



CHARLOTTETOWN

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City of Charlottetown

Community Garden Handbook

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Introduction

If you want to start a community garden in the City of Charlottetown but aren't sure where to start, you've come to the right place! This Community Garden Handbook offers an introduction to community gardening in Charlottetown. It provides an overview of the different steps involved in creating a community garden and shares resources from the City, as well as other sources to help communities start and grow successful gardens.

If you're starting a garden, you will also need to review the City of Charlottetown's Community Garden Policy, which outlines the responsibilities of the garden group and the City as well as garden requirements. You can always get in touch with the City directly at communitygardens@charlottetown.ca if you have any questions.

What Are Community Gardens?

Community gardens provide residents with the opportunity to grow nutritious food, flowers, and other plants. The City of Charlottetown defines a community garden as a single piece of land, gardened collectively by a group of people and run by a dedicated non-profit community group.

There are many types of community gardens, including:

- Common gardens - a communal garden area maintained and managed by community volunteers, where some or all harvest produced is available to the public or for use by community food programs;
- Allotment gardens - individual garden plots that are rented, maintained and harvested by individual member gardeners;
- Community orchards - a grove of fruit or nut trees where a community organization is responsible for the care, maintenance and harvesting of trees; and,
- A combination of any of the above (e.g. community orchards with a shared communal area for growing herbs).

Each community garden is unique, with different numbers of garden plots, costs for plots and availability.

Community gardens differ from the [community vegetable planters](#) located in Charlottetown parks, which are planted and tended by the City, with the harvest available to the general public on a first-come, first-served basis.

Community Gardens in the City of Charlottetown

Community gardens in Charlottetown are run by dedicated non-profit community groups or established groups of volunteers. See the current [list](#) of community gardens in Charlottetown.

Paths to a Community Garden

How to start and grow a community garden in Charlottetown

1. Check out [this list](#) to see if there's already a community garden in your neighbourhood.
2. Read the [Community Garden Policy](#).
3. [Find a location](#) that fits the policy guidelines.
4. **Organize a Garden Leadership Group and select a Garden Coordinator.**

TIPS: Use this worksheet to establish garden leadership. Consider reaching out to neighbours and/or checking in with local organizations that might be supportive or interested. See resources.

5. **If you are interested in starting a community garden on City land, submit an [Expression of Interest](#).**

OPTIONAL: Groups interested in City support for a garden on non-municipal land can also submit an Expression of Interest to become a partner community garden.

6. **If your site is approved for consideration, whether it is on City lands or on non-municipals lands, you may proceed to submit a [Community Garden Application](#) for City support. This step includes:**

- Assessing resource needs and [creating a budget](#).
- Determining and [collecting community support](#).
- Making a basic drawing or map to indicate garden location and other key details.

7. **If the garden site is approved, either for implementation on City land or as a partner community garden on private/non-municipal land, sign a [Memorandum of Understanding \(MOU\)](#) with the City to obtain City support.**

NOTE: Private/non-municipal gardens that already exist can retroactively submit a Community Garden Application for support as a partner community garden.

8. **Finalize the garden plan, establish the garden and welcome new gardeners. [See resources](#).**



Finding a Site

To get started, you will need to look for possible sites for your community garden. You might find a site on City-owned land or on private/non-municipal land. All community gardens must be in alignment with the Community Garden Policy and the [City of Charlottetown Zoning & Development Bylaw](#). Garden groups must have the explicit authorization of the land owner to build a community garden. See [Creating a Garden Group](#) and [Finding Group Members](#) for more on creating or finding a good group to work with.

For proposed gardens on City land, preference will be given to gardens:

- In neighbourhoods where there is less access to gardening opportunities;
- That are compatible with existing park uses if located in a City park;
- That have access to a water source.

What to Look For

Consider some or all of the following when evaluating potential garden sites on City lands, as well as on private/non-municipal sites:

- **Water access:** Look for a hose bibb (a place to hook up a hose) on a public building and/or on a building that is likely to offer long term water access to gardeners (e.g. a food security organization or a place of worship). See [resources](#) for tips. Note that you'll need to have clear water access arrangements in order to receive City support for your garden.
- **Soil quality:** It is recommended that anyone interested in starting a garden consider past land uses or current risks of contamination on or near the potential site to assess potential concerns about soil quality or safety. If you think there might be cause for concern, we recommend that you have the soil tested.

