



COMMUNITY AGRICULTURE PROJECT APPLICATION

This application is administered by Parks & Rec for the purpose of residents gaining access to park land for gardening, farming or other agriculture projects.





PHILADELPHIA PARKS AND RECREATION COMMUNITY AGRICULTURE PROJECT APPLICATION

Program Background

Farm Philly, established in 2014, is the urban agriculture program of Philadelphia Parks & Recreation (Parks & Rec). The program supports over 60 urban agriculture projects (e.g., community gardens, farms, and orchards) on park land and is actively involved in food policy and advocacy within the City. This application is administered by Parks & Rec for the purpose of residents gaining access to park land for gardening, farming, or other agriculture projects.

Program Mission

Farm Philly connects Philadelphians to the natural world and provides opportunities for accessible physical activities while supporting the self-determination and sovereignty of communities to grow their own food. The program supports gardeners, farmers, and residents' ability to grow in spaces that nourish and heal their own communities. Farm Philly affirms BIPGM (Black, Indigenous, People of the Global Majority), queer, transgender, immigrant, and working-class farmers doing this work. We believe racism, anti-Blackness, white supremacy cultures, sexism, heterosexism (homophobia), trans-antagonism, ageism, ableism, classism, xenophobia, religious prejudice, and all other forms of oppression are damaging to us all and have prevented communities from accessing land, growing food, and preserving agricultural traditions. Our goals for this program are to support communities to design and lead their own agriculture projects, redistribute resources to communities impacted by food insecurity and displacement, and ensure equitable distribution of food produce on public land.

Agriculture Project Expectations

In every step of creating and maintaining an agriculture project, Farm Philly seeks to ensure all residents are included and all voices are heard. Residents should prioritize clear and transparent outreach and communication to surrounding neighbors, with easy steps to engage with the space or join the garden. As an agriculture project on public park land, site leaders and members must commit to welcoming and intentionally engaging all people in the space, regardless of race, ethnicity, national origin, skin color, gender, gender presentation, sexual orientation, age, physical or cognitive ability, religion, or spiritual beliefs.



Community Agriculture Project Application

Garden/Farm/Agriculture Project Name: _____

Garden/Farm/Agriculture Project Address: _____

(If you don't know your project's address, describe the project's location using the block number and nearest intersection.)

Name of Primary Contact: _____

Primary Email: _____

Primary Phone Number: _____

Name of Secondary Contact: _____

Secondary Email: _____

Secondary Phone Number: _____

How did you hear about Farm Philly? _____

Please select the following project type you are interested in:

Note: Please see the **Application Terms and Definitions** section on page 4 of this application for definitions of these terms.

<input type="checkbox"/>	Community gardening and being a part of Farm Philly's Community Garden Network
<input type="checkbox"/>	Leasing land for a farm/community farm/nonprofit farm (e.g., vegetable farm, flower farm, seed production/keeping farm)
<input type="checkbox"/>	Leasing land for an agriculture project (e.g., fruit and nut orchards, beekeeping/apiary, etc.)

How is your garden/farm/agriculture project or open space used? Check all that apply.

<input type="checkbox"/>	Growing food in individual plots
<input type="checkbox"/>	Growing food in communal or collective beds
<input type="checkbox"/>	Growing flowers (e.g., social gardens, flower farms)
<input type="checkbox"/>	Growing plants for seeds
<input type="checkbox"/>	Growing plants and stewarding the land for ancestral practices and traditions



<input type="checkbox"/>	Growing fruit and nut orchards
<input type="checkbox"/>	Stewarding animals (e.g. beekeeping/apiary)
<input type="checkbox"/>	Space for social activities, sitting, or other activities
<input type="checkbox"/>	Other (please list all activities): _____

Contact Information: Site Leaders

List at least three to five core site leaders located within a half mile of the proposed garden or farm location. Provide an email address and/or phone for each person:

1. Name: _____
Phone and/or email: _____
2. Name: _____
Phone and/or email: _____
3. Name: _____
Phone and/or email: _____
4. Name: _____
Phone and/or email: _____
5. Name: _____
Phone and/or email: _____

If you have more than five site leaders, please list their names and contact information below:

6. Name: _____
Phone and/or email: _____
7. Name: _____
Phone and/or email: _____
8. Name: _____
Phone and/or email: _____
9. Name: _____
Phone and/or email: _____



Application Terms and Definitions

Adjacent block: Any street that is directly connected to or across from the site of the proposed project.

Agriculture project: Applicants can lease land from Parks & Rec to develop an agriculture project that may include, but is not limited to, fruit and nut orchards, community beekeeping, or a food forest model. That said, because the project requires leasing parkland to a person, organization, or nonprofit, applicants assume all risks, responsibilities, and liabilities associated with the land.

Community agriculture project: This term encompasses all food production projects in this application, including community gardens, farms, community farms, nonprofit farms, and agricultural projects (see definition above).

Community garden: Community gardens are shared, public spaces where neighborhood residents collectively tend and grow fresh food and flowers. Gardens in the Community Gardens Network must obtain permits for all improvements, buildings, events, etc. through Parks & Rec. Community garden projects do not require leases from Parks & Rec and will be supported through the Community Gardens Network. Other projects that require leasing land will be required to provide their own insurance and meet other criteria explained below.

