

2014 Troy Community Garden Application

Important Information: Please read the bullet points below as well as all the rules on pages 5 and 6 of this application. Failure to comply with the rules could jeopardize your standing as a gardener at Troy Community Gardens.

- New gardeners (garden families/households) may request one plot. Returning gardeners may apply for one additional plot, up to a maximum of 4 plots.
- Gardeners are required to volunteer 3 hours per plot OR pay upfront for their volunteer hours at a rate of \$10.00/hour (1 plot = \$30.00) OR at a rate of 3 Timebank Hours/plot if you are a **current** Timebank member. See details of the policy in the General Information, Rules and Expectations section under **VOLUNTEER REQUIREMENTS** on Page 5 of this document.
- The last day to satisfy your Volunteer Hours Requirement **for 2014** will be November 30. Since the last organized volunteer work day is Closing Day, 10/25/14, from 9 a.m. to noon, it is highly recommended that you complete your required volunteer hours prior to Closing Day.
- Paying for Missed Volunteer Hours from 2013: You must pay for missed volunteer hours from last year on this year's application before we will accept the application. If you were a Timebank member prior to last year's Closing Day (10/26/13), you may pay for missed 2013 volunteer hours with Timebank Hours.
- The responsibility for volunteer hours, maintenance of plot throughout the season and cleaning out of garden plot (plowed plots only, H61-H120), by Closing Day (10/25/14) remains with the gardener assigned to the plot(s) without exception (first name listed below).
- You are required to compost your weeds/plant debris within your plot boundaries or remove the material from the property. If you are caught dumping weeds or plant debris anywhere on the property, you will be moved to the bottom of the plot assignment list the following year and may lose your plot(s).
- Rototilling Plots: The only plots plowed with the large plow are plots H61-H120. If you own a rototiller or wish to rent one to rototill your own plot, you are free to do so. If your plot is in a no-plow section (any plot other than H61-H120) and you want to have it rototilled, we will try to have volunteers available to rototill plots on Opening Day on a first-come, first-served basis. The cost will be \$20 per plot. If we cannot accommodate all requests for rototilling that day, we may be able to accommodate requests within the next 7 to 10 days but cannot make any guarantees. We will not rototill the plots that have already been plowed (H61-H120), but you are free to rototill them with your own rototiller or a rental.
- All of our plots are designated as organic plots meaning only organic gardening methods are allowed. Use of pesticides, herbicides, and insecticides made from synthetic materials as well as use of chemical fertilizers is strictly forbidden. No treated lumber should be used in the plots.

If you are a returning gardener, it is very important to register with the same name used last year. If you use a different name, you will be treated as a new gardener. If you had a name change, please list your old name below.

1. Name: _____
 First Name Last Name (if applicable, old name) Middle Initial

2. Partner/Spouse/Co-Gardener: _____
 First Name Last Name Middle Initial

3. Address: _____
 Number and Street Name Apt. # City/Town Zip Code

4. Phone: _____ Best to call: Day Eve
 Phone # day Phone # evening

5. E-mail: _____

6. Did you garden at Troy last year? _____ How many years have you gardened at Troy? _____
- How many plots would you like this year? _____ (NEW GARDEN FAMILIES ARE ALLOWED 1 PLOT)
 - Which plot(s) would you like to request this year*? _____ (if available)
 Be specific when requesting a move to a different area or if you are requesting an additional plot (returning gardeners only). For example, indicate you would only like an additional plot if it's adjacent to existing plot(s).
 - Which type of section would you prefer to be in? Not-plowed Plowed
 (All plots in sections B, C, D, O and plots H1-H57 and H123-H150 are not plowed in the spring. Plots H61-H120 are plowed each spring.)

*Last year's plot map with assigned plot numbers is available at <http://www.communitygroundworks.org/what-we-do/troy-community-gardens/plot-map>.

