

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)
 - 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 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 Dane County UW Extension and the agents, employees, and volunteers of the entities stated above, 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.
14. Do you garden at another community garden? Yes / No If yes, which garden? _____ and how many plots? _____ (Note: Answering this question will not impact your application in any way.)

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 per year, up to a total of four. 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 the hours at a rate of \$10/hour if you do not want to volunteer. Please use the line labeled “Pay for 2017 volunteer hours.” Indicate how many plots and the total amount. **The number of plots specified for volunteer hours must match the number of Garden Plots requested for 2017.** 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 2017 volunteer hours with Timebank Hours at a rate of 3 Timebank Hours/plot. The Timebank member indicated below the fee payment section 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 pre-pay for your volunteer hours at a rate of \$30/plot or agree to volunteer 3 hours per plot.

Paying for 2016 Missed Volunteer Hours: If you did not complete your 2016 volunteer hours, please complete the “Payment for not completing 2016 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 10/22/16, you may pay for missed 2016 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, scheduled for Saturday, 4/15/17.

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	\$12		\$40		\$75	

Fee Payment

What?	How many?	How much?	Total Fees
Garden Plot Fee (required)	# _____ plots (New Garden Families May Request Only 1 Plot)	x \$12 or \$40 or \$75 per plot (see plot fee sliding scale above)	
Water Surcharge (required)	# _____ plots (must match # above)	x \$3.00 per plot	
Pay for 2017 volunteer hours (optional) OR Pay for 2017 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 \$5.50 per bale	
Row Cover (optional)	# _____ pieces	x \$5.50 each (approx. 10'x10')	
Payment for not completing 2016 volunteer hours OR Payment for not completing 2016 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)

Staff Initials _____

Volunteer Hours

If a gardener has opted to work 3 volunteer hours per plot, those hours may be fulfilled by attending the regularly scheduled work days 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 2017 are listed below. Work days start at 9 a.m. and end by noon. You may bring helpers to any work day and count their hours toward your total; just be sure to indicate that on the sign-in sheets at the work day.

April 15	May 20	June 17	July 15
August 19	September 16	October 21	

Application Deadlines

- **IN PERSON - March 11, 2017, 10 a.m.-12 noon, Spring Registration at Lakeview Lutheran Church** – Applications and demographic forms will be available for completion at Spring Registration. At the meeting, you will learn about changes for the upcoming season, have an opportunity to ask questions and get help filling out the application and demographic form if needed. **We strongly encourage all new and returning gardeners to attend. Hmong, Lao or Spanish interpreters will be available.**
- **BY MAIL – March 3, 2017**, Mail-in registration deadline for those not able to attend spring registration. Any application received by mail at the Community GroundWorks office after March 3 may not be considered. **Applications must be accompanied by payment and a completed demographics form** (pg. 7 of this document or available separately here [English/Spanish](#)).

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 scheduled for April 15, 2017 (9 a.m.), at Troy Gardens. You will receive your plot number(s) at Opening Day. If you cannot attend, please contact Anna Varriano at the Community GroundWorks office **on or after April 17, 2017**, to receive your plot number. For returning gardeners, every effort will be made to contact you as soon as plot assignments are finished to let you know if you received your plot(s), so you can begin gardening as weather allows. **Please do not begin gardening until you receive your plot number(s).**

Important Dates for 2017

Mail-in Deadline for Plot Applications	3/3
Spring Registration.....	3/11, 10 am-noon
Opening Day (snow, rain or shine).....	4/15, 9 am-noon
Work Days	4/15, 5/20, 6/17, 7/15, 8/19, 9/16, 10/21
Troy Community Farm Plant Sale, Greenhouse at Troy	5/13 10 am – 2 pm
Fall Harvest Festival.....	9/16 (tentative date)
All-Gardener Meeting, if needed.....	10/7 (tentative date)
Closing Day/Last Work Day	10/21

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 Anna Varriano at 240-0409 or
info@communitygroundworks.org

Please read and keep the 2017 Troy Community Gardens General Information, Rules and Expectations on the next two pages.

Read and Keep These Rules!!!
2017 Troy Community Gardens General Information, Rules and Expectations

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 and 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 subcommittee, 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. The last day to satisfy the volunteer hours' requirement is November 30. Since the last organized work day is in October, you are strongly encouraged to volunteer earlier in the season. If volunteer hours cannot be completed on or before the last work day in October, an email should be sent to Anna at the Community GroundWorks office (info@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. 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 **May 15**. In May, plot monitors will look to see that plots are being tended and actively planted by May 15. If the monitors see no activity, you will be contacted and asked if you plan to garden this season. If not, your plot will be reassigned before June 1 so that another gardener can access the plot for a full season.