Community gardeners: Community gardeners are those who participate in growing, maintaining, and programming at a community garden. Depending on the structure of the garden, this may include residents who are assigned a garden plot, those who help maintain the communal area of the garden, and those who are engaged and support the garden space in other ways. The majority of community gardeners and site leaders must live within half a mile of the garden, to encourage residents to grow food in their neighborhood. If this is not possible, please reach out to the Farm Philly team before proceeding with the application and outreach.

Community Gardens Network: The Community Gardens Network (CGN) builds communication and skill sharing between the gardens based on Parks & Rec land, while creating a larger sense of community and advocacy. Farm Philly staff provides technical assistance and pathways to departmental and other city resources (e.g., compost, mulch, capital improvements including fencing and water connections). Over 450 gardeners rent garden plots and grow food for their families and/or distribute to neighbors, farm stands, or donate to local food pantries. Currently, the Community Gardens Network has 19 gardens and community/volunteer-led operations that have created beautiful and productive spaces on parkland that provide not only nourishment, but also recreational gardening and social gathering space for the surrounding residents.

Community support petition: All community garden applications must include a community support petition. The petition will be used to evaluate whether there is local support for your project. Applicants must secure the support of 65 percent of the residents living on adjacent blocks.

Farm/community farm/nonprofit farm: Applicants can lease land from Parks & Rec to develop a farm or community farm. A farm is run by a single person or entity for the purpose of production or as a business. A community farm is run similarly to a community garden. It has multiple site leaders who manage the farm together for community benefit and/or education. A nonprofit farm is leased and managed by a nonprofit for the purpose of education, community engagement, or other public benefits. These projects are different from a community garden because the parkland is leased to a person, organization, or nonprofit who assumes all risks, responsibilities, and liabilities associated with the land.

Farm Philly: Farm Philly is the urban agriculture program of Parks & Rec. It is the only municipal program dedicated to local food production and education. To find out more about Farm Philly, visit <https://www.phila.gov/programs/farmphilly/>.

Lease: A lease generally gives the tenant (e.g., gardeners and farmers) rights to the property for a set period of time. A lease gives the tenant more control over the use of the space, but they must also assume the risks and responsibilities. Leases are drafted by Parks & Rec and are typically renewable. However, Parks & Rec leases can be revoked if the tenant does not follow the terms of the lease. If a lease is approved and signed by Parks & Rec and the tenant, the tenant will be in charge of all operation costs, and will need to provide their own insurance. Tenants are also responsible for managing, maintaining, repairing, and improving the land. Additionally, any land leased from Parks & Rec must have a public benefit.

Park Friends Network: The Park Friends Network (PFN) is made up of 130 community-run park friends groups who help to steward Philadelphia's public parks. These community groups register with Parks & Rec annually and work together to make our parks vibrant, inviting, and active public spaces that strengthen our communities. Park friends groups organize clean-ups and volunteer workdays, plan community events, raise funds for improvements, and advocate for Philadelphia's public park system. To find out more about the network, get involved, or start your own park friends group (e.g. Friends of Hunting Park), visit <https://loveyourpark.org/park-friends-network>.



Philadelphia Parks and Recreation: Philadelphia Parks and Recreation (Parks & Rec) is the City department responsible for managing Philadelphia's large, diverse system of parks, recreation centers, playgrounds, trails, community gardens, and historic properties. The department oversees nearly 10,200 acres of land, 66 miles of trails, and more than 300+ neighborhood parks, recreation centers, and playgrounds. The department also manages three environmental education centers; 600+ baseball, softball, football, and soccer fields; 74 pools; 400+ basketball courts; 200+ tennis courts; five ice skating rinks; five golf courses; and 25 public computer centers. To find out more about Parks & Rec, visit <https://www.phila.gov/departments/philadelphia-parks-recreation/>.

PowerCorpsPHL: PowerCorpsPHL is an apprenticeship program managed by EducationWorks that provides participants with career-connected education and paid work experiences in collaboration with AmeriCorps and the City of Philadelphia. Each member goes through specifically tailored phases (up to 24 months), created to enrich their lives through service. PowerCorpsPHL enrolls members in full-time AmeriCorps service to support Philadelphia's workforce development priorities, environmental stewardship, or youth violence prevention. Farm Philly provides a fellowship opportunity for members who are interested in urban agriculture and farming, and hosts PowerCorps workdays at farms and gardens to support building projects (e.g., raised beds, compost bins, fences), planting food, harvesting crops, and maintenance. To find out more about PowerCorpsPHL, visit <https://powercorpssphl.org/>.

Public Benefit: Community agriculture projects that lease parkland must have a public benefit. Public benefits could include hosting community events (community BBQs, movie nights, music in the garden, etc.), creating a community garden within the space, hosting community harvest days or food distribution, or otherwise engaging and benefiting the surrounding communities (associated with leases).

Raised Beds: Raised beds include any type of container gardening. The garden bed must be built on top of the existing ground, with new soil brought in to fill the bed. Raised beds are often built from lumber and filled with topsoil and compost.

Site Leaders: Each community garden, farm, or other agriculture projects must have at least three to five site leaders who live in the neighborhood and are responsible for the overall operation of the garden or farm project. These leaders can change from year to year, but there must be an initial group of three to five leaders submitted with the application.

Soil Test: A soil test analyzes the makeup of the soil. It can show the nutrient breakdown, pH levels, and identify contaminants such as heavy metals.