Tips:

- The history and current state of City park lands is generally already known and City staff can be of service with this question.
- Private/non-municipal sites may require some research. If there is a reasonable cause for concern, it is recommended that the soil be tested, which can be done through a university or private soil testing laboratory.¹
- Soil quality may also be an issue in terms of compaction, texture and fertility. Soils can often be amended, e.g. with compost or organic matter, but there also may be better soil in a different location. Soil fertility testing can be done at PEI Analytical Laboratories and similar labs.
- **Sun exposure:** A minimum of six hours of sunlight per day (recommended for vegetable gardens).
- **Accessibility:** Where possible, community gardens should be located near public transit and active transportation routes and be accessible to persons with disabilities. Garden groups may want to consider including raised beds, wheelchair accessible beds and/or barrier-free surfaces.
- **Other:** Storage or shed access, supportive neighbours, visibility and safety.

¹ For more information, see [From the Group Up Guide for Soil Testing in Urban Gardens](#)

Creating a Garden Group

To start a community garden, you will need a Community Garden Coordinator and a group of people to form or be a part of a Garden Leadership Group in the same location. You may be able to find an existing community group, or you may have to start a group of people willing to volunteer. To be eligible for City supports, the group will need to have at least five members. It will also need to have an interest in promoting community food sharing, community building and / or inclusive community engagement through gardening activities. You can use this worksheet to track and establish the group needed for your garden to receive City support.

The Role of the Garden Coordinator

Community gardens are required to have a Garden Coordinator to be eligible for City supports. This person will be the lead on the community garden application process and will act as the main contact for the City.

The Garden Coordinator will:

- Submit an Expression of Interest;
- Be a liaison with the City;
- Help coordinate the Garden Leadership Group;
- Submit a Community Garden Application following the City's approval of Expression of Interest;
- Sign a yearly Memorandum of Understanding with the City on behalf of the garden;
- Seek agreement from all community gardeners to follow the City of Charlottetown's Community Garden Policy.

Not everyone is able to take on the role of a garden coordinator, but groups can often find a way to do the garden coordination work necessary by dividing the work into roles that suit the people who are available. For example, one person may take on the relationship with the City, while another person takes on communications with gardeners.

Roles of the Garden Leadership Group

Garden leadership members typically take on the following roles between them:

- Finding volunteers to help start the garden;
- Facilitating the registration of new gardeners;
- Establishing some basic garden rules and guidelines that all agree to;
- Communicating about garden issues both in the garden and by email;
- Inspiring other gardeners to help lead and support the larger group;
- Organizing to support others to garden or access food. This can include:
 - Helping the garden coordinator; garden registration; collection of plot fees (if there are fees); garden set-up;
 - Facilitating garden events as well as welcoming and orienting new gardeners;
 - Helping grow shared plots or watering other people's plots when they are away;
 - Collecting and dropping food to the food bank, or community fridge.
- Growing gardens. See resources here on how to grow community food gardens.

Finding Group Members

You might already have a group of neighbours, friends or community members who are on board to start a community garden. But if not, don't worry! There are many different ways to grow a garden group:

Partner with established groups: Find interested community gardeners by reaching out to groups, organizations or institutions that have an interest in community food sharing, community building and/or community engagement through gardening. Consider looking into food banks, food security agencies, gardening clubs, cooking clubs, environmental groups, social justice groups, schools, and places of worship. Since groups need 5+ people, you may need to look into more than one group and/or start your own group with a few people that you meet or know.

Engage with your local community: Talk to your neighbours and others who live in the area where you would like to start a garden. You could knock on doors, attend community events or hold an informal gathering to inform people about the benefits of community gardens and try to grow excitement for the idea. You might consider reaching out to your City Councillor to see if they are aware of any other residents who want to start a community garden.

Spread the word: Creating posters or flyers and placing them around the neighbourhood (for instance, where permitted, on mailboxes; on community centre, library or apartment complex bulletin boards, etc.) can help raise awareness about your community garden plans. You could also post on social media or in online neighbourhood or gardening groups.

Accessing City Supports

As your garden group is organizing, City staff can help with community engagement, finding an appropriate site, and determining water access and waste pick-up plans. If you have questions about starting a community garden, visit the City's [community gardens webpage](#), contact communitygardens@charlottetown.ca at the City of Charlottetown.