7. Would you consider sharing a plot with another gardener who expressed a similar interest? _____(yes/no).
(Please fill out the remainder of the application as if you are NOT sharing a plot and pay the full plot fee. If you answered Yes, we may use this information to attempt to match up gardeners who are interested in sharing for reasons such as time, physical or other constraints. Refunds will be issued if needed.)
8. Would it be okay to provide your name and email and/or phone number to a fellow gardener near you if they need someone to water, weed or pick produce during vacations, illnesses or family emergencies? _____(yes/no)
9. Languages you speak: English Hmong Lao Spanish Other _____
10. By submitting this application, you agree to do the following:
- **Keep your plot weeded and tended weekly**
 - Abide by decisions made collectively by the gardeners who participate in coordinating the garden
 - Follow garden rules (see pages 5 and 6 of this application)
 - **If in the plowed section (H61-H120), clear your plot of all material by 9 a.m. of Closing Day (10/25/14)**
 - Assist with general garden maintenance/improvements by completing volunteer hours or opting to pay for hours
11. Troy Community Gardens successfully works with the help of our volunteer-run subcommittees. Troy gardeners are strongly encouraged to volunteer for a subcommittee. All hours worked on a volunteer subcommittee will be applied to the volunteer hours required per plot. Please refer to <http://www.communitygroundworks.org/what-we-do/troy-community-gardens/subcommittee-descriptions> for a complete list of our subcommittees and their responsibilities.
- _____ Yes, I am interested in volunteering on the _____ subcommittee
- _____ No, I am not interested in volunteering with a subcommittee at this time
12. Photo permission: Community GroundWorks or Community Action Coalition staff, volunteers and the news media sometimes take photos at the gardens. **Please check here if you DO NOT want your photo to be a part of publicity materials.** (If you do **not** want to be in published photos, let any photographer you see at your garden know that.)
13. Personal responsibility: I agree to hold Community GroundWorks, the City of Madison, Madison Area Community Land Trust, and their agents and employees, harmless from any and all liability for bodily harm, damage, or loss of any kind arising from, or in any manner connected with, my participation in Troy Community Gardens.

By signing below, you agree to the items outlined above and you agree to abide by the Troy Community Gardens General Information, Rules and Expectations listed on pages 5 and 6 of this application.

Signed: (Gardener responsible for plot) _____
Name Date

Who filled out this application, if it was not the gardener? _____ Phone _____

Payment for Your Plot

Plot Fees: Plot rental fees are on a sliding scale according to garden family size (household/# of gardeners) and their income. Please check the sliding scale chart below. **There is a one plot limit for new garden families/households and an overall limit of four plots.** If you are a returning gardener, you may request only one additional plot. Each plot is approximately 20 x 20 ft.

Pre-paying Volunteer Hours: All gardeners are required to volunteer 3 hours for every garden plot they are assigned. However, you can choose to pay for them at a rate of \$10/hour if you do not want to volunteer. Please use the line labeled "Pay for 2014 volunteer hours." Indicate how many plots and the total amount. **The number of plots specified for volunteer hours must match number of Garden Plots requested for 2014.** Instead of pre-paying for volunteer hours with cash or check, if you are currently a Timebank member (as of date application signed), you can choose to pay for your 2014 volunteer hours with Timebank Hours at a rate of 3 Timebank Hours/plot. The Timebank member name indicated below must match the name written on Line 1 or 2 above. If we cannot confirm current membership with the Timebank administrator, you will be contacted and expected to either pre-pay for your volunteer hours at a rate of \$30/plot or agree to volunteer 3 hours per plot.

Paying for 2013 Missed Volunteer Hours: If you did not complete your 2013 volunteer hours, please complete the "Payment for not completing 2013 volunteer hours" line in the Fee Payment section below and pay for those volunteer hours with your other fees. If you were a Timebank member prior to 10/26/13, you may pay for missed 2013 volunteer hours with Timebank Hours. **You must pay for missed volunteer hours from last year on this application before we will accept the application.**

Marsh Hay & Row Cover: You can order bales of marsh hay for mulch and sheets of row cover for organic control of pests like flea and potato beetles and insulating veggies to extend the season. If you receive a plot(s), we will make every attempt to have these items available for pick up at Opening Day, tentatively scheduled for Saturday, 4/19/14.