Application Process and Required Documents

The following application is intended to allow applicants to demonstrate their capacity and commitment to involving the maximum number of community members and long-term management of the community agriculture project.

Note: This application is explicitly for residents who want to garden and farm on land within Philadelphia Parks and Recreations inventory (i.e., parkland).

Applicants must adhere to the following outline and submit all required documents below in order to be considered:

<input type="checkbox"/>	1. Fill out contact information for site leaders (page 3)
<input type="checkbox"/>	2. Submit scans or photos of a community support petition (page 14)
<input type="checkbox"/>	3. Read the application carefully and initial where indicated to confirm that applicants have read and agree with all of the information (page 15)
<input type="checkbox"/>	4. Respond to application questions and supply the requested documents, including:
<input type="checkbox"/>	A. A drawing of the proposed garden site (page 13)
<input type="checkbox"/>	B. A garden management and maintenance plan (page 10)

Evaluation Criteria and Procedure

All applications must be reviewed and approved by:

- Parks & Rec’s Farm Philly team
- If the garden is located at a recreation center, it must also be approved by the recreation leader and advisory council

Applications are evaluated based on the following criteria:

1. Whether the garden is the appropriate use of parkland and is not in conflict with other potential user groups. Other user groups may include sports programs, after-school and summer camp programs, regularly permitted events (e.g., picnics, family reunions, graduation parties), and other groups that currently use the space.
2. The number of interested local gardeners and garden supporters listed in the community support petition.
3. The application narrative responses.
4. The experience and organizational and management abilities of the site leaders.

Application Narrative

Please thoroughly address all questions:

1. If applicable, what year was the agriculture project created? _____
2. Why does your neighborhood/community want the proposed agriculture project?
 - All agriculture projects are located on public parkland, and therefore must have a public benefit or be accessible to the public.
 - If you are **applying for a community garden project**, *please explain how you will maintain the required public hours and public waitlist.*
 - If you are **applying to lease land for an agriculture project**, *please explain your project's public benefit.* Please see the [Agriculture Project Guidelines](#) for more detail on public benefits.

3. Describe the demographics and other characteristics of the area. How will you ensure the space is accessible to all community members? Please include answers to the following:
 - *How will you ensure your garden, farm, orchard, etc. is racially and economically diverse?*

- *How will you engage residents who speak different languages? Do you need assistance to make this possible (e.g., translation assistance for community meetings, flyers, signs, etc.)?*



- *What is your plan to make the space accessible to the physical and neurodisability communities? Do you need assistance to make this possible (e.g., elevated/extra tall raised beds for gardeners who can't bend to the ground, pathways in the garden at least 36" wide)? Read more about accessible garden designs [here](#).*

- *Do you intend to create space for people to gather and sit?*
- *Do you plan to have a youth gardening space or involve youth in other ways?*

4. Describe how you recruited and involved members of your community to complete this application.
- *How did you determine or assess community interest (e.g., flyers, community meetings)?*
 - *What partnerships have you developed (e.g., local churches, places of worship, nonprofits, youth organizations, businesses) and how will they support the project?*



5. Describe your management and maintenance plan and list the different roles and responsibilities each site leader will fulfill. Please be thorough in your response as it helps Farm Philly assess your capacity to maintain the site.

○ *How will you respond if garden guidelines are violated?*

- *How will the project be structured to operate over the long term?*
- *How will you recruit and train new members and site leaders to maintain engagement and support over the years?*

○ *How will the group be financially sustained to cover ongoing costs (e.g., membership fees, fundraising events, donations from local nonprofits and community organizations)?*

- *How will you maintain communal areas?*
- *How will you deal with theft and vandalism at the site?*

6. Governance and leadership at the garden, farm, orchard, etc. are important. Giving everyone a role to play can help with community agreements, protocols, and accountability. We strongly suggest that you create bylaws, community guidelines, and ground rules for your project. If you have existing bylaws or forms of collective organization/governance, please attach a copy, otherwise, draft below.

7. Are there any other skills, expertise, resources that you and your leadership group can bring to the project (e.g., construction skills, community facilitation, professional childcare, gardening or farming experience, truck owner, business owner)?

8. **All applicants are strongly encouraged to sign up for the [Pennsylvania Horticultural Society's Garden Tenders Class](#).** Will one of the site leaders attend?

<input type="checkbox"/>	Yes, someone will attend.	<input type="checkbox"/>	No, no one will attend.
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Site Design

To be able to approve an application, Parks & Rec requires a thorough understanding of your plan for the site. Please include as much information as you can about your agriculture project.

1. **Please attach a detailed plan description for the site.** This includes but is not limited to:

- The approximate size of the garden/farm/agriculture project
 - (e.g., “My garden size is currently 20 × 20 feet (400 square feet).”)
- Number of garden beds or farm rows, individual plots and/or communal plots
- Type of planting beds or rows: raised beds or rows (made from wood/recycled materials) or planting directly into the ground
- Locations and solutions for water (e.g., spigot, rainwater catchment system)
- Locations for soil, mulch, and other materials (e.g., building and growing materials)
- Location for fencing (around the site perimeter and within the perimeter)
- Composting area, including storage of compost (if applicable)
- Non-food product areas, including but not limited to seed production areas, seedling cultivation areas, or flower growing areas
- Community gathering or social space areas
- Any other site features, including but not limited to bathrooms, wash or food processing stations, refrigerators, animal keeping areas (e.g., beekeeping/apiary), aquaponics (integrating fish farming and agriculture)
- Garden access (gate with key or combo lock, or no fence/gate)
- **Include a drawing** that shows the physical layout of the site: perimeter of garden, layout of garden beds, orchard area, pollinator bed areas, entrance ways, water source, compost bins, and any proposed structures or fencing.
 - This can be a hand drawing or a computer drawing, such as a screenshot from Google Maps marked with your computer’s photo editing software
 - Here is an example from the Pleasant Playground Community Garden:





2. Are you planning to grow in raised beds?

<input type="checkbox"/>	Yes, we plan to grow in raised beds.	<input type="checkbox"/>	No, we <u>do not</u> plan to grow in raised beds.
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- We strongly encourage growers to read the Philadelphia Food Policy Advisory Council’s Soil Safety Guidance documents:
 - [“Growing Safely in Philadelphia’s Urban Soil” guide](#)
 - <https://phillyfpac.org/soil-safety-and-urban-gardening-report/>
- Most of Philadelphia has contaminated soil from former industrial sites. We recommended growing in raised beds with new soil and compost, as opposed to growing directly in the ground. **If you are planning to grow directly in the ground, please write a detailed explanation of your plan for safe growing:**

Organic Gardening and Farming Practices

Are all of your members committed to organic gardening and farming practices? **You must get approval from Farm Philly before using any pest or disease management not listed in the Pennsylvania Horticultural Society (PHS) article below.**

- **Use organic growing practices:** Do not use synthetic chemical pesticides, herbicides, or fertilizers. Instead focus on prevention, by creating healthy soils and garden spaces and using alternative pest and disease management techniques.
- **Build up healthy soils:** Use techniques such as cover crops, compost, and natural mulching.
- **Support the garden ecosystem:** Create pollinator garden beds to attract beneficial insects that can assist with pest control.
- **Read** more about healthy soils, ecosystems, and prevention in [this article](#) by the Pennsylvania Horticultural Society.

Please initial below to confirm your agreement with this practice:

Yes, all members <u>are</u> committed to organic gardening practices. _____	No, all members <u>are not</u> committed to organic gardening practices. _____
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Community Support Petition

Parks & Rec must evaluate whether there is local community support for your project, through petitions and/or letters of support from grassroots organizations. Community gardens are required to complete the below Community Support Petition. Leased projects may use other forms of documentation that demonstrate support for the project.

To create a new agriculture project on Parks & Rec land, community garden applicants must secure support from 65 percent of the residents living on adjacent blocks. Community garden applicants must use this form to gather signatures and verify community support. Applicants may print out additional copies of this petition if additional space is needed.

Click on this link to gain access to the [petition](#).



Supplemental Documents Review

Please initial on each line to agree with the statement:

1. _____ I have read, understand, and agree with the [Roles and Responsibilities](#) document.
2. _____ I have read, understand, and agree with the **Farm Philly Program Vision Statement** in this application.
3. _____ I have read, understand, and agree with the [Agriculture Project Guidelines](#) document.
4. _____ I have read, understand, and agree with the **Conflict Resolution** document.

Application Submissions

The application with all required documents can be submitted in one of the following ways:

- *Email* a Word .doc, Word .docx, or PDF file to FarmPhilly@Phila.gov
 - The title of the electronic document must include the name of the park and/or recreation facility and the phrase "Community Agriculture Project Application"
 - The subject line of the email must follow the same format
 - Example: MaxMyers_CommunityAgricultureProjectApplication
- *Mail or hand deliver to:*
 - Farm Philly/Office of Agriculture
Philadelphia Parks & Recreation
1515 Arch Street, 10th Floor
Philadelphia, PA 19102-1587





AGRICULTURE PROJECT GUIDELINES

The following guidelines outline what is expected of project participants when using park land for a community agriculture project. There are additional guidelines in this document for community gardens and leased land projects.





PHILADELPHIA PARKS AND RECREATION AGRICULTURE PROJECT GUIDELINES

- 1) **Site management:** Site leaders and participants are responsible for the ongoing and regular maintenance of the project space. This includes the garden beds, farm rows, pathways, orchard areas, composting areas, and communal or social areas.
- 2) **Weed, pest, and disease management:** All weed, pest, and disease management must be done organically. The use of any organic pesticides must be approved by Philadelphia Parks and Recreation's (Parks & Rec) Farm Philly team. This means:
 - a) Participants will **not** use herbicides to control weeds unless approved in advance by Parks & Rec. Glyphosate-based herbicides or products containing glyphosate (e.g., Monsanto's Roundup) are **not** allowed.
 - b) Participants will use only organic methods of pest control; inorganic pesticides are not allowed.
 - c) Participants are **not** permitted to use inorganic chemicals, fungicides, or bactericides on the premises for disease management.
 - d) Read more about organic gardening basics in [this article](https://phsonline.org/uploads/attachments/ckpipuc697ciyi3ra82fzlo2n-2021fs-organic-gardening-basics-batch5.pdf) by the Pennsylvania Horticultural Society:
<https://phsonline.org/uploads/attachments/ckpipuc697ciyi3ra82fzlo2n-2021fs-organic-gardening-basics-batch5.pdf>
- 3) **Site improvements:** Any structures (e.g., tool sheds, compost bins, rain barrels, etc.), plumbing work, or other large construction projects must go through the Parks & Rec permits and insurance process. If you are planning to include any of these in your *Community Agriculture Project Application*, please do so within the "Site Design" section. If you are planning future improvements, please reach out to Farm Philly for approvals and guidance.
- 4) **Trash and recycling:** Sites must be kept clear of garbage. Site leaders will communicate with Farm Philly if support is needed for a trash or recycling pickup. If you plan to install a composting system, the design must be submitted to Farm Philly for approval.