When your garden group submits an [Expression of Interest](#) to create a community garden, you will receive an immediate automated response indicating your application has been received. A City Staff person will respond to you within 2-4 weeks to let you know either:

- a. That the site has been approved for consideration. You will then be asked to submit a [Community Garden Application](#); or
- b. That the site has not been approved for consideration and the reason(s) why.

The [Community Garden Application](#) also asks you to show there is community support for the garden and seeks information on your budget. The Appendices include worksheets to use in filling out the [application](#) and to help you establish [garden leadership](#) and show [community support for the garden](#).



Make a Budget

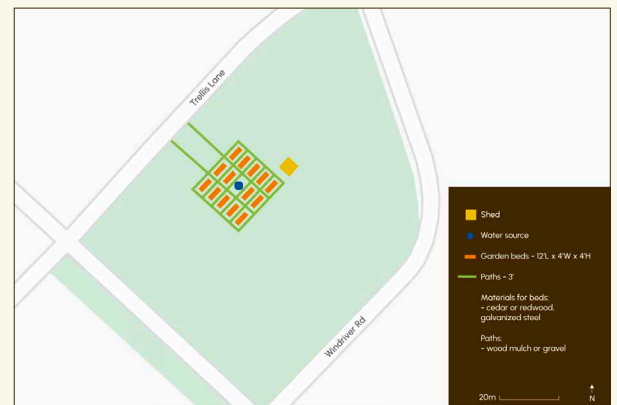
The City of Charlottetown's Community Garden Policy requires garden groups to have funds or a funding structure to build and maintain a community garden. The amount it will cost to build and maintain your community garden will depend on multiple factors including the size of the garden, the tools and materials you need, and the type of garden you are starting. While there are some [financial supports](#) available from the City of Charlottetown, you may want to explore funding and partnership activities to offset costs. Some garden groups may choose to require members to pay a modest annual fee to have a plot. Fees should not be prohibitive as community gardens are meant to be accessible.

To budget for your garden, create a list of materials and tools your group is likely to need based on the planned size and type of your garden. Here's a budget spreadsheet tool to help you create an [Estimated Budget](#) for planning purposes, as well as an Actual Budget that you can use to track income and costs. Some typical garden items are included in the budgets provided.

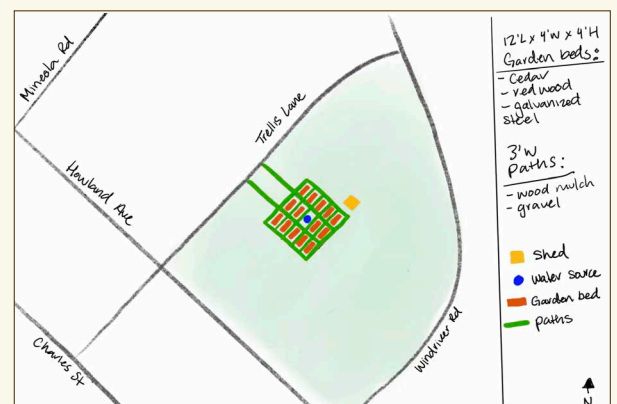
Design Tips/Guidelines for a Site Plan

You will need to submit a site plan to help City staff understand what you are envisioning. Site plans can be sketched and do not need to be to scale, but should include:

- Location of the garden area (circling the area is fine) relative to the location of streets and/or buildings (e.g. 20ft from the road and 10ft from the building with water source)
 - Any building or structure (e.g. sheds) within 50ft should be noted
- An indication of North on the map;
- Location of water source;
- Estimated width and height of garden beds and the number of plots (Tips: the minimum plot size should be no less than ~4ft x 4ft; the minimum number of plots should be no less than 10);
- Paths (Tip: suggested width for accessibility - 3ft);
- Optional: Compost, shed, open space, scale
- On the side of the site plan, please also list materials that you plan to use for garden beds. Note: If there is a plan to build beds, a more precise construction plan will be required prior to beginning construction, but this isn't required immediately.
- Examples. Your design could look like this:
 - a. Google map / marker with notes on the side - Use Google map as a base map (alternately, you may be able to access a property map from the City or property you are working with)
 - b. Hand drawn sketch, with notes (birds eye view)



a.



b.

See the [Resources](#) section for more guidance on building a community garden.