Troy Community Gardens Plot Fee Sliding Scale

Household size or number of gardeners	Income		Income		Income	
	Monthly	Annual	Monthly	Annual	Monthly	Annual
1-2	Up to \$2,500	Up to \$30,000	\$2,500 - 3,915	\$30,001 - 47,000	Over \$3,915	Over \$47,000
3-4	Up to \$3,165	Up to \$38,000	\$3,165 - 4,915	\$38,001 - 59,000	Over \$4,915	Over \$59,000
5-6	Up to \$3,580	Up to \$43,000	\$3,580 - 5,665	\$43,001 - 68,000	Over \$5,665	Over \$68,000
7 and more	Up to \$4,000	Up to \$48,000	\$4,000 - 6,500	\$48,001 - 78,000	Over \$6,500	Over \$78,000
Fee per Plot per Year	\$10		\$35		\$65	

Fee Payment

What?	How many?	How much?	Total Fees
Garden Plot Fee (required)	# _____ plots (New Garden Families May Request Only 1 Plot)	x \$10 or \$35 or \$65 per plot (see plot fee sliding scale above)	
Water Surcharge (required)	# _____ plots (must match # above)	x \$1.00 per plot	
Pay for 2014 volunteer hours (optional) OR Pay for 2014 volunteer hours with Timebank Hours (optional)	# _____ plots (must match # above) OR # _____ plots (must match # above) Write Timebank member name below*	x \$30.00 per plot OR x 3 Timebank Hrs / plot = _____ (Timebank Hrs)	
Marsh Hay (optional)	# _____ bales	x \$5.00 per bale	
Row Cover (optional)	# _____ pieces	x \$5.00 each 10'x10' piece	
Payment for not completing 2013 volunteer hours OR Payment for not completing 2013 volunteer hours with Timebank Hours	# of hours missed _____ (per postcard mailed to you early February - e.g., 1.25 hrs) OR # of hours missed _____ (per postcard mailed to you - e.g., 1.25 hrs)	x \$10 per hour missed (e.g., 1.25 hrs missed x \$10 = \$12.50) Debit my Timebank account for same # of hours _____	
One-time Donation to Community GroundWorks (optional)			
Please make checks payable to "Community GroundWorks." Be sure the gardener's name appears on the check.			Total Payment

*If you chose to pay volunteer hours with Timebank Hours, write current Timebank member name below:

_____ (must match name on application above)

For Troy Use Only: Amount Received \$ _____
Check # _____ or Cash (please circle one)

Volunteer Hours

If a gardener has opted to work 3 volunteer hours per plot, those hours may be fulfilled by attending the regularly scheduled workdays or by participating on a subcommittee. Please refer to <http://www.communitygroundworks.org/what-we-do/troy-community-gardens/subcommittee-descriptions> for a complete list of our subcommittees and their responsibilities. If you are interested in joining a subcommittee, please indicate your preference under Item 11 above. If you cannot volunteer at one of the work days listed below, you may complete your volunteer hours by doing regular garden maintenance and recording your hours in the notebook located in the mailbox of the garden kiosk. The scheduled work days for 2014 are listed below. Work days start at 9 a.m. and end by noon. You may bring helpers to any workday and count their hours toward your total. Just be sure to indicate that on the sign-in sheets at the work day.

April 19	May 17	June 21	July 19
August 16	September 20	October 25	

Application Deadlines

- **BY MAIL – February 28, 2014**, Mail registration deadline for all gardeners. Any application received by mail at the Community GroundWorks office after March 1 may not be considered.
- **IN PERSON - March 8, 2014, 10 a.m.-1 p.m. Spring Registration at Lakeview Lutheran Church** - Last day to hand in an application in person. At Spring Registration you will learn about changes for the upcoming season, have an opportunity to ask questions and get help filling out an application. **We strongly encourage you to attend if you are new to Troy Community Gardens or need Hmong, Lao or Spanish interpreters.**

How will I know whether I received a plot?