- 5) **Community engagement and support:** Farm Philly expects site leaders and participants to self-manage the process of developing and maintaining community relationships related to the agriculture project. Site leadership will need to generate interest and support for their project from neighbors, local residents, and community organizations. It is essential that an ever-broadening list of participants is brought into the process, beginning in the initial stages. Farm Philly understands that a project's success is heavily dependent on ongoing maintenance and care by neighbors and neighborhood volunteers.

Additional Information for Community Garden Projects:

1. **Public open hours:** All agriculture projects are located on public parkland, and therefore must have a public benefit and be accessible to the public. Community gardens specifically must be open to the public at least 10-20 hours a week, during the garden season. Ideally the site will post weekly open hours, for example, Saturday from 9:00 a.m. to 1:00 p.m., and the remaining public hours could be anytime when gardeners are present and can have the gates open, or are able to give tours to interested residents and community members.
2. **Public waitlist:** All gardens must have an open and transparent process for neighbors and residents to join the garden. This is often done through a waitlist that is posted at the garden or available online. Please submit your plans for tracking interested garden members and how you will make the process clear to the public in the "Application Narrative" section of the *Community Agriculture Project Application*.
3. **Events:** Any event hosted by the garden for residents and community members must be approved by Farm Philly, and if needed will need to go through the [Park Friends Network permit process](#). This includes but is not limited to community BBQs, movie nights, live music, cooking demonstrations, etc. Please note that farmers markets have a separate permit process. For more information, please contact Farm Philly.
4. **Community Gardens Network and Park Friends Network:** All approved community garden applicants will be a part of Farm Philly's Community Gardens Network (CGN). Through Farm Philly, the CGN receives technical assistance and other departmental resources (e.g., compost, mulch, fencing, water connections). Community gardens can also apply to be a part of the [Park Friends Network](#), which comprises 130 community-run park and garden friends groups that help steward Philadelphia's public parks and garden spaces. Park friends groups organize clean-ups and volunteer workdays, plan community events, help raise funds for improvements, advocate for Philadelphia's public park system, and are eligible for small grants.

Additional Information for Leased Land Projects

1. **Public Benefit:** All agriculture projects are located on public parkland, and therefore must have a public benefit or be accessible to the public. Community Agriculture Projects that lease parkland must have a community benefit component. This may include but is not limited to:
 - a. Offering public programs (e.g., after-school and summer programs for youth, herbalism or natural medicine classes, apprenticeships or fellowships, etc.)
 - b. Hosting community events (e.g., seed saving events or seed swaps, cultural heritage workshops, cultural ceremonies, farming workshops, community BBQs, movie nights, music or wellness festivals, etc.)
 - c. Creating a community garden within the space
 - d. Hosting community harvest days
 - e. Serving as a food distribution site
 - f. Please submit your plans for implementing a public benefit in the “Application Narrative” section of the *Community Agriculture Project Application*.

2. **Operational requirements:** Tenants are responsible for the ongoing and regular maintenance of the project space. This includes the garden beds, farm rows, pathways, orchard areas, and communal or social areas. The site will be rented “as is” and the tenant is responsible for managing, maintaining, repairing, and improving the site. The tenant is responsible for testing the soil before beginning an agricultural project.

3. **Operating costs:** The tenant will be in charge of paying any operational costs for the site. This includes paying for and connecting to public utilities if not otherwise agreed upon with Philadelphia Parks and Recreation.

4. **Insurance:** The tenant is required to provide insurance covering the site itself, and the tenant’s activities in connection with this lease. This includes general liability insurance, workers’ compensation and employers’ liability, commercial automobile liability, and umbrella liability insurance.

5. **Term:** Depending on the circumstances, a lease will initially be between one and 15 years, with potential for renewal.

6. **Rent:** The base rent for the site will be one dollar per year and will be payable on or before the Commencement Date of the lease. This could be subject to change depending on the project.



COMMUNITY SUPPORT PETITION

Parks & Rec must evaluate whether there is local community support for your project, through petitions filled out by nearby neighbors and/or letters of support from grassroots organizations. Community gardens are required to complete the Community Support Petition.

Leased projects may use other forms of documentation that demonstrate support for the project.

To create a new agriculture project on Parks & Rec land, community garden applicants must secure support (i.e., signatures) from 65 percent of the residents living on the blocks next to or surrounding the garden. Community garden applicants must use this form to gather signatures and verify community support. Applicants may print out additional copies of this petition if additional space is needed.





**PHILADELPHIA
PARKS & RECREATION**

Philadelphia Parks & Recreation: Farm Philly
 One Parkway - 10th Floor
 1515 Arch Street
 Philadelphia, PA 19102

Contact Farm Philly:
 Email: FarmPhilly@Phila.gov

Community Support Petition – Community Garden Application

By signing this form, I confirm that I had a conversation with _____ (site leader's name) about the application to create a community garden in our neighborhood. By signing, I am stating that I support the creation of a community garden in our neighborhood at _____ (park or recreation center name and/or address).

