chicago park district

COMMUNITY GARDENS IN THE PARKS

CHECKLIST

Welcome Prospective Community Gardeners,

We are glad to hear that you're interested in starting a community garden in your local park. This is a long-term responsibility which will require community support and dedicated, ongoing commitment by all members of your community gardening group.

Use this checklist to guide you through the Manual for Community Garden Development.

STEP 1	☐ READ THE MANUAL detailing the development process ☐ FORM A GROUP of community gardeners & choose a group name
STEP 2	☐ DEFINE THE GARDEN TYPE ornamental, edibles, or combination (both) ☐ SELECT A LOCATION look for areas in the park that would make a good garden space ☐ INFORM THE PARK Supervisor and Area Manager of your plans
STEP 3	☐ COMPLETE THE APPLICATION and submit by the quarterly deadline (Form #1)
STEP 4	☐ RECEIVE LETTER OF APPROVAL to move forward ☐ IDENTIFY THE FUNDING to develop and operate the garden ☐ COLLECT SIGNATURES for the Petition (Form #2) ☐ COMPLETE SITE SURVEYS requires three separate visits (Form #3) ☐ COLLECT LETTERS of support ☐ HOLD A PUBLIC MEETING in your neighborhood ☐ COMPILE A WRITTEN PROPOSAL: Group Membership Roster, Garden Design, Funding Plan, Maintenance Plan, Suppliers & Installation Plan, Plant List ☐ SUBMIT ALL THE PAPERWORK (the Proposal Package) by the website deadline
STEP 5	☐ RECEIVE PROPOSAL ACCEPTANCE letter ☐ READ, SIGN & SUBMIT COMMITMENT Letter and Liability Waivers (Form #4a & 4b) ☐ NEGOTIATE A FINAL GARDEN DESIGN with the Chicago Park District
FINISH!	☐ INSTALL THE GARDEN