











NeighborSpace New Site Application Cover Sheet

Garden Info Name: Street Address or Location:	Zip:
Primary Application Contact Person Name: Phone: Email:	
Application Checklist ☐ Cover Sheet Page 1 of this document. ☐ Application Narrative Prompts found on pages 2-3 of this document. ☐ Partnership Agreement Every NeighborSpace garden, including new gard this document every year. It is separate from this found at neighbor-space.org/PA. ☐ Letter of support from proposed Community Orgate Template found on page 4 of this document. ☐ Letter of support from Alderman Only if city-owned; template found on page 5 of to Design of Community-Managed Open Space Should show the placement of the paths, trees, pagarden items. A hand-drawn illustration will suffice Digital images are preferred. ☐ Additional Support Material (optional) News articles, additional letters of support, etc.	anization packet and can be anization Partner this document.

Send your completed application (email submission is preferred) to:

info@neighbor-space.org or

NeighborSpace Applications 445 N Sacramento, Suite 204 Chicago, IL 60612













Application Narrative

Please type your responses to all of these questions and submit along with your application.

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 your group participates in the neighborhood and Citywide greening efforts.

Community Leadership and Management

- 1. Describe the proposed Community Garden Leaders and the qualifications or expertise they possess that will help them to succeed as the "lead" persons for this site. Be sure to include any gardening experience, history of involvement with the community, or other information you feel is important.
- 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.













Template for Community Organization Partner Letter of Support

In your application, you will need to include evidence of support from the proposed Community Organization Partner. The significant role of this partner is to support the larger community's efforts to succeed. The Partnership Agreement defines the basic framework for the partnership. But is not intended to limit additional ways in which the Community Organization Partner may want to become involved. That discussion is a local one—between the Garden Leaders and Community Organization Partner, and including other Garden Stakeholders.

The proposed Community Organization Partner must furnish a letter of support that articulates their familiarity with the application and the plans for the property and their commitment to the long-term success of the garden as a community-managed open space. Below is a good example of what information should be included in this letter of support. The Community Organization Partner should write their own version, print it on organizational letterhead, have it signed by the primary community leader, and then either send it directly to us or give it to you to include in your application.

[Date]

Mr. Ben Helphand, Executive Director NeighborSpace 445 N Sacramento Chicago, IL 60612

Dear Mr. Helphand:

I am writing this letter in support of the community garden project known as [Name of Garden] and located at [Address of the Project] in the [Name of Community] community.

Specifically, [Name of Community Organization Partner] is committed to the success of this garden and [here would be a good place for the Community Organization Partner to provide their perspective on the ways the garden will contribute positive things to the neighborhood].

[Name of Community Organization Partner] is familiar with the plans for this garden and wants to support this effort by [please articulate the specific ways in which the Community Organization Partner plans to work with the Community Leader and the community].

In closing, please know that we fully support the long-term success of [Name of Garden] as a community managed open space and the leadership of [Name of Community Leader]. Thank you in advance for any information you can provide in purchasing this property on behalf of the community.

Sincerely,

[Name], [Title] [Organization]













Template for Aldermanic Letter of Support

NeighborSpace must have the written endorsement of the local Alderman prior to beginning the review process. For this reason, all NeighborSpace applications need to include a letter of support from the Alderman of the Ward in which the property is located. To identify your Alderman, you may call (312) 744-6861 or browse the City Council website at cityofchicago.org/city/en/about/wards.html.

When approaching your Alderman to ask for his or her support, you may want to bring with you information about NeighborSpace and your plans for the property. When the Alderman indicates support for your garden or park, you can ask that the Alderman's staff record this support in a letter based on the below template.

Ask the Alderman's staff to prepare this letter on the Alderman's letterhead with the Alderman's signature at the bottom. The Alderman's staff can then either send the letter to us directly, or give it to you to include in your application packet.

[Date]

Mr. Ben Helphand, Executive Director NeighborSpace 445 N Sacramento Chicago, IL 60612

Dear Mr. Helphand:

I am writing this letter in support of the community garden project known as [Name of Your Garden Project] and located at [Address of the Project] in the [Ward Number] Ward.

I fully support the efforts of NeighborSpace and I would appreciate any assistance you could provide to [Name of Community Garden Leader] and [Community Organization Partner] in their efforts to create and preserve community managed open space.

Thank you in advance.

Sincerely,

[Alderman's Signature]

Alderman [Alderman's Name]
Alderman of the [Ward Number] Ward