If you are assigned a plot(s), you will receive a post card and/or email inviting you to our Opening Day event. All gardeners are encouraged to attend Opening Day which is tentatively scheduled for April 19, 2014 (9 a.m.), at Troy Gardens. You will receive your plot number(s) at Opening Day. If you cannot attend, please contact Martha Worcester at the Community GroundWorks office **on or after April 21, 2014**, to receive your plot number. For returning gardeners applying for plots in no-plow sections, every effort will be made to contact you as soon as possible to let you know if you received a plot and where it is located so you can begin gardening as weather allows. **Please do not begin gardening until you receive your plot number(s).**

Important Dates for 2014

Mail-in Deadline for Plot Applications	2/28
Spring Registration (including free seeds*)	3/8, 10 am-1 pm
Plowing for Plowed Section/Plot Layout	4/14 - 4/18, as weather allows
Opening Day.....	4/19, 9 am
Work Days	4/19, 5/17, 6/21, 7/19, 8/16, 9/20, 10/25
Troy Community Farm Plant Sale, Greenhouse at Troy	5/10, 10 am-2 pm
CAC Garden Days at Troy	9/13 (tentative)
All-Gardener Meeting, if needed.....	10/4 or 10/11 (final date to be determined)
Closing Day/Last Work Day	10/25

* Free seeds donated by seed companies will be available at Spring Registration (limit 10 per applicant).

Please return Pages 1-3 of this form with your payment to:
Community GroundWorks, 3601 Memorial Dr., Suite 4, Madison, WI 53704
OR in person at Spring Registration
If you have questions contact Martha Worcester at 240-0409 or
martha@communitygroundworks.org

Please read and keep the 2014 Troy Community Gardens General Information, Rules and Expectations on the next two pages.

Read and Keep These Rules!!!
2014 Troy Community Gardens General Information, Rules and Expectations

Note: The term “bad standing” is used below to describe gardeners who have not kept their plots weeded throughout the season, have not disposed of their plant refuse properly or have not cleaned out their plots by Closing Day (plowed section only). Gardeners in bad standing can be penalized by having their application moved to the bottom of the plot assignment priority list for the following year or by being asked to forfeit their plot in the case of not keeping their plot weeded.

TROY COMMUNITY GARDENS SUBCOMMITTEES: The community gardens are organized and run by volunteers and divided into various subcommittees to meet the needs of the gardens. A partial list of subcommittees and their leaders is posted on the garden kiosk. All gardeners are encouraged to volunteer for a subcommittee to keep the gardens running smoothly. For a complete list of the subcommittees with descriptions/duties see: <http://www.communitygroundworks.org/what-we-do/troy-community-gardens/subcommittee-descriptions>.

VOLUNTEER REQUIREMENTS: Gardeners have the choice of working three volunteer hours per plot per year OR paying for all their volunteer hours at a rate of 10.00/hour (1 plot = \$30.00, 2 plots = \$60.00, 3 plots = \$ 90.00, 4 plots = \$120.00) OR at a rate of 3 Timebank Hours/plot if you are a current Timebank member. The choice between volunteering or paying for the hours must be made with the application and all fees must be paid at that time. No partial payments or combinations of work/paid hours are allowed. For example, it is not permitted to work one hour and pay for the other two.

Volunteer hours can be satisfied by participating on a committee, attending a scheduled work day or logging in to work independently from a list of tasks kept in a notebook in the metal mailbox on the kiosk. Family members and friends can volunteer on the gardener’s behalf. It is important to note your plot number(s) when signing in at work days or when volunteering outside of work days. The last day to satisfy the volunteer hours’ requirement is November 30. Since the last organized work day is in October, it is strongly encouraged to volunteer earlier in the season. If volunteer hours can not be completed on or before the last work day in October, an email should be sent to Martha at the Community GroundWorks office (martha@communitygroundworks.org) or a message left on office voicemail (240-0409) stating the best time to call back. Gardeners failing to complete volunteer hours will be required to pay for missed volunteer hours at a rate of \$10 per hour (or equivalent amount of Timebank Hours if they were a Timebank member as of Closing Day) before their application will be accepted the following year.

