



Green Spaces Alliance

Community Gardens Network

Considerations for a Community Garden Timetable

The timetable is a crucial tool for installing your garden and keeping it going year after year. It sets benchmarks for gardeners to strive toward and allows everyone to feel involved in and informed of the process. In the event that you are awarded funds, Green Spaces staff will look to the timetable for milestones that will help us to help you fulfill our shared goal: a healthy and vibrant garden.

*Keep in mind, to be funded a garden group must commit to maintaining the garden for 5 years. The initial timetable should cover the next 3 seasons. Fund monies are available for only 18 months from the date that all paperwork is finalized. All **funded** garden components must be completed within that period. Additional timetables will be established for each subsequent year of the agreement.*

Required Components

1. **Start-up meeting** to assess neighborhood interest and cover ideas presented in the start-up guide.
2. All **major holidays and any neighborhood celebrations** (to avoid when scheduling events).
3. **Yearly community-wide meeting or celebration** to invite/encourage new participants.
4. **Monthly** garden workday, community meeting, and/or neighborhood gathering.
5. **Seasonal** major garden workdays (1 per season) to which volunteers will be invited to assist with major cleanup and/or large projects.
6. Attendance at **annual meeting/celebration** for garden coordinators in late spring.
7. Attendance at **3 community-building or garden-related workshops** each year.
8. **Site preparation** (cleaning, weeding, trimming, tilling), which often takes about 3 times longer than expected.
9. Installation of **garden sign and community posting board**.
10. Start and finish dates for **all requested budget categories**.
11. Start and finish dates for **all components on the garden plan**.
12. **Soil conditioning/reconditioning** (pre-planting or top-dressing).
13. **Mulching of beds** (late spring for water conservation and late fall for winterization).
14. Estimated **seasonal planting dates**: Spring planting from February 1 – May 20, Fall planting from September 1 – November 10.
15. **Submission of annual report** by December 15 of each year for 5 years.

Recommendations based on best practices

1. Consistent events scheduled on regular days of the month or year for ease of communication and increased attendance (e.g., first Saturday of the month, third Monday of September, every January).
2. At least 2 garden workdays, community meetings, or neighborhood gatherings per month.
3. At least 2 community-wide meetings/celebrations per year to invite/encourage new participants.
4. Start and finish dates for any garden components not necessarily funded by this grant.
5. Posting of the timetable where everyone can see it and help to reach the goals.