



NEW YORK
RESTORATION
PROJECT

2025 GARDENERS' READY TO GO GUIDE

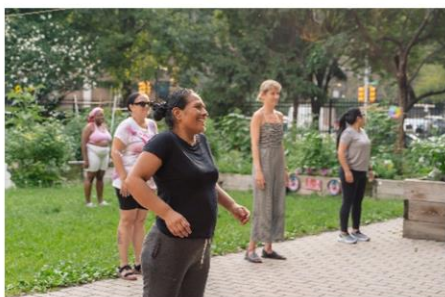


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NEW YORK RESTORATION PROJECT'S MISSION

New York Restoration Project (NYRP) believes that access to nature is a fundamental human right. We work to ensure that all New Yorkers have equitable access to green space. For 30 years, NYRP has invested in and stewarded parks and gardens throughout the city's five boroughs to strengthen communities, promote food sovereignty, and counter environmental and social injustice.

NYRP GARDENERS' READY TO GO GUIDE

NYRP community gardeners are the driving force behind our organization's efforts to sustain and promote the many environmental, social, and economic benefits that our 51 gardens bring to communities throughout the five boroughs. NYRP's Gardeners' Ready to Go Guide (RTGG) is a resource guide for all community gardeners in the NYRP network. The goal of the RTGG is to ensure that NYRP gardeners are familiar with the standard operating procedures for our gardens and provide the resources needed to build strong, sustainable garden groups.

NYRP SUPPORT STAFF FOR COMMUNITY GARDENS

ENGAGEMENT AND PROGRAMMING DEPARTMENT

The Engagement and Programming (E+P) Department works collaboratively with community gardeners, partners, and community members to build, strengthen, and support NYRP community gardens. The E+P Department has three divisions: (1) Engagement; (2) Public Programming; and (3) Urban Agriculture. The Engagement team builds and manages relationships with garden groups which Public Programming relies on to plan events and Urban Agriculture relies on to provide growing assistance. In turn, Public Programming's events and Urban Agriculture's agricultural production expand the reach of gardens in communities to support deeper and more durable work for Engagement.

Here is more about each division's role within the E+P Department:

1. Our Engagement team works with each of our 51 community gardens to create neighborhood centers of community involvement and ownership. The Engagement team attends garden meetings and events as needed, facilitates partnerships with external organizations, communicates garden related issues within NYRP, and connects members of the public with garden groups.
2. Our Public Programming team manages public events and campaigns across our community gardens via the Community Garden Activation Program (CGAP). In addition, the Public Programming team will host NYRP-led public programming in our gardens and in the parks we steward.
3. Our Urban Agricultural (UA) team provides growing assistance through workshops, skill sharing and consultations to community gardeners within our network.

OPERATIONS DEPARTMENT

Our Operations team comprises field staff focused on land management. Operation crews support the maintenance of all the NYRP gardens through regular visits for routine maintenance. During their visits, Operations staff members remove trash and debris from the sidewalk, empty trash cans inside the garden, mow lawns and check the area inside the garden for any pertinent issues. Periodically, workdays will be arranged to handle larger tasks such as infrastructure repair, path material refreshment and horticultural tasks.

Zone Gardeners are divided geographically and work with other Operations staff to provide year-round service to all 51 of NYRP's community gardens. If your garden has maintenance needs, please reach out to an Engagement team member.¹

The Community Garden Operations team:

- Donte Taylor, Deputy Director, Community Gardens
- Lovett Evans, Bronx and Manhattan Zone Gardener
- Carley Guida, Brooklyn Zone Gardener

GARDEN RULES AND REGULATIONS

NYRP FREQUENTLY ASKED QUESTIONS

• WHO OWNS THIS GARDEN?

This garden is owned by New York Restoration Project (NYRP) and operated by local community members. For more information about how to become involved with the garden, visit NYRP.org/get-involved

• WHO IS NYRP?

NYRP is a not-for-profit organization. We believe that access to nature is a fundamental human right, and we are dedicated to ensuring that all New Yorkers have equitable access to green space. For more information, please visit our website NYRP.org/about

• WHY ARE THE GARDEN GATES LOCKED?

