



NeighborSpace
Community Managed Open Space

Application

Proposed Community Garden Leader* Contact Information:

Name: _____
Street address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____ Website: _____

**This should be the person completing this application and the local "leader" who will be signing on as the NeighborSpace Community Garden Leader.*

Proposed Community Organization Partner* Contact Information:

Name: _____
Organization: _____
Street address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____ Website: _____

**This should be the organization or group who will be supporting the Community Garden Leader and signing on as the NeighborSpace Community Organization Partner.*

General Site Information:

Preferred Garden/Park Name: _____
Estimated lot size*: _____
Current owner (if known): _____
Street address or Intersection**: _____
Zip code in Chicago: _____

**Lot size: Length by the width of the property in feet.*

*** Street address: Measure the width of the lot. Most Chicago lots are 25 to 30 feet across the front. If your lot measures 50 feet across the front, it is probably two lots and will have two addresses. Count forward or backward from the nearest house to determine the lot's street address—remember that even numbered addresses are on one side of the street and odd numbers on the other.*

Be sure to send this completed page, answers to questions on the following pages, as well as all attachments listed on the last page to:

NeighborSpace
25 East Washington Street
Suite 1670
Chicago, IL 60602

Site Background

1. Please provide any information you have on the history of this property such as past buildings that may have been in place, types of businesses that operated there, or other information.
2. Please provide any information you have on the current owner of the property (if known). Be sure to include contact information or copies of documents showing ownership such as lease agreements, if available.
3. Do you know if there is anyone else looking to buy or making plans for developing this property? If so, please describe who is involved, what the intended use of the property will be, and be sure to include the sources of your information.

Community Need

1. Please briefly describe your community area and the block where the lot is located. Be sure to include information about local businesses, schools and or other local organizations that you feel is important.
2. Are there other open spaces in the area that community residents use? If so, please describe them and how they are used, or, if residents are not using them, please describe why not.

Community Response

1. Please describe any plans you have for construction or garden installation you will need to do. Be sure to include information on who will do it, how it will be paid for, and when it will be completed.
2. Please describe any plans you have for what planting you will need to do. Be sure to include information on who will do it, how it will be paid for, and when it will be completed.
3. Please respond to the appropriate sections below.
 - If you or your group already has activities occurring on your site, please provide descriptions of the activities, who are involved in coordinating and leading them, when and how often they occur, who generally attends, and what impacts the activities have on participants and/or the larger community.
 - If you or your group does not have any activities currently occurring on the site, please provide a description of what activities you hope to schedule. Be sure to include descriptions of the types of activities, who will be involved in coordinating and leading them, when and how often they will occur, who you hope will attend, and what impacts you hope the activities will have on participants and/or the larger community.
 - If applicable, describe how you and/or the proposed Community Organization Partner will participate in the larger Chicago “greening” community.

Community Leadership and Management

1. Describe the proposed Community Garden Leader and the qualifications or expertise she/he possesses that will help her/him to succeed as the “lead” person for this site. Be sure to

include any gardening experience, history of involvement with the community, or other information you feel is important.

2. Describe the qualifications or expertise and resources the proposed Community Organization Partner possesses and how these will support the success of the garden. Please include the organization's mission or stated purpose, brief history of involvement with the community, recent successes, and other information you feel is important.
3. If other organizations, associations or businesses are to be involved, please list them and describe what role they will play in your efforts.

Maintenance & Security

1. Describe how your group will maintain your park or garden. For example, who will water the garden? Who will weed it? Who will keep any lawn areas mowed? Who will remove unwanted refuse from the site on an ongoing basis? Who will keep adjacent sidewalks clean of snow and ice, and parkways free of refuse throughout the year? Who will repair any damage done to the plants or constructed elements of the site?
2. If security is needed at your site, please describe what security is or will be put in place such as fences, lighting, locks, etc. For example, who will provide these things? If there is a fence in place that is lockable, who will be unlocking it in the morning and locking it at night?

Sustainability

1. Please list any organizations that have assisted you or your group in the past specific to your park or garden and describe the type of assistance provided (training, volunteers, funding, professional services, programs, garden supplies, etc.). Will they continue to support your efforts?
2. Are there others you are planning to approach for support? If so, please list these sources and the types of support you are seeking from each.

Application Checklist

- Application sheet (page 1 of this document)
- Answers to questions above
- Garden or Park Design that shows the placement of the paths, trees, planting beds, benches, or other garden items. A hand-drawn illustration will suffice.
- Signed Memorandum of Understanding
- Letter of support from proposed Community Organization Partner
- Letter of support from Alderman
- Documents that identify current owner of the property (if available)
- Letter of support from other partners (if applicable)
- Articles, flyers, awards of local site manager or management entity (optional)