Print Name	Initial	Address and Zip Code	Contact Information (e.g., email or phone)	Interested in a garden plot (Y/N)

Print Name	Initial	Address	Contact Information (e.g. email or phone)	Interested in a garden plot (Y/N)

Print Name	Initial	Address	Contact Information (e.g. email or phone)	Interested in a garden plot (Y/N)



ROLES AND RESPONSIBILITIES

The following document breaks down the roles and responsibilities of the Site Leaders, Community Gardeners, Farmers, Project Members, Parks & Rec's Farm Philly Staff and Stewardship Staff.





PHILADELPHIA PARKS AND RECREATION ROLES AND RESPONSIBILITIES

Community Gardens and Farms

Community gardens and Farms located on Philadelphia Parks and Recreation (Parks & Rec) land are managed within partnerships between the following entities:

1. Site leaders
2. Community gardeners/farmers (e.g., gardeners, farmers, project participants, volunteers, etc.)
3. Farm Philly staff
4. Park Friends Network

1. Site Leaders: The team of garden organizers who engage in community outreach, coordinate, and manage general site maintenance, and communicate with all gardeners, volunteers, and participants, as well as Farm Philly and the Park Friends Network. *Note:* A team of three to five leaders is required to start a community garden project.

Site leaders are responsible for the following:

- Registering the garden each year with the Park Friends Network, and updating necessary garden information.
- Orienting new gardeners.
- Engaging with neighbors and communicating about public garden hours and events.
- Maintaining the garden waitlist or other pathways to join the garden.
- Following conflict resolution guidelines to solve disputes within the garden.
- Submitting all requests regarding the garden to appropriate Farm Philly staff.
- Overseeing volunteer workdays, including coordinating with any designated workday leaders.
- Coordinating care and maintenance of common areas (e.g., pathways, borders, compost, perennial beds, orchard, tool shed, water system, etc.).
- Monitoring garden plot maintenance and ensuring that gardeners are following guidelines.

2. Community gardeners: Active gardeners, community members, or volunteers who use the garden space.

Community gardeners are responsible for the following:

- Planting, weeding, watering, and harvesting their plot(s). *Note:* All planting and maintenance must be done organically.
- Contributing volunteer hours (as directed by garden organizers) for garden workdays.
- Maintaining pathways and other common spaces.
- Maintaining shared equipment.
- Abiding by the community garden bylaws, community agreements, or any form of self-governance developed by collective garden membership.
- Supporting other garden members when there is a need for collective care.

3. Farm Philly and the Community Gardens Network: Farm Philly is the urban agriculture program of Philadelphia Parks and Recreation. The program focuses on community programs, food and land justice policy, and planning initiatives (e.g., Philadelphia Urban Agriculture Plan). All approved community garden applicants will be a part of Farm Philly's Community Gardens Network (CGN). Within the program, Farm Philly staff provide technical assistance and pathways to other departmental resources (e.g., compost, mulch, fencing, and water connections). Over 450 gardeners rent garden plots and grow food for their families and/or for distribution to neighbors and farm stands, or donation to local food pantries.

Farm Philly staff are responsible for the following:

- Maintaining timely and helpful communication with garden site leaders.
- Providing resources, including but not limited to compost, mulch, and wood chip deliveries.
- Providing technical assistance (e.g., growing methods, infrastructure issues, conflict resolution, and accountability processes).
- Coordinating volunteer workdays with PowerCorpsPHL as needed to assist in projects such as garden bed building, compost bin building, and fencing installation.
- Responding to emergencies such as unsafe flooding, fallen trees, or destruction of resources.
- Coordinating with Parks & Rec for legal matters, including but not limited to permits for construction, event permitting, or liability concerns.

4. Park Friends Network: The [Park Friends Network](#) is made up of 130 community-run park and garden friends groups who help to steward Philadelphia’s public parks and garden spaces (e.g. Friends of Hunting Park). **Park Friends Network** is managed by a partnership between Philadelphia Parks and Recreation & Fairmount Park Conservancy. *Note:* Community Gardens within Farm Philly are able to apply to be a part of this network.

Park Friends Network is responsible for the following:

- Providing grant opportunities for community gardens to organize community events, public outreach, or movie nights.
- Providing support for raising funds for improvements.
- Organizing park clean-ups and volunteer workdays.
- Participating in annual “Love Your Park” fall & spring clean-up events.
- Offering yearly workshops and panels to support garden leadership growth.
- Coordinating garden tours and other events for members to connect with other sites in the Community Gardens Network.

Leased Land

Agriculture projects leasing Philadelphia Parks and Recreation land are managed within partnerships between the below entities:

1. Site leaders
2. Project members (e.g., farmers, project participants, volunteers, etc.)
3. Farm Philly staff

1. Site leaders: The team of project organizers who engage in community outreach, coordinate, and manage general site maintenance, and communicate with all project members, volunteers, and participants, as well as Farm Philly staff. *Note:* A team of three to five site leaders is required to start a community garden project.

Site leaders are responsible for the following:

- Engaging with neighbors and communicating about public garden hours and events.
- Orienting new project members.
- Coordinating care and maintenance of common areas (e.g., pathways, borders, compost, perennial beds, orchard, tool shed, water system, etc.).
- Submitting all requests regarding the agriculture project to appropriate Farm Philly staff.

