garden site; and
6. Developing a specific plan to donate a portion of the garden yield to an appropriate charitable entity associated with food security, nutrition or healthy eating.

#### **D. Funding Limitations**

1. Only expenditures incurred after the date the application is received by the Governor's Office of Agricultural Policy are eligible for consideration.
2. Applicants will be limited to 50% cost-reimbursement for eligible expenditures.
3. Match shall be new project expenses or documented third party donated materials and equipment. **Land is not an eligible match. In-kind services, labor or funds from other KADF projects are also not an eligible match.**
4. Applicants can only be approved once under these guidelines, for a maximum of \$2,500.
5. All construction projects must submit two (2) separate bids with the application.
6. Kentucky Agricultural Development Funds cannot be more than 50% of the total project cost.

#### **E. Post Approval Requirements**

1. Recipients will be required to provide a detailed listing and verification of all expenditures related to the project. Verification shall be made by submitting itemized receipts/invoice and either a cancelled check or copy of relevant credit card statement as proof of payment. Cash receipts are not an acceptable proof of payment.
2. Recipients will be required to comply with all reporting requirements.