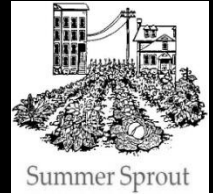




THE OHIO STATE
UNIVERSITY

2017 Summer Sprout Application

DUE NO LATER THAN 5:00PM on August 2nd 2016



What is Summer Sprout?

Summer Sprout is Cleveland's community gardening program. It is managed by the Ohio State University Extension of Cuyahoga County's (OSUE) Urban Agriculture Program. Summer Sprout gardens receive technical assistance and can participate in educational workshops from OSUE. Gardens are also eligible to receive materials and services, such as soil tests, seeds, starter plants, tilling services, soil amendments, and materials for raised beds. There are 200 active gardens in the program in 2015.

What is the role of OSUE's Urban Agriculture Program?

OSUE works with all Summer Sprout gardens to provide technical assistance including soil testing, garden design, and education through workshops and trainings. OSUE's Urban Agriculture Program and Summer Sprout have been working together for 40 years to help residents of Cleveland organize and maintain community vegetable gardens that provide healthy produce, neighborhood beautification, and a positive community-building activity.

What should you do before applying for the Summer Sprout program?

We strongly encourage applicants to review the Summer Sprout Program's website at:

www.u.osu.edu/summersprout

Here you can learn more about the Summer Sprout program, find existing community gardens in your neighborhood, and access great gardening information. We especially recommend reviewing the document *Growing a Community: A Guide for Starting a Community Garden* in the resource section.

Summer Sprout Application Process Timeline

1. **August 2nd, 2016:** Deadline to submit application to OSUE no later than 5:00 pm.
2. **August 2016:** Notification by OSUE if your application has been accepted into the Summer Sprout program.
3. **August/September 2016:** Soil tests will be taken by OSUE for all accepted sites. Results will be shared with gardeners to help plan for the garden's design. Please note that pending the soil results, other options, including new site selection, may be necessary. This is critical if high levels of heavy metals, such as lead (pb) are found.

If you need assistance completing this application, please contact:

Erin Richardson at (216)429-8200 ext.246 or Richardson.489@osu.edu

Interested gardeners must follow these steps:

Step 1	<p>Locate a piece of land within Cleveland City Limits The land may be a vacant parcel or a site at a school, church, or other institution. <i>It may not be located in the back yard of a private residence.</i></p>
Step 2	<p>Identify the landowner and get written land use permission Interested gardeners must already have written permission or be in the active process of acquiring land when this application is submitted. You can go to the City of Cleveland Planning Commission GIS website to gather landowner information and a parcel ID number: http://planning.city.cleveland.oh.us/gis/cpc/basemap.jsp?command=larger</p> <ul style="list-style-type: none"> • Click “Locate Address.” Fill in the address in the window that pops up. • Next click “Map This Address” to find it on the map. • Select “Zoom in” and continue to zoom in to find the parcel. • Then select “Identify” and click on the parcel. A window should pop up with the address, parcel identification (PID) number, ward, etc. • Click the link “County Auditor’s Information for ...” and the landowner information from the County Auditor’s website should pop up. <p>If the land has a Private Owner, please have a signed and notarized contract allowing the garden group to use the land for at least 3 years. Submit it to OSUE with your application. There is an example of this contract at the end of this application.</p>
Step 3	<p>Have at least 5 gardeners involved who are NOT all related.</p>
Step 4	<p>Identify a Garden Leader and an Assistant Garden Leader to organize the group, disperse information, plants, and materials the program provides and attend garden leader meetings. The Garden Leader and Garden Leader Assistance will be the main contacts OSUE and the Summer Sprout Program will communicate with. Please remember to submit complete contact information.</p>
Please Note:	<p>Garden Leaders and Assistant Garden Leaders must reside or work in the City of Cleveland OR be involved with a group that has strong ties to the community within city limits (i.e. church group, service organization, etc.). Gardens participating in the Summer Sprout Program are not permitted to sell or barter produce grown on site.</p>

