

## Community Mulch and Compost Delivery Application

### Section 1: Program Description and Application Information

Philadelphia Parks & Recreation is piloting a program to increase community access to mulch and leaf compost produced at the Fairmount Park Organic Recycling Center. Through this program, community groups may apply to have mulch or compost delivered to community spaces to either use on site or to redistribute to the wider community.

#### ELIGIBILITY

To be eligible to receive a mulch or compost delivery:

- The mulch or compost must be delivered to a public space including rec centers and community garden, with proper permissions given for the delivery (how to get permissions is explained in this application).
- The location where the mulch or compost would be delivered must be accessible by a delivery truck.
- Someone from your community group must be available on the day of the delivery to receive the delivery.
- Your group must have a plan for how you will use the mulch or compost on site or distribute it to the wider community with all mulch or compost being used by Friday May 31st.
- Mulch or compost must be delivered within Philadelphia and is only for use within Philadelphia.
- This mulch and compost are only for use by private individuals or community groups. This mulch and compost are not to be used for private businesses or for personal financial gain.

#### RECIPIENT RESPONSIBILITIES

Recipients are responsible for:

- Getting proper permissions from someone who manages the site to have mulch or compost delivered,
- Preparing the site to receive the mulch or compost,
- Coordinating with Parks and Recreation staff for mulch or compost delivery,
- Having a representative on-site to receive the mulch or compost, and
- Using the mulch or compost on site or distributing it to the surrounding community by Friday, May 31st.
- Submitting photographs of the mulch delivery location on May 31st to show how much mulch has been used.

#### EXAMPLES

This program may be used in a variety of ways. Here are some examples to help you imagine how you may use this program in your community. These are just examples and you are encouraged to tailor your plans to fit the needs of your own community.

##### Example 1: Using compost at a community garden

Your community garden is getting ready to start gardening. Members of the garden want to add compost to their garden beds. To be able to have everyone in the garden access compost, you apply for this program and are selected. Compost is delivered to your garden. Between the time

of the months of April and May your garden members use the compost to amend their garden beds. As the end of May approaches, the garden hosts a work day to use up any remaining compost on community spaces before the end of May deadline when all compost must be used and the compost pile removed.

#### Example 2: Using mulch for a tree planting and care event

You are a neighborhood tree planting group that plants trees in the community. You have planted a number of trees over the years and community members are interested in getting mulch to mulch their trees that have been planted. You see this program and work with your local rec center leader to get permission to apply and have mulch dropped at the rec center. When you host your spring planting event you invite people who have gotten trees in the past to come volunteer to help and then pick up mulch for their own trees after the tree planting event . People come to the event to volunteer and pick up mulch at the end. You confirm it is ok with the rec leader to use any mulch leftover at the end of the event to mulch trees around the rec center, making sure that all of the mulch is used or removed by the Friday, May 31st deadline.

#### Example 3: Community members pick up mulch to use at their own homes

You are a community organization in a neighborhood where many residents have gardens or trees. People in your community want to mulch their plants but are not able to go to the Fairmount Park Organic Recycling Center to pick up mulch. You talk to members of your community and confirm that there is enough interest to apply for this program. You also talk with the rec leader at your local rec center to get permission for the mulch to be delivered to the rec center. You apply and are selected to receive a mulch delivery. You coordinate with Philadelphia Parks and Recreation Staff to have mulch delivered and are there to receive the delivery. You plan a series of events between your mulch delivery date and May 31st to giveaway mulch. You share information about these events through fliers, with neighbors, and in a neighborhood social media group. People come to the events and pick up mulch to take home to use in their gardens and on their trees. You giveaway all of the mulch before the May 31st deadline when all the mulch must be removed.

#### DEADLINES AND TIMELINE

This application is due **Sunday, March 17th**. Applicants will be selected and notified by Friday, Mar. 29th. Philadelphia Parks & Recreation staff will coordinate delivery plans with groups that are selected in late March to early April. Mulch and compost deliveries will occur April 16th-18th with rain dates on April 23rd-25th. Community groups must use or distribute all mulch or compost by Friday, May 31st. Groups that received mulch or compost must submit a photo of the location by May 31st, showing how much mulch or compost has been used.

#### COMPLETING APPLICATION

This application can either be completed online or by hand. All hard copy applications must be returned via mail to the below address by Sunday, March 17th.