NYRP gardens are opened by local community members who volunteer their time to keep the gates open. NYRP gardens are required to be open for 20 hours per week during the gardening season, April through October. We have locks on the gates to protect the garden and vegetation during closed hours. If the garden is closed during the posted open hours, please notify NYRP by calling 212-333-2552 or emailing community@nyrp.org

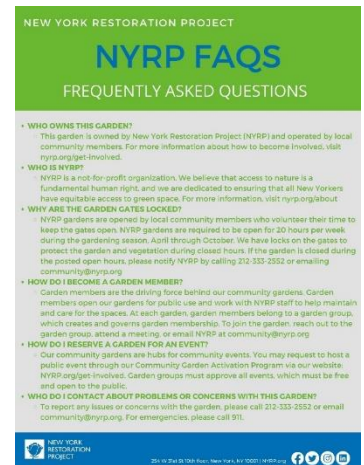
• HOW DO I BECOME A GARDEN MEMBER?

Garden members are the driving force behind our community gardens. Garden members open our gardens for public use and work with NYRP staff to help maintain and care for the spaces. At each garden, garden members belong to a garden group, which creates and governs garden membership. To join the garden, reach out to the garden group, attend a meeting, or email NYRP at community@nyrp.org

• HOW DO I RESERVE THE GARDEN FOR AN EVENT?

Our community gardens are hubs for community events. You may request to host a public event through our Community Garden Activation Program via our website: NYRP.org/get-involved. Garden groups must approve all events, which must be free and open to the public.

• WHO DO I CONTACT ABOUT PROBLEMS OR CONCERNS WITH THIS GARDEN?



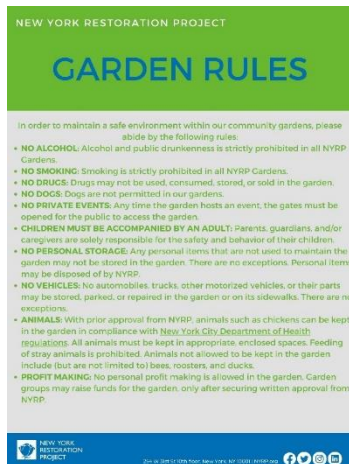
¹ For more information about the services that NYRP Operations provides, please see the section on Operating Procedures.

To report any issues or concerns with the garden, please call 212-333-2552 or email community@nyrp.org. For emergencies, please call 911.

NYRP GARDEN RULES

NYRP established the following Garden Rules in order to maintain a safe environment within our community gardens. Garden members must abide by the garden rules. Failure to do so may result in the revocation or suspension of membership to the garden.

All gardens are required to have NYRP Garden Rules posted on their bulletin boards. If the sign goes missing or gets damaged, please contact the Engagement team.



- **No Alcohol:** Alcohol and public drunkenness is strictly prohibited in all NYRP Gardens.
- **No Smoking:** Smoking is strictly prohibited in all NYRP Gardens.
- **No Illegal Drugs:** Drugs may not be used, consumed, stored, or sold in the garden.
- **No Dogs:** Dogs are not permitted in our gardens.
- **No Private Events:** Any time the garden hosts an event, the gates must be opened for the public to access the garden.
- **Children must be Accompanied by an Adult:** Parents, guardians, and/or caregivers are solely responsible for the safety and behavior of their children.
- **No Personal Storage:** Any personal items that are not used to maintain the

garden are not permitted to be stored in the garden. There are no exceptions. Personal items may be disposed of by NYRP.

- **No Vehicles:** No automobiles, trucks, other motorized vehicles, or their parts may be stored, parked, or repaired in the garden or on its sidewalks. There are no exceptions.
- **Animals:** With prior approval from NYRP, animals such as chickens can be kept in the garden in compliance with [New York City Department of Health regulations](#). All animals must be kept in appropriate, enclosed spaces. Feeding of stray animals is prohibited. Animals not allowed to be kept in the garden include (but are not limited to) roosters and ducks.
- **Use of Materials:** All materials made available through NYRP must be used in NYRP gardens.
- **Profit Making:** Garden groups may raise funds for the garden, only after securing written approval from NYRP. Garden groups must keep accurate and transferable records. Gardeners are not allowed to sell anything from the garden for personal profit nor are they allowed to invite others to make a profit in the garden.
- **Garden Locks and Keys:** Garden keys cannot be replicated or distributed to non-members. If a garden key is lost, garden members will inform NYRP or the garden coordinator for a replacement. ALL garden locks are provided by NYRP. Garden members are not to change any of the garden locks, including the garden entrance, storage, compost toilet, and/or additional entrances. If a garden lock gets damaged or broken, please notify NYRP as soon as possible.

*Please note, anyone who is in violation of these rules will be asked to leave the garden. NYRP reserves the right to change the lock if a garden is not in compliance with these guidelines.