Ongoing Garden Supports

If your application to create a community garden on municipal or a partner garden on private land is accepted, you will need to enter into an agreement with the City of Charlottetown to access financial and other supports (See: Memorandum of Understanding for Community Gardens on [City-owned Land](#) and [Private Land](#)). City staff will support you through this process.

On City-owned land

Subject to available resources, the City of Charlottetown offers the following supports for community gardens that are approved on City-owned land:

- Provide access to land and water;
- Provide a stipend toward the cost of materials and equipment (e.g. compost, mulch, garden tools, etc.);
- Assign a main point of contact from the Environment and Sustainability Department to liaise with the Garden Coordinator;
- Provide liability insurance;
- Conduct two (2) spring and two (2) fall pick-ups of yard waste bags;
- Make connections between gardeners and potential funding partners; and,
- Offer funding opportunities through City of Charlottetown grants.

Additionally, for community gardens in City parklands, the City is responsible for:

- Parkland maintenance in the area surrounding the garden including: grass cutting, litter picks, tree pruning/removals, community vegetable planters and orchard plantings; and
- General park signage, community vegetable planter signage, orchard signage and garden directional signage (member vs. public spaces).

On private land

Information around requirements to be a partner community garden on private land can be found in the [Community Garden Policy](#). Subject to available resources, the City of Charlottetown offers the following supports for approved partner community gardens on privately owned land:

- An annual stipend toward the cost of materials and equipment (e.g. compost, mulch, garden tools, etc.);
- Funding opportunities through City of Charlottetown grants;
- Makes connections between gardeners and potential funding partners; and
- Helps connect gardeners to appropriate landowners.



Resources for Planning and Growing Your Garden

There are many resources available from the City of Charlottetown and other municipalities and organizations to help you plan, create, grow and manage your community garden. You will also want to engage the community through the season. Groups may also need to work through a range of issues in the garden, e.g. insect infestations or challenging group dynamics.

Toolkits and Guides

The following resources offer detailed information about all the stages of creating and maintaining community gardens. While we have highlighted some sections of these documents that might be of particular interest, you can read them in full for additional information. Although some details may be specific to certain cities or provinces, much of the information provided is applicable to community gardens across different contexts.

Site Selection and Garden Design

- [Community Gardening 101 \(FoodShare\)](#): Site selection, p. 27; Plot layout, p. 27, 31
- [Community Garden Best Practices Toolkit \(Food Security Network of Newfoundland and Labrador\)](#): Select a site, p. 13; Plan and Design the Garden, p. 16; Installing the Garden, p. 19; Potential Garden Site Checklist, p. 34
- [Community Gardens Handbook \(TCGN\)](#): Site Inventory Checklist, p. 10; Resources – Estimating Quantities, p. 15; Soil Testing, p. 39
- [Community Gardens Toolkit \(FoodBanks Canada\)](#): Choosing a Garden Site, p. 13; The Soil Quality Test, p. 14; Designing Your Garden, p. 15; What to Grow, p. 18
- [Starting a Community Garden in Hamilton \(Hamilton Community Garden Network\)](#): Pros and Cons of Raised Beds, p. 16; SAMPLE LETTER — To a Landowner Requesting a Meeting About Using the Site as a Community Garden, p. 25
- [The Community Garden Toolkit \(Housing Services Corporation\)](#): Engaging Property Managers and Staff, p. 10; What If We Can't Find a Good Site?, p. 14; Design Principles for Community Gardens, p. 23
- [What to Plant in a Small Container Garden \(Hoffmann Hayes\)](#)

Growing a Group and Community Engagement

- [Community Gardening 101 \(FoodShare\)](#): Keys to success, p. 5; Growing your group step by step, p. 8; Community Relations, p. 22
- [Community Garden Best Practices Toolkit \(Food Security Network of Newfoundland and Labrador\)](#): Identify a Group, p. 8; Form a Garden Committee, p. 10
- [Community Gardens Handbook \(TCGN\)](#): Community Organizing Guidelines, p. 6; Outreach Ideas for Community Gardens, p. 8; Community Garden Organizing Checklist, p. 52
- [The Community Garden Toolkit \(Housing Services Corporation\)](#): Social Housing and Community Gardens, p. 4; Outreach, p. 8; Make Connections, p. 23
- [Community Gardens Toolkit \(FoodBanks Canada\)](#): Engaging the Community in Your Garden, p. 30
- [Starting a Community Garden in Hamilton \(Hamilton Community Garden Network\)](#): Generating and Maintaining Community Support, p. 6