- Overseeing volunteer workdays, including coordinating with any designated workday leaders.
- Monitoring site maintenance and ensuring that participants are following guidelines.
- Following conflict resolution guidelines to solve disputes within the garden.

2. Project members: Active participants, community members, or volunteers who use the garden space.

Project members are responsible for the following:

- Planting, weeding, watering, harvesting, pruning, and maintaining the agriculture project area. *Note:* All planting and maintenance must be done organically.
- Contributing volunteer hours (as directed by site organizers) for workdays.
- Maintaining pathways and other common spaces.
- Maintaining shared equipment.
- Abiding by the community bylaws, community agreements, or any form of self-governance developed by collective project membership.
- Supporting other members when there is a need for support or collective care.

3. Farm Philly: Farm Philly is the urban agriculture program of Philadelphia Parks and Recreation. The program focuses on community programs, food and land justice policy, and planning initiatives (e.g., Philadelphia Urban Agriculture Plan). All approved agriculture projects on leased land will have access to Farm Philly’s program resources (e.g., compost, mulch, fencing, water connections) and staff for technical assistance.

Farm Philly staff are responsible for the following:

- Maintaining timely and helpful communication with site leaders.
- Providing material resources, including but not limited to compost, mulch, and wood chip deliveries.
- Providing technical assistance and support (e.g., growing methods, infrastructure issues, conflict resolution, and accountability processes).
- Coordinating volunteer workdays with PowerCorpsPHL as needed to assist in projects such as garden bed building, compost bin building, and fencing installation.
- Responding to emergencies such as unsafe flooding, fallen trees, or destruction of resources.
- Coordinating with Parks & Rec for legal matters, including but not limited to permits for construction, event permitting, or liability concerns.



CONFLICT RESOLUTION GUIDELINES

Site leaders and project members have the responsibility of monitoring the actions and activities of the garden or farm project as a whole. The following guideline document is a resource created to help project participants create transparent processes to use when conflict arises and to be transparent about how conflict or complaints are resolved.





PHILADELPHIA PARKS AND RECREATION CONFLICT RESOLUTION GUIDELINES

Site leaders and project members have the responsibility of monitoring the actions and activities of the group as a whole. Garden members are also responsible for adhering to the values of Farm Philly and the [Park Friends Network](#).

There will be conflict and differing opinions within any group. Taking the time to address and resolve conflict will create better group cohesion and a healthier space for everyone involved. **All projects are responsible for creating a welcoming space for all members and addressing conflicts that arise between members. We encourage project participants to create transparent processes and to be transparent about how conflict or complaints are resolved. Do not allow conflicts to prevent members from accessing the land or resources associated with the garden.**

Farm Philly does not tolerate any forms of harassment, abuse, discrimination, or verbal or physical threats. Therefore, please let your Farm Philly contact know when a conflict arises. They can provide support or clarification from Philadelphia Parks and Recreation if helpful.

Conflict Resolution Steps

1. Identify the conflict: Is it a specific instance or event, or an ongoing problem?
2. If possible, site leaders can speak with the person(s) involved and try to come to a mutual agreement.
3. If there needs to be more conversation, site leaders can help create space for the gardeners in conflict to listen and communicate the problem to each other. Try to practice active listening and honest communication. This can be an in-person or virtual meeting. Depending on each situation the meeting can be between the members in conflict, including site leaders or the garden members as a whole.
4. If the conflict cannot be resolved with open communication, the community garden may need to hire an outside mediator. Let Farm Philly know if you are taking this step, and ask for help finding a community mediator if needed. In these cases, the mediation will be private between the members in conflict and the mediation team.



Agriculture Project Expectations

In every step of creating and maintaining an agriculture project on public parkland, Farm Philly wants to ensure all residents are included and all voices are heard. Residents should prioritize clear and transparent outreach and communication to the surrounding neighbors, with easy steps to engage with the space or join the garden. Site leaders and members must commit to welcoming and intentionally engaging all people in the space, regardless of race, ethnicity, national origin, skin color, gender, gender presentation, sexual orientation, age, physical or cognitive ability, religion, or spiritual beliefs.

Conflict Resolution Resources:

Conflict Resolution for Community Gardens:

Toronto Urban Growers

Part1: <https://www.youtube.com/watch?v=lujq-9Q5Gvg>

Part2: <https://www.youtube.com/watch?v=AhFWH8LW8Qk>

Part3: <https://www.youtube.com/watch?v=Soa2ZPTWZIQ>

City of Philadelphia Dispute Resolution Program

<https://www.phila.gov/programs/dispute-resolution-program/>





AGRICULTURE PROJECT RESOURCES

The following resource list provides information related to below topics:

- Pathways to Land
- Compost, Mulch, Wood Chips
- Water and Water Testing
- Fruit Trees, Yard Trees, and Street Trees
- Greenhouse Space
- Farmers Markets
- Soil Testing and Safety
- Gardening Resources
- Advocacy Resources