GARDEN STEWARDSHIP

GARDEN MEMBERSHIP

NYRP gives Garden Members the non-exclusive right to use, care for, maintain, and manage the Garden in order to provide a pleasant, aesthetically appealing, tranquil, and safe open space environment for the use and enjoyment of the general public. Garden Members agree that, in connection with their use, management, and operation of the Garden, they will maintain and operate the Garden as a community open space in accordance with the New York Restoration Project Garden Guidelines, including providing public access to the garden for a minimum of 20 open hours per week.

Anyone interested in obtaining and maintaining membership of an NYRP Community Garden must sign the NYRP Garden Membership Agreement.² NYRP reserves the right to update the Garden Membership Agreement at any time and will notify garden members as such.

Garden members who disregard the guidelines set forth in the agreement forfeit their garden membership. For a copy of the NYRP Garden Membership Agreement, see the Appendix section of this guide.³

GARDEN COORDINATORS

Every garden needs a Garden Coordinator. Garden coordinators are responsible for conducting the community organizing efforts necessary to sustain an active garden group, including sharing communications from NYRP with the garden group. Additionally, the Garden Coordinator is responsible for the following:

- Establishing a schedule of garden meetings and workdays.
- Providing public access to garden meetings and workdays by sharing the Garden's scheduled meetings and workdays with NYRP and posting signs at the garden gate or notice board at least one week prior to the scheduled meeting or workday.
- Facilitating garden meetings that address the ideas, questions, and concerns of all members of the public.
- Coordinating a schedule of open hours and ensuring that the garden is open to the public during established open hours.
- Facilitating workdays, which provide members of the public with the opportunity to offer volunteer support to the maintenance of the garden.
- Facilitating the establishment of transparent and open garden governance in collaboration with garden key holders and community volunteers and in accordance with NYRP's Garden Registration Agreement.
- Ensures that all public events and programs held in the Garden comply with the NYRP Garden Event Policies.
- Maintaining the Garden in a manner consistent with 'good neighbor' behavior and notifying NYRP with any issues.
- Ensuring that new garden members sign NYRP's Garden Membership Agreement.

² To sign the Garden Membership Agreement, reach out to an Engagement team member.

³ Garden Membership Agreements are available digitally.

For a complete list of the responsibilities of a Garden Coordinator, please see the Garden Agreement in the Appendix section of this guide.⁴

STEERING COMMITTEES

To effectively assign the responsibilities within the garden and support the garden coordinator, garden groups are encouraged to form steering committees. Steering committees may consist of one or more of the following roles: Co-Coordinator; Secretary; Treasurer; Planting Coordinator; Membership Coordinator; Events Coordinator; and/or any other position which the garden group deems fit. The garden group should democratically create and govern steering committees in procedures consistent with the garden bylaws.⁵

GARDEN PARTNERS

In addition to garden members, local community-based organizations and like-minded nonprofits are also welcome to use our spaces. Partnerships can come in many forms, from growing vegetables and herbs as a part of a youth empowerment initiative to hosting fitness and dance performances.

Some partners, such as schools or daycares that use the garden on a regular basis, may require key access to the garden. For those partnerships, NYRP requires the partner to sign a partnership agreement with NYRP. Partners must maintain open communication with the garden group, including attending one or more garden meetings per year and properly informing the garden group of their use of the garden. For more information, see a copy of the NYRP Partnership Agreement in the Appendix section of this guide.⁶

OPERATING PROCEDURES

GARDEN MAINTENANCE

The garden's maintenance is a partnership between NYRP's Operations team and garden groups.

NYRP's Operations team offers the following services to our Community Gardens:

- Regular maintenance visits to all 51 gardens
- Litter, debris, dog feces and snow removal from sidewalks
- Emptying of trash cans inside gardens
- Removal of graffiti
- Removal of bulk items, garbage bags (advance notice needed for large amounts – more than 2 bags) and organic (landscape/non-food) waste that exceed capacity of compost bins
- Rat abatement where burrows are within the garden
- Repairs to garden infrastructure (fences, raised beds, sheds, benches, picnic tables, irrigation systems, lighting, paving, compost bins, etc.)
- Maintenance of water systems and underground part of compost toilets

⁴ To sign the Garden Agreement, please reach out to the Engagement team.

⁵ For more information on steering committees, see the section on Group Development.

⁶ Partnership Agreements are available digitally.