Garden Guidelines and Group Dynamics

- [Community Gardening 101 \(FoodShare\)](#): Developing Guidelines, Rules and Regulations, Responsibilities and Obligations of Membership, p. 20; How to keep them coming back, p. 49
- [Community Garden Best Practices Toolkit \(Food Security Network of Newfoundland and Labrador\)](#): Determine Garden Guidelines, p. 18; Developing a Communication System, p. 24; Sample Agenda for First Garden Meeting, p. 28; Community Gardeners' Welcome Packet, p. 43
- [Community Gardens Handbook \(TCGN\)](#): Getting Your Garden Organized, p. 23; Sample Rules and Regulations for Gardeners, p. 26; Key to Community Garden Success, p. 30; Growing Your Group, p. 33
- [Starting a Community Garden in Hamilton \(Hamilton Community Garden Network\)](#): Common Issues That Rules Address, p. 18; Set Up a Communication Strategy, p. 20
- [The Community Garden Toolkit \(Housing Services Corporation\)](#): Dealing with Conflict, p. 11; Good Communication, p. 20; Keeping Gardeners Involved, p. 47

Budgeting, Fundraising and Sourcing Donations

- [Community Gardening 101 \(FoodShare\)](#): Fundraising, p. 37
- [Community Garden Best Practices Toolkit \(Food Security Network of Newfoundland and Labrador\)](#): Look for funding and sponsorships, p. 15
- [Community Gardens Handbook \(TCGN\)](#): Key to Fundraising Success, p. 19
- [Community Gardens Toolkit \(FoodBanks Canada\)](#): Fun Ways to Get Support for Your Community Garden, p. 11
- [Starting a Community Garden in Hamilton \(Hamilton Community Garden Network\)](#): Create a Budget, p. 10
- [The Community Garden Toolkit \(Housing Services Corporation\)](#): Steps to Applying for Grants, p. 52

Garden Tools

- [Community Gardening 101 \(FoodShare\)](#): Ten tools every community gardener needs, p. 33; Community garden wish list, p. 35
- [Community Garden Best Practices Toolkit \(Food Security Network of Newfoundland and Labrador\)](#): Sample Community Garden Wish List, p. 32
- [The Community Garden Toolkit \(Housing Services Corporation\)](#): Natural Supplies – Compost, Manure, Soil, Woodchips, Plants, p. 25; Taking Care of Your Tools, p. 29

Maintaining the Garden

- [Community Gardening 101 \(FoodShare\)](#): Vandalism, p. 23; Monthly tasks for the community garden, p. 50
- [Community Garden Best Practices Toolkit \(Food Security Network of Newfoundland and Labrador\)](#): Garden maintenance, p. 22
- [The Community Garden Toolkit \(Housing Services Corporation\)](#): Damage From Animals, p. 29; Protecting the Garden, p. 30; Sample Garden Calendar, p. 38

