



City of Minneapolis

Public Works Department

Water Treatment and Distribution

Community Garden Water Access Grant Application

Application Checklist

- Application
- Water Access Plan (see sample)
- Property Owner Permission (if the property is not owned by the Community Garden)

Applications should be submitted to:
Minneapolis Water Treatment and Distribution
Room 224, Public Service Center
250 South 4th Street
Minneapolis, MN 55415
612-673-2865

Permanent Water Access for Community Gardens

Application Procedure

Grant Guidelines

1. First come first served.
2. Matching grants up to \$2000.
3. Funds will be dispersed to the Community Garden upon completion of the work.
4. New water access will be metered.

Grant Process

Applicants must meet the following minimum requirements:

1. Represent a non-profit community garden.
2. Demonstrate sufficient long term control of the property to justify investment in permanent water access.
3. Provide the City of Minneapolis a scale drawing of their water access plan.
4. Complete basic grant application form, including applicant contact information and water billing address

Upon meeting these requirements, the city agrees to:

1. Consult with applicant to refine water access specifications
2. Solicit three bids for installation of the water access plan reflected in the drawing provided by the applicant.
3. Share low bid information with applicant.

To receive grant funds, applicant must:

1. Enter into an MOU with the city stipulating.
 - a. Community Garden will provide matching funds to the grant and for any costs in excess of \$4,000.
 - b. Community Garden will deposit half of the bid amount with the contractor prior to the start of work.
 - c. City will pay the group the amount of the grant upon completion of the work.
 - d. Community Garden will provide a billing address and agree to pay water bill. Failure to comply will result in a water shut off notice.

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Public Works Department Water Treatment and Distribution

Community Garden Water Access Grant Application

Date	
Contact Person / Responsible Party on behalf of the community organization	
Contact Person Phone Number	
Garden Name	
Garden Address	
Owner of Garden Property	
Terms of Property Use if the Property is not Owned by the Garden	
Garden History i.e. Year Established, Number of Garden Plots	
Current Water Access i.e. Hydrant Permit, Neighboring Property, etc.	
Proposed Billing Address For Water Use	

Map of Garden and Water Access Plan

Please provide a map of the community garden and indicate the preferred location of the water access. We recommend using the Hennepin County Property Map website (<http://gis.co.hennepin.mn.us/HCPROPERTYMAP/Default.aspx>) as it provides property lines and overhead images of the parcel. A sample plan is attached to this application.

Property Owner Permission

If the community garden property is not owned by the community garden, a letter from the property owner is required stating they grant permission for permanent water access to be installed on their property.

Responsibility

Matching grants are intended only for non-profit community gardens, not for production of retail produce. It is the responsibility of the Community Organization's responsible party to ensure that the connection is drained to prevent freezing and to arrange for a meter read/ service turn off/ meter removal in Fall each year, as well as to arrange for a meter set/ service turn on in the Spring.

SAMPLE Map of Garden and Water Access Plan

Garden Location: 1201 East 38th Street



Preferred water access point.