“WEED or LOSE YOUR PLOT” POLICY: 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 and maintain their garden plot. If a gardener needs temporary assistance due to an illness or injury and the gardener cannot find friends or family to help, they may request help from other gardeners by contacting the Plot Monitoring Subcommittee (plotmonitoring@gmail.com or call Anna at the Community GroundWorks office 240-0409). The gardener must agree to provide their email and/or phone number to other gardeners, so they can be contacted directly. The Garden Coordinator will send a request for assistance to the gardeners listing the email and/or phone number of the gardener needing assistance, instructing those interested to contact the gardener directly. Once work has been done on behalf of the gardener requesting assistance, the person who helped the gardener will email or call Anna so their volunteer hours may be recorded. **The gardener who needs temporary assistance will ultimately remain responsible for the upkeep of their plot whether anyone stepped forward to help or not. In addition, the request for assistance should be for a temporary, short-term situation due to injury or illness. If circumstances are such that a gardener cannot take care of their plot long term due to their situation, they should consider giving up their plot and reapplying in the future.**

REPORTING WEEDY PLOTS: Confidential complaints about weedy plots may be made by contacting the Plot Monitoring Subcommittee (plotmonitoring@gmail.com) or by leaving a voicemail for Anna at the Community GroundWorks office (240-0409). 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.

PLOT MONITORING is performed regularly by the Plot Monitoring Subcommittee. Monitoring occurs from May through October. Monitors assess if plots are tended/planted by May 15, weeded regularly, kept free of garbage, growing only approved plants, and if paths next to plots are being maintained and free of debris. Plot monitors will contact gardeners who do not meet these basic standards. Gardeners will have 10 days to correct the situation once contacted. If you do not respond or have been contacted by the Plot Monitoring Subcommittee repeatedly in one season about a persistent problem, you may 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 Anna at the Community GroundWorks office (info@communitygroundworks.org, 240-0409). You may re-apply for a garden plot after the one-year penalty period (e.g., If you forfeit your plot in July 2017, you may re-apply for the 2019 season). See [separate document](#) for full details on plot monitoring.

TEMPORARY HELP WITH YOUR PLOT: Gardeners needing temporary help getting their plot cleaned up, planted or weeded may request help from other gardener volunteers at a monthly work day. If there are extra gardener volunteers at the work day who are willing to help the gardener, they will be assigned to assist the gardener. The gardener needing help must work side-by-side with the volunteers in the plot. In exchange, the gardener receiving help must work extra volunteer hours equivalent to the hours of help received that day. For example, if two people helped you in your plot for one hour, you would have to give back two extra hours at a subsequent work day and still fulfill your three hours of volunteer time per plot per year. The work you do in your own plot does not count toward your volunteer time.

PRODUCE grown at the community gardens may not be sold.

GOOD NEIGHBOR POLICY: Please show respect for other gardeners by not entering other plots without 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). Harassment, theft, criminal behavior or repeated use of banned substances will be grounds for expulsion. If you notice a fellow gardener violating garden rules, please contact the Community GroundWorks office at 240-0409.

WILD PARSNIP: Do not cultivate wild parsnip within your plot. If wild parsnip self-seeds, remove the plant from your plot. Dig out entire root of small plants or sever root just below soil surface for larger plants. Wear protective clothing. Plants can be composted. If skin comes into contact with wild parsnip and then is exposed to the sun, severe blistering and burning can develop. For more information, see <http://dnr.wi.gov/wnrmag/html/stories/1999/jun99/parsnip.htm>.

NO TOBACCO PRODUCTS IN GARDEN PLOTS: The use of tobacco products such as cigarettes, cigars, pipes, or chewing tobacco is prohibited in garden plots. Tobacco products can: 1) harbor the tomato mosaic virus; 2) have negative health consequences for garden neighbors (e.g., asthma); and 3) be a fire hazard. If you wish to use tobacco products, please step away from the garden plots and other people on the land and dispose of the materials appropriately.

NO OPEN FLAMES ALLOWED: No open flames will be allowed within the garden plots. Examples would include propane blow torches to suppress weeds and barbecue grills.

PATH MAINTENANCE: Gardeners are responsible for keeping paths abutting their plots passable and free from debris, weeds, sticks, rocks, wood chips and wayward fencing material. **NEVER PLACE WOOD CHIPS OR PLANT DEBRIS ON THE PATHS BETWEEN PLOTS OR OUTSIDE THE PERIMETER OF YOUR PLOT. Do not dig or plant outside of your plot boundaries (see WATER below).**

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. **BEWARE OF SHALLOW WATERLINES** near plot boundaries. **Do not dig or plant outside of your plot boundaries.** A shovel could easily sever the waterline necessitating an emergency shutdown and repair of the system.

WOOD CHIPS/OTHER MULCH: Mulch such as leaves and marsh hay are encouraged. Wood chips are allowed **WITHIN** the plot boundaries. The Plot Monitoring Subcommittee will monitor looking for wood chips used outside of plot boundaries. Since we are an all-organic garden, gardeners should not purchase and use within their plots the dyed wood chips available at many stores. Free wood chips from the City will be delivered if available. Carpet mulch and stone mulch **are NOT allowed** anywhere in plots, outside the perimeter of plots or in the paths between plots. 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 perpetrators remain on site. Community GroundWorks has no responsibility for lost or damaged personal property or crops.

VEHICLES are not to be driven onto the property, and in particular, onto the grass. Parking is allowed on either side of Troy Drive but vehicles 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. Do not let your children play with the water.

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 weeds, old plants or dirt should be placed in the paths between plots, 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.

PLOT CLEAN UP: Gardeners receive plots "as-is." Fencing and crops may remain in place and gardening may continue all year round as long as the gardener is in good standing and intends to return the following year. If not returning, 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. Corner stakes marking plot perimeters should remain in place from season to season.