SEASONAL PLOT ASSIGNMENT: Returning and new gardeners are required to apply each year. New gardeners may only apply for one plot the first year. Gardeners should submit one application per household. If good standing is maintained, the gardener may apply for one additional plot the following year. The maximum number allowed is four plots. Plot changes should be requested on the application and will be considered by the Plot Assignment Subcommittee during plot assignment. Volunteer hours and plot maintenance remain the responsibility of the gardener listed first on the application. There are **no refunds** of any kind unless there is no initial plot assignment made.

PLANTING DEADLINE: Due to increased demand for gardening space, plots must be planted by **June 1**. If the plot is not planted and tended in earnest by then, the name flag will be removed and the plot will be reassigned. An extension may be granted by emailing plotmonitoring@gmail.com or by leaving a voicemail for Martha at the Community GroundWorks office (240-0409).

“WEED or LOSE YOUR PLOT” POLICY: Wind-borne weed seeds and creeping crabgrass are a shared problem in close-quarter gardening. Gardeners are required to weed at least once a week. During long absences from the garden, gardeners should find a friend or relative to weed for them. If none can be found, the Plot Monitoring Subcommittee should be contacted by emailing plotmonitoring@gmail.com or by leaving a voicemail for Martha at the Community GroundWorks office to seek a temporary solution.

Confidential complaints about weedy plots may be made by contacting the Plot Monitoring Subcommittee (plotmonitoring@gmail.com) or by leaving a voicemail for Martha at the Community Groundworks office. Subcommittee volunteers will get to the complaint as soon as possible, and if they find cause, will attempt to contact the gardener to correct the problem.

- If you have been contacted by the Plot Monitoring Subcommittee 3 times in one season and you haven’t weeded your plot(s) so as to not impact your neighbors’ plots, you will be asked to forfeit your plot(s) for the current year and will not receive your plot(s) the following year.
- If you are asked to forfeit your plot(s), you can submit an appeal to the Troy Community Gardens Steering/Leadership Committee by emailing or leaving a message for Martha at the Community GroundWorks office (martha@communitygroundworks.org, 240-0409). She will forward the message to the Garden Coordinator for consideration by the Steering/Leadership Committee. A decision will be made within one week.
- You may re-apply for a garden plot after the one year penalty period (e.g., If you forfeit your plot in July 2014, you may re-apply for the 2016 season).

GOOD NEIGHBOR POLICY: Please show respect for other gardeners by not entering other plots without the gardener’s permission. Plants taller than 4 feet must be grown in the center of the plot or permission must be granted from the neighbor to grow them near the plot edge. Perennials that are difficult for successive gardeners to eradicate must not be grown (e.g., Jerusalem artichokes, horseradish, comfrey, mint, grapes, woody trees or shrubs, and raspberries). If you notice a fellow gardener growing a plant that isn’t allowed or a plot that has a weed or pest problem, please report the issue to the Plot Monitoring Subcommittee (plotmonitoring@gmail.com). You can contact the Community GroundWorks office with urgent issues at 240-0409.

PATH MAINTENANCE: Gardeners are responsible for keeping paths abutting their plots passable and free from debris, weeds, sticks, rocks and wayward fencing material. NEVER PLACE WOOD CHIPS OR PLANT DEBRIS ON THE PATHS BETWEEN PLOTS OR OUTSIDE THE PERIMETER OF YOUR PLOT.

TOOLS should be brushed off and returned to the shed after use. Please keep shed door closed.

WATER must not be wasted. Leaks should be reported to the Water Subcommittee (contact information on kiosk) immediately.

COMPOST, when available, is provided free of charge. Each gardener should limit themselves to a maximum of two wheelbarrows of compost per plot each time compost is delivered. Trash found in compost should be disposed of properly.