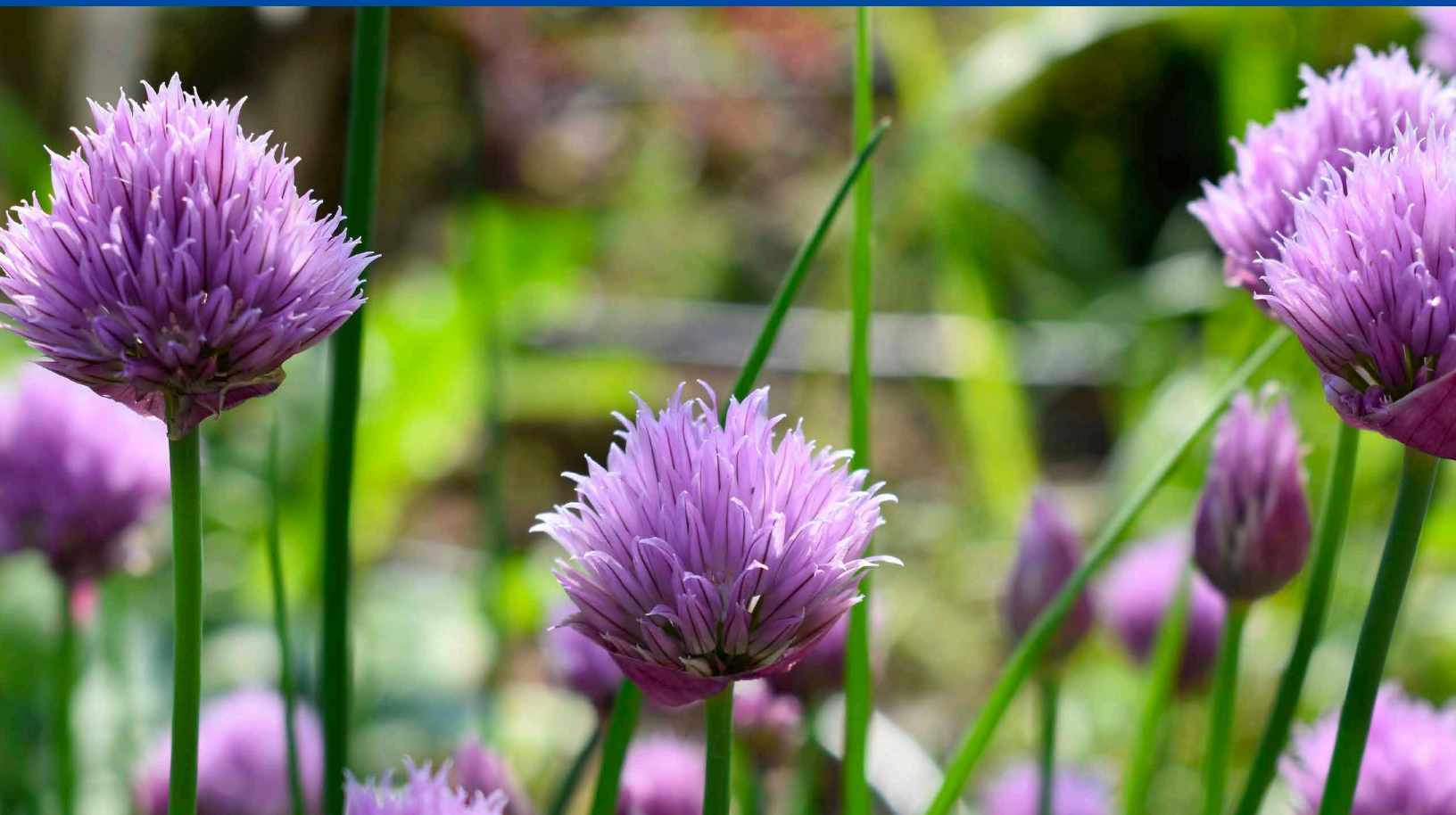
Video and Podcasts

Creating a Community Garden

- [How to Start a Community Garden | Horticulture Webinar Wednesday](#)
- [How to Start a Community Garden with Morag Gamble | Our Permaculture Life](#)
- [Starting a Community Garden | Complete Communities](#)
-

Gardening Tips and Techniques

- [Accessible Gardening | Growing Together](#)
- [Canada's Local Gardener Podcast](#)
- [Digging Deeper – Gardening – Info Guides at Winnipeg Public Library](#)
- [Epic Gardening: Daily Growing Tips and Advice Podcast](#)
- [Gardening In Canada Podcast](#)
- [Gardening with Brother Nature: Video Series | Evergreen](#)
- [How To Start A Garden In Canada? A Canadian Gardener Guide To Cold Climates](#)
- [Organic Backyard Gardening Video Series | The Ripe Tomato Farms](#)
- [The Grow Guide Podcast](#)
- [Videos Series | Growing Together](#)



Appendix:

Community Garden Application Process

Part 1: Submit a Community Garden Expression of Interest

If you are interested in starting a site on City land, submit an [Expression of Interest](#). Groups interested in City support (e.g. a stipend) for a garden on non-municipal land can also submit an Expression of Interest.



Contact Name:

Phone Number:

Email:

Community Garden Name:

Neighbourhood and/or community for proposed garden:

Park name for proposed garden, if applicable:

What kind of community garden are you planning to start?

Tell us about your vision and goals, who in the community you plan to engage or involve.

How many people are currently involved in your garden group?

How many gardeners do you anticipate being included in the garden?