Updated: 5/24/22

AGRICULTURE PROJECT RESOURCES

Pathways to Land

- *Public Interest Law Center, Garden Justice Legal Initiative* - An organization that provides direct Represents growers in need of pro bono counsel, and provides key policy research and analysis on urban agriculture, garden, and open space policy in Philadelphia:
<https://www.pubintl.org/cases-and-projects/garden-justice-legal-initiative-gjli/>
- *Neighborhood Gardens Trust* A Philadelphia-based land trust dedicated to preserving and supporting community gardens and other shared open spaces across the city: www.ngtrust.org/
- *Philadelphia Land Bank* A resource to learn about acquiring a publicly owned property or obtaining an urban garden agreement:
<https://phdcphila.org/land/buy-land/community-gardens-and-open-space/>
- *Grounded in Philly* A hub for growers that provides access to data on vacant land throughout Philadelphia and offers resources for residents interested in starting or preserving community-led vacant land projects: groundedinphilly.org/
- *Vacant Land 215 Toolkit* A comprehensive self-guide for gardeners looking to maintain or create community spaces on vacant land:
<https://www.pubintl.org/cases-and-projects/garden-justice-legal-initiative-releases-vacant-land-215-toolkit/>

Compost, Mulch, Wood Chips

- *Fairmount Park Organic Recycling Center* Offers free and affordable compost, mulch, and wood chips:
phila.gov/services/trees-parks-the-environment/get-organic-materials/

Water and Water Testing

- *Philadelphia Water Department Guide for Urban Gardens and Farms* A guide to support growers in gaining access to water resources:
water.phila.gov/pool/files/urban-gardeners-fact-sheet.pdf
- *Penn State Extension* Testing water is important for diagnosing problems that may be related to water quality as well as for assessing water nutrient content. Penn State's Agricultural Analytical Services lab offers water testing for interested growers: <https://agsci.psu.edu/aasl/water-testing>



Fruit Trees, Yard Trees, and Street Trees

- *Philadelphia Orchard Project* A nonprofit that supports community-based groups and volunteers to plan and plant fruit and nut orchards:
<https://www.phillyorchards.org/>
- *TreePhilly* A program of Philadelphia Parks and Recreation and the Fairmount Park Conservancy that supports city residents in planting and caring for trees, and increasing tree canopy coverage in every Philadelphia neighborhood. The program hosts free yard tree giveaway events: <https://treephilly.org/yard-trees-2/>
- *Philadelphia Parks and Recreation and the Pennsylvania Horticultural Society* A resource about how to get street trees and yard trees planted in the city:
 - [How to get a tree planted in Philadelphia.pdf](#)

Greenhouse Space

- *Community Propagation Program* - A program of Philadelphia Parks & Recreation that provides rentable table space for residents to start seedlings for the season in a City-operated greenhouse at the Fairmount Park Horticulture Center: myphillypark.org/what-we-do/programs/farm-philly/

Farmers Markets:

- *Operate a Farmers Market in Philadelphia* A City of Philadelphia guide for residents or business owners who want to register and operate farmers markets to sell food directly to customers:
<https://www.phila.gov/services/permits-violations-licenses/get-a-license/business-licenses-permits-and-approvals/food-businesses/operate-a-farmers-market/>
- *The Food Trust* A nonprofit that operates a network of farmers markets in Philadelphia. Community organizations and residents can partner with the Food Trust to start new farmers markets in their neighborhoods:
<http://thefoodtrust.org/farmers-markets>
- *Farm to City* A local business that operates many farmers markets and aids community-supported agriculture (CSA) farms to find members and serve local communities and markets year-round with locally grown food:
<https://www.farmtocitymarkets.com/>

Soil Testing and Safety

- *Penn State Extension* The Philadelphia County Extension office offers soil test kits and reports to growers that want test their soil:
<https://extension.psu.edu/soil-testing>
- *Soil Safety and Urban Gardening in Philadelphia Guide* A document produced by the Philadelphia Food Policy Advisory Council for the City of Philadelphia that provides recommendations and policy research to inform growers of soil health and safety, as well as a soil safety policy for the City:
<https://www.phila.gov/documents/soil-safety-and-urban-gardening-report/>



Gardening Resources

- *Community Gardens Program*, Pennsylvania Horticultural Society: A program for new and existing community gardens in the city that offers resources, workshops, supplies, technical assistance, and educational support for growers: <https://phsonline.org/programs/community-gardens/services-for-community-gardens>
- *Garden Tenders*, Pennsylvania Horticultural Society A free annual program of for residents to learn all the basics of starting a community garden: <https://phsonline.org/events/garden-tenders-spring-2022>
- *Tree Tenders*, Pennsylvania Horticultural Society A free annual program for residents to learn the basics of tree biology, identification, planting, and care: <https://phsonline.org/programs/tree-programs>
- *Master Gardeners Program* A program of Penn State Extension that offers in-depth workshop series on gardening and horticulture: extension.psu.edu/programs/master-gardener
- *Philadelphia Urban Farm Network* - A Google group where Philadelphia growers share resources, agriculture- and horticulture-related questions, job opportunities, and more: groups.google.com/g/pufn

Advocacy Resources

- *Philadelphia Food Policy Advisory Council* A food policy advocacy organization made up of members from across the food system who advise the mayor, city agencies, and City Council to create a more just local food system: <https://phillyfpac.org/>
- *Soil Generation* A Black- and Brown-led coalition of growers in Philadelphia, building a grassroots movement through relationship building, honoring culture, community education, organizing, activism, and advocacy: soilgeneration.org
- *Cesar Andreú Iglesias Community Garden* A community garden that aims to preserve community gardens and community-led spaces through grassroots organizing and to provide multigenerational activities for the local community, create harmony and balance with local ecosystems, and grow edible fruits and vegetables and plant medicine: <https://iglesiasgardens.com/>