MULCH such as leaves and marsh hay are encouraged. Carpet mulch, stone mulch and **wood chips are NOT allowed** anywhere in plots, outside the perimeter of plots or in the paths between plots. Wood chips are not allowed because they take nitrogen out of the soil, they migrate around during hard rains and move from paths into beds. In addition, the next gardener might not want them and they would be difficult to remove. If used plastic sheeting should be disposed of at the end of the season before it degrades.

MANURE that is *well-composted* or *sterilized* is allowed. Because of the risk of bacterial contamination (e.g., E coli), fresh manure is **only** allowed in the month of November, so it has time to decompose over winter. Never use fresh manure near still viable crops. For more info about safe application, visit <http://hort.uwex.edu/articles/safely-using-manure-garden>.

VANDALISM AND THEFT may be discouraged by a fence around one's plot and by confronting the perpetrator. A description of the offender, their vehicle and their plate number should be reported to the Community GroundWorks office (240-0409). Police assistance is useful only if the thieves remain on site. Community GroundWorks accepts no responsibility for lost or damaged personal property or crops.

VEHICLES are not allowed on the grass. Parking is allowed on either side of Troy Drive but must be 12 feet from the mailboxes to maintain mail truck access.

DOGS are allowed only on a leash in the community gardens but may run free in the prairie located behind the tree line north of the community gardens. Pet waste must be taken home for disposal.

CHILDREN must be accompanied by their parents and must respect garden property.

PRODUCE grown at the community gardens may not be sold.

CHARCOAL GRILLS can be used at the gardens but only on open grassy areas and not within plots where there may be dry hay and other combustibles. Grills and lighter fluid, if used, must be taken home and not left in plots due to potential vandalism. Hot or cold coals should not be disposed of anywhere on the property or within trash or recycling bins. Coals should be removed from the property with the grills.

PLANT REFUSE: Old stalks and seedless weed stems may be used as mulch within your plots as surface compost around plants. Undesirable plant material or propagating seed heads should be composted within your plots or taken home. Diseased plants should be bagged up and removed from property. No old plants or dirt should be placed in the paths between plots or deposited in the trash bins or anywhere else on the property. Doing so may result in "bad standing."

ORGANIC GARDENING METHODS ONLY: All garden plots are to be tended using organic gardening methods. Use of pesticides, herbicides, and insecticides made from synthetic materials as well as use of chemical fertilizers like Miracle-Gro is strictly forbidden. No treated lumber should be used in the plots as the chemicals used in the lumber do not conform to organic gardening methods.

PLOWED PLOTS (plot numbers H61-H120): Plots must be cleaned up by 9 am, Closing Day, in October. Large sticks and fencing must be removed and stored neatly against the T-posts on the west side of the garden. Synthetic material and string must be disposed of. Large stalks (like sunflowers and corn) must be cut up into 6" long pieces for easy plowing. Failure to clean up a plot on time will result in "bad standing" and personal property and produce may be lost.

NO-PLOW PLOTS (all plots EXCEPT H61-H120): Gardeners receive plots "as-is." Fencing and crops here may remain in place and gardening may continue all year round as long as the gardener is in good standing. If not returning in the spring, gardeners are encouraged to remove any property they wish to keep as soon as possible to avoid theft or damage over winter. Any property still left in the plot by 9 am Opening Day becomes the property of the next gardener. Rototilling is allowed in no-plow plots. Corner stakes marking plot perimeters should remain in place from season to season.

BANNED PRACTICES: Repeated use of banned substances, harassment, theft or criminal behavior may be grounds for expulsion. Expulsion or other penalties may be overturned by appeal to the Community Gardens Steering/Leadership Committee.

ANNUAL REAPPLICATION is necessary. If gardeners move, change phone numbers or change email addresses, they should contact the Community GroundWorks office (240-0409) with the new information, so they continue to receive notifications. New applications are generally available in early February. Applications with payment must be received by the spring registration deadline or gardeners risk losing their plot.