Address:       Attn: Andrew Kirkpatrick, Farm Philly  
                  RE: Mulch Delivery Application  
                  1515 Arch Street, 10th Floor  
                  Philadelphia, PA 19102

QUESTIONS? Contact Andrew Kirkpatrick at [andrew.kirkpatrick@phila.gov](mailto:andrew.kirkpatrick@phila.gov) or 215-469-1887.

## Section 2: Applicant Information

The first set of questions are about the community group applying to receive the mulch or compost delivery.

**\*Required questions**

Affiliation (example: community garden name, community organizations, tree tending organization)\*:

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Primary contact

Name\*: \_\_\_\_\_

Phone number\*: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred means of communication\*:

- Phone
- Email

Secondary/back-up contact person's

Name\*: \_\_\_\_\_

Phone number\*: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred means of communication\*:

- Phone
- Email

Which of these describes your group\*:

- Community Garden
- Urban Farm
- Community organization
- School group
- NGO / Non-profit
- Other: \_\_\_\_\_

## Section 3: Mulch or Compost Use

*In this section you will determine how much mulch or compost you request and will provide a preliminary plan for how your group will use or distribute your mulch or compost. All mulch and compost must be used or distributed by Fri., May 31st, 2024.*

### \*Required questions

Are you requesting mulch or compost\*:

- Wood Chip Mulch
- Double-Ground Mulch
- Leaf Compost

How much mulch will you need?\*

- 2 cubic yards
- 4 cubic yards

With 2 cubic yards of mulch you can mulch:

- 15 trees mulched with the recommended 3 in. depth
- 650 ft<sup>2</sup> of garden beds with a 1 inch thick layer of mulch
- 325 ft<sup>2</sup> of of garden beds with a 2 inch thick layer of mulch

With 2 cubic yards of compost you can:

- Add compost at 1 inch thickness to 650 ft<sup>2</sup> of garden beds
- Note: It is not advised to add compost to trees, most trees do not need additional nutrients unless specifically recommended by an arborist

With 4 cubic yards of mulch you can:

- 30 trees mulched with the recommended 3 in. depth
- Mulch 1300 ft<sup>2</sup> of garden beds with a 1 inch thick layer of mulch
- Mulch 650 ft<sup>2</sup> of of garden beds with a 2 inch thick layer of mulch

With 4 cubic yards of compost you can:

- Add compost at 1 inch thickness to 1300 ft<sup>2</sup> of garden beds
- Note: It is not advised to add compost to trees, most trees do not need additional nutrients unless specifically recommended by an arborist

Does the amount of mulch or compost you requested above meet the amount of mulch or compost you need for your project or to redistribute to your community?\*

- Yes
- No, I need to request a different amount

How will you use the mulch or compost? (check all that apply)\*:

- We will use the mulch or compost at the location where it would be delivered.
- We will host a community pick up day for community members to take materials home.
- We will use the mulch to care for gardens or trees off site.
- Other: \_\_\_\_\_

If you plan to host a mulch or compost pick up day(s), when will these occur:

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How will you let community members know about the mulch pick up day(s):

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I agree that this mulch delivery will not be used by private businesses.\*

- I agree
- I do not agree

I agree to use or distribute all mulch or compost by Friday, May 31st, 2024.\*

- I agree
- I do not agree

## Section 4: Delivery Drop Off Location and Timing

This section describes where your group would have mulch delivered.

**\*Required questions**

What is the name of your delivery location\*:

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Delivery location address\*:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: 191 \_\_\_\_\_

Which of these best describes your delivery location\*:

- Community garden
- Rec center
- Other: \_\_\_\_\_

Where do you intend to have the mulch or compost delivered?\*

*Please describe the exact location where the mulch or compost would be located. Attach a photo with the location where the mulch or compost would be stored circled.*

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Is it possible for a truck to access the exact location where you intend to store the mulch?\*

- Yes
- No
- I'm not sure

Permission from the site manager.\*:

To have mulch or compost delivered to your location you must demonstrate that you have permission to have the mulch or compost delivered and stored at the location from the delivery date until Friday, May 31st. To show you have permission, have the appropriate party complete the permission form on the last page of this document and submit via mail or email to Andrew Kirkpatrick - [andrew.kirkpatrick@phila.gov](mailto:andrew.kirkpatrick@phila.gov). **FORM**

People who can give permission include:

- For gardens, a garden manager or leader
- For rec centers, the recreation leader
- Other, If you have a site that does not match these types of sites, please email or call Andrew Kirkpatrick ([andrew.kirkpatrick@phila.gov](mailto:andrew.kirkpatrick@phila.gov), 215-469-1887) to determine the appropriate person.

