



# Community Garden Proposal Frequently Asked Questions (FAQ)

## Frequently Asked Questions (FAQ):

If you have any remaining questions, please email [info@vinesgardens.org](mailto:info@vinesgardens.org) or call 607-205-8108. All questions and answers will be recorded and updated online at: [vinesgardens.org/programs/communitygardens/new-community-gardens/garden-proposals](http://vinesgardens.org/programs/communitygardens/new-community-gardens/garden-proposals)

**Q: How do I look up a lot size of a parcel of land?**

**A:** You can look up parcel size information in Broome County by entering the address at this link: <http://imo.co.broome.ny.us/search.aspx?advanced=true>  
It will be listed as a dimension under "Total Acreage/Size".

**Q: How do I determine community need?**

**A:** The criteria identifies that VINES is looking to prioritize community garden projects in "food deserts". To find this information go to: <https://www.ers.usda.gov/data-products/food-access-research-atlas.aspx>  
Type in or zoom in to your proposed garden location and select the box marking "LI and LA at 1/2 and 10 miles" on the Access Layers box on the right side of the screen. Here you will find areas that have particularly low food accessibility.

**Q: What size garden beds do you use?**

**A:** VINES' standard bed size is 10' x 4'. This is a perfect size for gardeners to be able to reach over the garden and meet the middle of the garden. Alternative sizes can be incorporated into the garden to create interesting design elements, but you should plan for primary garden bed rentals to be 10'x4' garden beds.

**Q: Does my garden proposal need to look like other gardens already built?**

**A:** While we do like to use the standard 10' x 4' bed (see above), we are open to new ideas and layouts. Gardens do not have to always be designed in a grid. If you're looking for inspiration take a peek at some of our gardens and look online at other organizations' examples. As a starting point: Davis Avenue, Mather Street, Park Street, and Laurel Garden all look very different from one another.

**Q: How do you insert more rows in the draft budget?**

**A:** Rows run horizontally, or left to right. You need to right click on a box and select "insert row", select "above row" or "below row" depending on where you initially clicked.



# Community Garden Proposal Frequently Asked Questions (FAQ)

**Q: How do I submit the most competitive proposal? (in application/manual further up?)**

**A:** *VINES has created a training to make the application proposal process as easy as possible. In terms of a competitive proposal, first it is important to make sure you meet and demonstrate above and beyond vision and capabilities for the identified criteria. Additionally, it would be helpful to visit existing community gardens to see what elements would work best for your community.*

**Q: Are garden proposals only selected based on the scoring of criteria?**

**A:** *No, garden proposals are looked at and evaluated holistically based on the proposal submitted. The scoring sheet is intended to help illustrate what holds the highest value(s) for VINES gardens. A competitive garden proposal will demonstrate the six elements identified in the criteria throughout their proposal.*

**Q: Why is VINES moving to an application process?**

**A:** *VINES has set a goal to expand our community garden program with our “20 by 2020” campaign. With VINES’ rapid expansion, we want to be sure garden sites are chosen equitably, while maintaining our core values of improving food accessibility to communities and building community.*

**Q: How do I know if there’s water?**

**A:** *Water utilities are best located by going to the site. Water is typically between the sidewalk and property and will have a utility hook up that looks like this. →*



**Q: I don’t feel comfortable going door to door, what do I do?**

**A:** *VINES will support you by providing training on how to approach this step of the application process. Working in pairs makes outreach less intimidating, but ultimately there are other ways to gain community input. VINES will help you find a way that you are comfortable with to reach the community.*

**Q: What do I bring when I go door to door?**

**A:** *VINES will support you by providing training on outreach. But we recommend going door to door in comfortable clothing, with a clipboard and VINES’ “Outreach Sign Up Forms” and with flyers that you can leave at doors and give to residents. VINES’ will provide you with a template for flyers and you can contact them to edit and print flyers for your outreach needs.*



# Community Garden Proposal Frequently Asked Questions (FAQ)

**Q: Can I collect donations for this myself?**

**A:** *Many community members may be eager to support the project with a monetary donation. VINES will be the required party to accept these donations. While promoting the project, garden advocates or site coordinators cannot personally accept donations for it.*

**Q: How do I submit my application?**

**A:** *You can turn in your application in person, via email or mail. It must be hand-delivered or emailed to VINES before 4 pm on the due date, or postmarked by that day.*

**Email to:** Community Garden Manager at [kaitlyn@vinesgardens.org](mailto:kaitlyn@vinesgardens.org)

**Mail to:** VINES PO BOX 3104 | Binghamton, NY 13902

**Drop off at:** Our office in the basement of United Presbyterian Church located at 42 Chenango Street in downtown Binghamton

**Q: I want to help get the garden started, but do not want to be a site coordinator, can I do that?**

**A:** *Absolutely! Gardens require varied support levels. Being a “Garden Advocate” and assisting with the application proposal process that requires less frequent time commitments, and may be the answer for you. To better understand these roles, please see “Roles and Responsibilities” in the New Community Garden Manual and Application. Additionally, reviewing the site coordinator volunteer description will help you better understand the role of the site coordinator, as it may be something you want to work towards/grow into. We also appreciate your help in identifying people who might like to serve as site coordinators.*

**Q: What if my garden is not in an urban setting?**

**A:** *Gardens don’t have to be an urban area but must meet the requirements described in the proposal. The mission and values of VINES will need to be displayed in any garden proposal, whether it is rural or not, and proposals will be scored based on how well they incorporate the criteria described in the application.*