

Community Gardens Guidelines Application Form

This application form and checklist must be completed by applicants for Community Gardens on Council owned or Managed land. Applicants should refer to Council's Community Gardens Guidelines, June 2023 prior to completing this form.

Prior to application, please contact Council for a **pre-application meeting** to ensure that your project is on track and your group is ready to undertake the application stage.

This application must be accompanied by a **Community Garden Plan** and **Site and Layout Plan** for consideration, including the following:

- The need for the Community Garden (i.e. there no other similar facilities nearby)
- Governance structure
- Site Layout Plan (raised garden beds preferred)
- Construction logistics and Maintenance Plan
- Operational logistics (long-term to ensure the project is sustainable)
- Programming Plan
- Risk Register
- Processes for fair and transparent plot allocation and plot/garden membership (if relevant)
- Plans to encourage broader community engagement and social connection
- Associated licences and permits
- Itemised budget for establishment and operations

Applicant Details

Community garden group name

Representative name

Representative role

Proposed site

(Include overview of site selection rationale)

Proposed site address

(street address, suburb, postcode)

Applicant name

(completing this form)

Applicant contact phone

(business hours, after hours)

Applicant email

(correspondence with Council)

Applicant signature

Date

Group Details

Number of members (minimum 4)

(Attach list of dedicated members including signatures)

Have members had experience with community gardens previously?

Yes
No

Provide details:

Is the group incorporated?

Yes
No

Incorporation Number:

Is the group being Auspiced by an existing incorporated association for the purposes of this project?

Yes
No

Provide details:

• Auspicing group name

Yes
No
NA

Provide details:

• Postal address

Yes
No
NA

Provide details:

• Contact phone numbers

Yes
No
NA

Provide details:

• Email addresses (for correspondence with Council)

Yes
No
NA

Provide details:

• Have you attached a letter of support from the auspicing agent?

Yes
No
NA

Provide details:

Group Details *(cont.)*

Public information about your group
(email, phone, social media)

Are you able to obtain / does the group currently have public liability insurance?

Yes
No

Provide details:

Have you attached a copy of your (or your auspicing association) certificate of currency for public liability cover for at least \$20,000,000

Yes
No

Provide details:

Community Partnerships

CRITERIA

YES

NO

PROVIDE DETAILS

Has the group partnered with a like-minded organisation? i.e. community centre/neighbourhood house, school, kindergarten, TAFE, gardening club etc

Are there identified opportunities for programming partnerships? i.e. growing food and cooking programs

Are there identified opportunities to provide partnership opportunities for diverse user groups including Traditional Owners, people from culturally and linguistically diverse backgrounds, people with disabilities?

Are there identified opportunities to educate community to improve food growing skills and improve health?

Is there evidence that the establishment of a community garden has broader community support?

Governance and Planning

CRITERIA	YES	NO	PROVIDE DETAILS
Does the group have an established governance structure with core governance roles allocated including president, vice president, secretary and treasurer?			
Does the core group have skills required to plan, secure funding and establish a community garden? Does the group have experience in the not-for-profit sector?			
Does the group have a comprehensive community garden plan including a site and layout plan and risk register and budget? (attach plan)			

Connectivity

CRITERIA	YES	NO	PROVIDE DETAILS
Is the proposed site in a high-profile location?			
Does the site currently have high levels of visitation?			
Can a significant proportion of the town population walk or cycle to the proposed site?			
Is the site close to public transport?			
Does the site have good passive surveillance i.e. people can see and be seen through casual observation?			
Is the site accessible? i.e. Does it have accessible pathways from car park / footpath, and through the site?			

Site Location and Ownership

CRITERIA	YES	NO	PROVIDE DETAILS
Is the land owned or managed by Latrobe City? And are there licensing options for the subject land?			
Will this be the only community gardens located within the town?			
The site is earmarked for community use and would support a community garden			
This site is NOT earmarked for a purpose that is NOT a complimentary use			
Is there a layout plan that shows that the site is large enough to host the community garden for up to 10 years? (Show in layout plan how growth will be accommodated on site)			
Is the site an appropriate distance from sensitive zones i.e. residential dwellings			
Does the site have good passive surveillance i.e. people can see and be seen through casual observation?			
Does the site have adequate sunlight for vegetable growing?			

Complimentary services/facilities

CRITERIA	YES	NO	PROVIDE DETAILS
Does the site have access to existing services that a community garden requires - water, electricity?			
Does the site have access to an existing carpark with more than 10 spaces available, including an accessible car space?			
Does the site have access to accessible public toilets?			
Does the site have access to existing community group meeting facilities such as a meeting room/ kitchen and are they accessible? i.e. ramped entry/ wide doorways			
Does the site have access to shelter and seating?			
Does the site have access to storage area for workshop etc?			

Funding

CRITERIA	YES	NO	PROVIDE DETAILS
Does the community gardens plan identify an accurate and affordable establishment cost including all requirements as above? I.E. Toilet, storage, shelter, carpark, water connection			
Has the community group sourced funding options to cover the establishment?			
Does the community gardens plan identify a funding model for the garden to sustain operations including lease and insurance?			
The annual operations funding model does NOT rely on securing grants every year?			