The City of Charlottetown Community Garden Policy has guidelines for selecting a site.

Have you reviewed the Community Garden Policy? YES/NO

Does your garden proposal adhere to the criteria and guidelines? YES/NO/Comment

Please tell us about your proposed site:

Part 2: Submit a Community Garden Application

After your Expression of Interest has been processed, a reply will be sent out with information about whether the site was approved for consideration. If it was, your group will be asked to apply in full, by submitting the following additional information:



Does your garden group plan to promote community food sharing, community building and / or inclusive community engagement through gardening activities? Please describe.

Is your garden led by an established group of volunteers or non-profit community group of at least 5 people? Please provide details about your leadership structure and who will lead the management of the garden and liaise with the City on garden operations.

[Tip: Consider working with the Appendix: [Establishing Garden Leadership](#)].

Can you demonstrate support from the community surrounding the proposed garden site? Please describe

What is your estimated budget? Please include any estimated capital costs (one-time infrastructure costs) and operating costs (ongoing or annual costs).

Will you charge a membership fee? YES/NO. If YES, how much will you charge community members to have a plot in the Community Garden?

Do you agree to take responsibility for all construction-related tasks and costs for the garden including shed, signage, etc. YES/NO/Comment

Do you have permission from the owners of a building close to the garden to access water for the community garden site for this and future growing seasons? Please describe the arrangement and provide any supporting documentation.

Submit a site plan for review by the City. Site plans can be sketched and do not need to be to scale, but should include: location, water source, estimated size and height of garden beds, relative location to streets and/or buildings, an indication of North on the map. Please note the type of materials envisioned for use for garden beds. Please attach/upload. See examples of site plan maps [here](#).

Do you understand that you will need to enter into a yearly Memorandum of Understanding with the City outlining rules, roles and responsibilities? YES/NO/Comment

Do you agree to operate in accordance with all City of Charlottetown by-laws and maintenance standards. YES/NO

Appendix: Budget Estimate Worksheet

Tip: Print this Budget Estimate Worksheet to draft your budget on paper, and/or request the Charlottetown Garden Budget Worksheet Template from communitygardens@charlottetown.ca to access the same budget worksheet with formulas for faster budget building and to save an online copy.

RE-SEASON BUDGET ESTIMATE - START UP YEAR		
DATE OF ESTIMATE:		
INCOME	AMOUNT	NOTES
Gardener Fees, if plot fees will be collected (# of gardeners x plot fees)		
Any not-for-profit organization budget amount allocated for the project		
Any other revenue amounts from grants, donations, fundraisers, etc.		
TOTAL INCOME	\$	
EXPENSES		
Capital expenses (start up - one time costs)		
TOTAL CAPITAL EXPENSES	\$	
Operating expenses (seasonal)		
Manure, compost, soil amendments, mulch		
Tools, watering cans, nozzles, etc		
Hoses		
Other		
TOTAL OPERATING EXPENSES	\$	
TOTAL EXPENSES	\$	
REVENUE - TOTAL EXPENSES	\$	

Appendix:

Establishing Garden Leadership

This is a worksheet to support groups to compile information about community members who are interested in being Garden Leadership Group members. Groups will need this information to complete a Memorandum of Understanding with the City for either:

- a. permission and support for community gardens on municipals lands, or
- b. for community garden support non-municipal lands.

Garden Leadership Group Members Form

Please provide the first and last names, contact information and postal codes for at least **5 members** of your garden leadership group, including the Garden Coordinator.

- | | |
|------------------------------------|----------------------|
| 1. Garden Coordinator Name: | Postal Code: |
| Email: | Phone Number: |
|
 | |
| 2. Garden Coordinator Name: | Postal Code: |
| Email: | Phone Number: |
|
 | |
| 3. Garden Coordinator Name: | Postal Code: |
| Email: | Phone Number: |
|
 | |
| 4. Garden Coordinator Name: | Postal Code: |
| Email: | Phone Number: |
|
 | |
| 5. Garden Coordinator Name: | Postal Code: |
| Email: | Phone Number: |

Additional Members (optional):

Members Names:

Appendix: Community Support Worksheet

It is important to determine that there is not significant community resistance to a proposed garden site location. This is a worksheet to support groups to compile information about community members who are supportive of a garden in the neighbourhood and/or at a public or community site near them. Knowing who values the idea of a proposed garden can also help you attract funds, volunteers, as well as political and other kinds of support. Consider seeking community support beyond the circle of interested potential community gardeners.

