HOMEGROWN MINNEAPOLIS COMMUNITY GARDEN PROGRAM APPLICATION PROCESS

1) Review the pre-lease checklist and begin preparing the application materials. Lots are available first-come, first-served to qualifying groups.* Experienced community garden groups may be eligible for three- to five-year leases, while groups gardening for the first time will start with one-year leases.

*Please note: A qualifying group for the program is a not-for-profit or a group with a not-for-profit sponsor.

- 2) Review the Community Garden handout and ensure that the garden layout will comply with all applicable regulations.
- 3) Supply a certificate of liability insurance in an amount of no less than \$2 million with the City of Minneapolis listed as an additionally insured party. The certificate can be faxed to (612) 673-5036. No applications can be executed without proof of insurance coverage. The certificate of liability insurance should include the following

Garden Name
Street Address
City, State, Zip
City of Minneapolis
105 5th Avenue South, Room 200
Minneapolis, MN 55401-2534

- 4) Contact Kaye Anderson in CPED Real Estate Development Services (kaye.anderson@ci.minneapolis.mn.us or 612-673-5051) to schedule an appointment to submit the application. Submittals for parcels available for community gardens are accepted on a first come, first served basis.
- 5) Letters will be sent for incomplete submittals. Complete proposals will be processed in advance of incomplete proposals, no parcels will be held in a queue pending submission of a complete proposal.
- 6) Complete submittals that are approved may proceed to leasing. Lease agreement will be drafted by Kaye Anderson in CPED Real Estate Development Services.
- 7) Applicant and City finalize lease agreement

HOMEGROWN MINNEAPOLIS COMMUNITY GARDEN — PRE-LEASE CHECKLIST

✓ When complete	ixerien and complete this checking. A completed checking is required to enter into a lease for a	
	Provide a 300-word maximum typed (12 pt font) Community Garden Management Statement which describes the use of the property for the duration of the lease, including but not limited to the storage of gardening equipment and materials, watering supply, frequency of visits, etc.	
	Provide a 300-word maximum typed (12 pt font) Community Engagement and Benefits Statement which describes how the sponsor organization will garner support for the garden, what methods of engagement will be used, and what benefits will the garden bring to the community.	
	Consult with Gardening Matters to secure support for your community garden from propowners within 100 feet of the subject site.	
	A check payable to the City of Minneapolis for \$276 (lease fee of \$1.00 per year, an administrative fee of \$25.00 per lease and a refundable damage deposit of \$250.00).	
	Provide two copies of the completed checklist and required documents to CPED Real Estate Development Services. Contact Kaye Anderson in CPED Real Estate Development Services to schedule a an appointment to submit (kaye.anderson@ci.minneapolis.mn.us or 612-673-5051)	

HOMEGROWN MINNEAPOLIS COMMUNITY GARDEN —APPLICANT PROFILE

Complete this worksheet to determine eligibility for the Community Garden. A completed worksheet is needed to enter into a lease with the City of Minneapolis for a Community Garden.			
Sponsor	Name	Our uen.	
Organization			
(This organization is the entity authorized to	Primary Contact		
enter into a lease with	Mailing Address		
the City of	Including City, State and Zip		
Minneapolis. The	Code		
person identified as the primary contact will be	Phone Number		
the primary contact for the leasing process.)	Fax		
,	Email		
	501(c)3 Status/Tax ID		
	Year Established		
Primary Organization	Name		
(If not the sponsor	Mailing Address		
organization, this	Including City, State and Zip		
organization is the	Code		
body that will manage the community	Phone Number		
garden.)	Fax		
	Email		
Garden Contact (This person will be	Name		
the primary contact for	Mailing Address		
staff on an on-going	Including City, State and Zip		
basis for the duration	Code		
of the lease regarding garden operations.)	Phone Number		
	Fax		
	Email		
Property Information (parcel your	Address(es)		
community would like to garden)	Identification Number		
	Legal Description		
	Lot Area		
	Lot Alea		
	Zoning Classification(s)		