

## **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

**Certificate Holder**

Attn: Susan Schempf

City of Minneapolis

105 5<sup>th</sup> Avenue South, Suite 200

Minneapolis, MN 55401-2534

- 4) Contact Susan Schempf in CPED Real Estate Development Services ([Susan.Schempf@minneapolimn.gov](mailto:Susan.Schempf@minneapolimn.gov) or 612-673-5245) 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 Susan Schempf in CPED Real Estate Development Services.
- 7) Applicant and City finalize lease agreement.

## HOMEGROWN MINNEAPOLIS COMMUNITY GARDEN PRE-LEASE CHECKLIST

Complete Date	Review and complete this checklist. A completed checklist is required to enter into a lease for a community garden in the City of Minneapolis.
	<b>Complete applicant profile form</b>
	<b>Provide certificate of liability insurance</b> an amount no less than \$2 million with the City of Minneapolis listed as an additionally insured party
	<b>Copy of a letter or e-mail, sent to the applicable neighborhood group(s) and City Council office explain the proposed community garden project.</b> The letter must contain the address of the selected site, the sponsor organization name and contact information and the garden contact's name, address, telephone number, and e-mail address, if available.
	<b>Provide a Community Garden Statement</b> which describes the use of the property for the duration of the lease. Describe how the sponsor organization will support your garden
	<b>A check payable to the City of Minneapolis for \$276</b> (lease fee of \$1.00 per year, an administrative fee of \$25.00 per lease and a refundable damage deposit of \$250.00)
	<b>Provide two copies of the completed checklist and required documents to CPED Real Estate Development Services.</b> Contact Susan Schempf in CPED Real Estate Development Services to schedule an appointment to submit. ( <a href="mailto:Susan.Schempf@minneapolismn.gov">Susan.Schempf@minneapolismn.gov</a> or 612-673-5245)

# 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.*

<b>Sponsor Organization</b> This organization is the entity authorized to enter into a lease with the City of Minneapolis. (The person identified as the primary contact will be the primary contact for the leasing process)	Name	
	Primary Contact	
	Mailing Address Including City, State and zip code	
	Phone Number	
	Fax	
	E-mail	
	501(c)3 Status/Tax ID	
	Year Established	
<b>Primary Organization</b> (If not the sponsor organization, this organization is the body that will manage the community garden)	Name	
	Mailing Address Including City, State and zip code	
	Phone Number	
	Fax	
	E-mail	
<b>Garden Contact</b> (This person will be the primary contact for staff on an on-going basis for the duration of the lease regarding garden operations.)	Name	
	Mailing Address Including City, State and zip code	
	Phone Number	
	Fax	
	E-mail	
<b>Property Information</b> (Parcel your community would like to garden)	Address(es)	
	Identification Number	
	Legal Description	
	Lot Area	
	Zoning Classification(s)	