Community Garden Supporters

Name	Email	Postal Code	Relationship to the Garden (Interested gardener, neighbour)	Signature

Appendix:

Garden Rules and Guidelines Template

The following guidelines are an example of guidelines that are used in other communities. They can be amended by City of Charlottetown garden groups if helpful or groups can also make their own guidelines/rules.

- I will have my individual plot planted by the end of June, and keep it planted for the growing season. After [June 30th], unplanted plots [and garden fees] are understood to be forfeited and reassigned.
- If I am unable to continue gardening, have trouble coming to the garden regularly, or am in need of assistance, I will communicate with the Garden Coordinator.
- I will not touch or harvest from other people's individual plots unless I have permission from the plot holder.
- I understand that my community garden may have open access community garden plots that I may tend and harvest from this season upon registration. If I harvest from communal plots, I will contribute to tending them in some way. I understand that others will want to harvest too, and will take a modest share.
- This is an organic garden, and I will not use any chemical fertilizers, herbicides, and pesticides knowingly in the garden. I understand that seedlings and seeds do not need to be certified organic (i.e. seeds and plants from local area stores are fine to use).
- I will keep my plot free of litter. It is the responsibility of all gardeners to help keep the space neat and tidy, and I will take an active role in this as much as I am able.
- I will keep my plants in my plot boundary, will regularly check on my plants, and tie them up or back as needed. I will try to keep tall plants and planting structures from impinging on the productivity of neighbouring plots.
- I will make an effort to discuss openly, and respectfully, any issues that arise. I will peacefully discuss any issues my gardening neighbours bring to me (e.g. plant overgrowth, shade issues) and agree to an approach that works for everyone.
- I will provide my own gardening hand tools. If communal tools are available, I understand that I must return them to the communal tool area promptly after use.
- Pets are not permitted in the garden area.
- I will not smoke in the gardening area as I understand that tobacco can be harmful to both people and plants.
- I will monitor my plants for mould and disease. If my plants are afflicted, I will remove them out of consideration for others. I understand that if my affected plants pose a risk to others' plants, the Garden Coordinator or Garden Group may remove them after providing seven days notice.

Appendix:

Costs, Fundraising, and Finding Resources

Gardens aren't particularly costly to run (modest garden plot fees will usually cover costs). You will likely want a few communal tools, and will regularly need to replace hoses and nozzles. Other items you may want include a wheel barrow, a way to communicate in the garden (a waterproof garden communication board or even a mail box for small shared items will work).

Aside from those lower cost items, you may need to fundraise for higher cost items such as raised wooden beds, a shed, benches or tables. One of the most expensive items of all is plumbing in a new hose bibb (a water hook up), which is why finding a site with an existing water hookup is ideal.

Lastly, you may need some tools at the start of the project. You might reach out to the community for tool loans or visit the [Charlottetown Tool Library](#).

In-kind donations: Asking local businesses for in-kind donations can help reduce your startup costs. Businesses such as hardware stores or garden centres might be able to donate items such as tools, seeds, lumber, soil and plants. You can start by creating a personalized letter that tells the business about your community garden, its benefits for the community and the impact their support would have. Including a reasonable "wish list" of items your garden needs can help businesses understand how they can support you. Thanking supporters at a garden event, in a newsletter, on a sign or on social media, for example, can help grow your relationship with businesses.

Funding and sponsorships: External funding may not be needed but could be beneficial, depending on the scale of your garden's activities. Per the [Community Garden Policy](#), the City of Charlottetown can help make connections between gardeners and potential funding partners. Gardeners can also research potential sources of funding online. There may be grants available from not-for-profits, charities, foundations and government programs to support your community garden. Grants may require funds to be administered through an organization such as a registered non-profit, in which case you'll need to build a relationship with one.

You may also be able to seek funding or sponsorships from businesses in your area, possibly in exchange for public recognition of their contribution. You might also ask a corporation for a donation to cover some costs, or ask a local business to sponsor a garden row.

Wish lists: Advertising a garden wish list can be an effective way to welcome items or skills that you need to make the garden work.

Remember to invite people that support the garden to a garden launch, harvest or a celebration event if possible.

Good luck and enjoy!