Application Checklist

- Application is completely filled in. (Please do not leave anything blank.)**
- If you are using Private Land (non-Land Bank Land), submit a notarized contract with private landowner. An example contract can be found at the end of this application.**
- If the land is a *City of Cleveland Land Bank* lot, an approved Summer Sprout application *usually* leads to an approved license from the City of Cleveland to use the lot as a community garden. If the City of Cleveland does not approve the site for a license, OSU Extension will work with the garden group to select a new site.**

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SECTION A

GARDEN AND SITE INFORMATION

What ward is the garden located in? _____	Garden Name <i>(please keep short)</i>
	Garden Address <i>(or nearest street address to the garden site)</i>

Ward, Parcel, and Landowner information can be found at:

<http://planning.city.cleveland.oh.us/gis/cpc/basemap.jsp?command=larger>

or call The City of Cleveland Division of Land Bank Office at 216-664-4126.

Parcel Number(s)

Size of Garden (approximate)		feet long by		feet wide
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Landowner Information	
Full Name	
Home Address	
City, State, Zip	
Phone Number	
Email Address	
OTHER	

Description of Garden Location <i>(Example: beside a church, on the SW corner, etc.)</i>

Does your garden partner with another organization? <i>(Example: block club, school, church)</i>	
<input type="checkbox"/> YES	If YES, what is the name of the group?
<input type="checkbox"/> NO	

SECTION B

GARDENER AND SITE INFORMATION

Check here if Garden Leader Information is the same as land owner.

Garden Leader Information

Full Name	
Home Address	
City, State, Zip	
Phone Number	
Email Address	
OTHER	

How would you like to be contacted?

Please check one

Phone Email

Assistant Garden Leader Information (Required)

Full Name	
Home Address	
City, State, Zip	
Phone Number	
Email Address	
OTHER	

How would you like to be contacted?

Please check one

Phone

How many gardeners do you expect to have (including Garden Leader and Assistant Garden Leader)?

Please list additional Gardeners (other than Garden Leader and Assistant Garden Leader) and phone numbers if they are known:

Name		Phone	
Name		Phone	
Name		Phone	
Name		Phone	

Why do you want to start a Community Garden? (You may attach additional pages.)

SECTION D**GARDEN INFORMATION**

Why do you want to start a Community Garden? (You may attach additional pages.)

1. How will the garden be watered?

fire hydrant water spigot rain barrels unknown other: _____

2. Who will maintain the areas within the garden lot (i.e grass mowing)?

3. How will trash removal be handled at the community garden?

4. Has your garden location been soil tested before*? If so, please include a copy of it with this application.

YES NO

***If selected, the Summer Sprout program will provide your garden with a soil test if your garden has not already had one**

Please use the space below to give us any additional information that you would like to share. (You may attach additional pages.)

Only COMPLETE applications will be considered. If assistance is required in order to complete the application, please contact Erin Richardson at (216) 429.8200 x 246. Please be aware that we cannot make a decision about a new garden admission unless we have a COMPLETE Summer Sprout Application.

You may mail, fax, or hand deliver the application to:	Summer Sprout Program Ohio State University Extension, Cuyahoga County 5320 Stanard Avenue Cleveland, OH 44103	Phone: (216) 429-8200 Fax: (216) 429-3146 Office Hours: 8:00 am – 4:30 pm Monday through Friday
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FOR GARDENS USING PRIVATE LAND ONLY

Please submit a signed and notarized contract with private landowner

Sample Form: Permission for Land Use

The following form is intended as a guide only; be sure that the final agreement you use meets the needs and details of your group and the property owner.

I, _____ give permission to
(property owner's name)

_____ to use the property located at
(community garden project)

_____ as a community garden project, for the
(site's street address)

Term of _____ years beginning _____ and ending _____.
(start date) (ending date)

This agreement may be renewed with the approval of both the property owner and community garden organizer at the end of the agreed upon period. All questions about the community garden, its nature, risks or hazards, have been discussed with the garden coordinator to my satisfaction.

The community garden agrees to identify and save harmless the property owner from all damages and claims arising out of any act, omission, or neglects by the community garden, and from any and all actions or causes of action arising from the community garden's occupation or use of the property.

As the property owner, I agree to notify the community gardening organization of any changes in land ownership, development, or use 60 days prior to the change in status.

(Property owner's signature)

(date)

(Community garden organizer's signature)

(date)