Mulch or compost will be delivered April 16-18th between 8:00 am-2:00 pm with rain dates April 23rd-25th from 8:00 am-2:00 pm. Someone from your group must be available to meet the delivery driver at your site on your date and time of delivery. If you are selected for mulch or compost delivery, a Parks and Recreation employee will reach out to you to finalize the date and time of your delivery.

Which of these days would you or someone from your group be available to receive a mulch or compost delivery at your delivery location\*: (please select all available times)

- Tues. Apr. 16th, 8:00 am-2:00 pm
- Wed. Apr. 17th, 8:00 am-2:00 pm
- Thurs. Apr. 18th, 8:00 am-2:00 pm

In case of rain during the primary delivery week, which of these dates would you be available to receive mulch or compost as a back-up date\*: (select all that apply)

- Tues., Apr. 23rd, 8:00 am-2:00 pm
- Wed., Apr. 24th, 8:00 am-2:00 pm
- Thurs., Apr. 25th, 8:00 am-2:00 pm

Do you agree that you or a member of your community group will be available at your delivery location to receive the delivery of mulch or compost on the day of delivery?\*

I agree

## Section 5: Final

This section confirms eligibility to receive mulch and includes agreements.

**\*Required questions**

This is an interest form and not a guarantee of a mulch delivery.\*

I understand.

If my project is selected, I agree to submit a photo of the mulch the day of the delivery and a second photo of the mulch by May 31st to show how much mulch has been used. (This information will be used to help show use of the program.)\*

I agree to to submit these photos

Do you have any questions, concerns, or comments not addressed in this application?

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I am interested in giving feedback on how this program operates.

Yes

No

Maybe

## Community Mulch and Compost Delivery Site Permission Form

Philadelphia Parks & Recreation is piloting a program to increase community access to mulch and compost produced at the Fairmount Park Organic Recycling Center. Through this program, community groups may apply to have mulch or compost delivered to public or community spaces to either use the mulch or compost on site or to redistribute the mulch or compost to the wider community. Before a mulch and compost delivery application can be approved, community groups must obtain permission from the person overseeing the community or public space via this form -

- For gardens, this is a garden manager or leader
- For Philadelphia Parks & Recreation rec centers, this is the site's recreation leader
- Other, contact Andrew Kirkpatrick at [andrew.kirkpatrick@phila.gov](mailto:andrew.kirkpatrick@phila.gov) or 215-469-1887 to determine the appropriate person.

If a community group is selected, the materials delivery will occur April 16-18th (rain dates: April 23-25th) with specific days and times coordinated with the community group leader. Deliveries will range in volume from 2 to 4 cubic yards. The applying community group is responsible for designating a truck-accessible location where the mulch or compost will be delivered and coordinating the delivery. The applying community group is responsible for using the mulch or compost on site and/or distributing it to the wider community through giveaway days. The community group is responsible for using or distributing all of the compost or mulch by Friday, May 31st. To be eligible to receive mulch or compost, community groups must obtain permission from the person overseeing the community or public space.

I \_(name) \_\_\_\_\_, \_(title/position) \_\_\_\_\_

have read the information above and give permission to Philadelphia Parks & Recreation to deliver mulch or compost to \_(location) \_\_\_\_\_.

If the location is a Philadelphia Parks & Recreation Recreation Center, I have confirmed that the delivery is ok with my manager. I understand that the applying community group is responsible for coordinating the mulch or compost delivery, being present during the delivery, and using or distributing the delivered mulch through work days or mulch giveaway events.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Returning forms options:

1. Applicants submit a scanned complete form as part of their online application
2. Email a scanned copy or photo of the form to [andrew.kirkpatrick@phila.gov](mailto:andrew.kirkpatrick@phila.gov)
3. Mail the completed form to the below address by Fri. March 17th

Attn: Andrew Kirkpatrick, Farm Philly  
RE: Mulch Delivery Application  
1515 Arch Street, 10th Floor  
Philadelphia, PA 19102