- Refreshing of path material (woodchips, gravel, stone dust)
- Mowing of lawns every 2 weeks during the growing season
- Regular weeding of ornamental planting beds, pruning of shrubs and trees as needed
- Delivery of tools and supplies needed for garden maintenance (hand tools, garbage bags/cans, hoses, hydrant attachments for gardens with a permit, water barrels, ice melt, gravel and hardware cloth for rat abatement)
- Delivery of cleaning supplies for compost toilets
- Lock replacements, key boxes and key copies

In-between the maintenance visit of NYRP's Operations team, it is up to the garden group to maintain the garden. Gardeners are expected to:

- Keep the garden well organized.
 - Gardens need to be kept clutter free for easy maintenance and to avoid favorable rat conditions.
 - Gardening materials should be stored in the shed and kept organized.
 - Access to irrigation controllers in the shed should be kept clear of any materials and are not to be adjusted or tampered with in any way.
 - Storing personal items in the garden, including but not limited to – bikes, indoor furniture and bags of recycling is strictly prohibited.
 - Nothing should be stored on or around the water systems, in the ornamental beds, or in the garden's pathways.
- Maintain all garden beds and their surrounding area including weeding in and around the bed and cutting back any overgrowth growing from the garden bed.
 - If a garden bed is to remain empty after June 1st, NYRP may plant cover crops in it for the remainder of the growing season.
- Regularly sweep and/or pick up trash/debris/dog feces on the sidewalks/inside the garden and place it in the garbage bins for our Operations team to pick up on their weekly visits.
 - If you need garbage bags, a litter grabber or broom please reach out to a member of the Engagement team.
 - Garbage cans should be secured with lids to deter rats from harboring in the garden.
- Garbage disposal.
 - Bagging up of interior trash cans once they reach capacity. Additional trash cans will be provided for sites that produce large volumes of trash in between NYRP maintenance visits if needed.
 - If the garden has a DSNY pickup, it is up to the group to put out the trash on a regular basis and in compliance with current DSNY regulations.
- Maintaining the compost area in an orderly manner.
 - Additional organic material (landscape/non-food) that cannot be composted can be placed in a clear or brown paper bag for our Operations team to pick up. NYRP will also provide 'large

leaf bags' for gardens that produce large amounts of this material. Please don't mix these materials with garbage since NYRP will compost them.

- Spreading/laying down any materials requested from GreenThumb or DSNY such as mulch, compost, or soil.
 - Any bulk materials delivered on the sidewalk or in the street must be moved the same day. Materials cannot sit on the sidewalk or in the street for more than one day.
 - For bulk deliveries dropped inside the garden, there must be access through the front gate and space on pathways to navigate through the garden. Bulk piles inside the garden should be moved as soon as possible.
- Cleaning and maintaining the bathroom.
 - Cleaning supplies for compost toilets can be requested from NYRP.
 - Storing personal items in the bathroom is prohibited and the interior hatch needs to be kept clear for easy maintenance.
- Assistance with rat mitigation and burrow harassment in gardens that have persistent issues. Ops will provide materials such as gravel and hardware cloth for this purpose to be used in between maintenance visits.
- Ensure that no standing water is left to accumulate for more than 5 days in buckets, containers, tarps or uncovered trash cans to deter mosquito breeding. Rainwater barrels should be covered with a secure lid or landscape fabric with bungee cords.

The Engagement team handles all work orders for the gardens. Garden groups should reach out to a member of the Engagement team when:

- Tools and supplies are needed for garden maintenance.
- A delivery of bulk materials such as mulch, compost or soil has been scheduled with GreenThumb or DSNY.
- There are issues in the garden such as graffiti, downed trees, damaged infrastructure, damaged/missing locks or other hazardous conditions in and around the garden.
- They need a large garbage pickup (more than 2 bags of garbage) due to a workday, event, or any other reason.
- There is dumping inside or outside of the garden, including materials left in tree pits.
- Incursions into the garden by contractors working on neighboring properties. No contractor should be granted entry into the garden without prior authorization by NYRP.
- There are active rat burrows in the garden. NYRP will provide materials for garden members to collapse and fill rat burrows.

- After snowstorms, the Operations team will visit each garden to clear the snow from the sidewalks. If groups want to help, please let us know and we can provide the group with salt for the sidewalk/snow removal tools.

Guidelines for keeping chickens in the garden:

Garden groups should carefully consider whether to raise chickens in the garden—they require a considerable investment of time and money, they can eat members' crops when free roaming, and someone must take care of the chickens every day. By law, community gardens with chickens must follow the regulations set forth through NYC DOHMH. Additionally, NYRP requires groups to follow the guidelines that GreenThumb has adopted.

If your garden group is interested in keeping chickens in the garden, please reach out to a member of the Engagement team for our complete policy. You must get NYRP's approval before keeping chickens in the garden.

Policy on feral cats

Do not feed or house feral cats in your community garden. Cats prefer to defecate in soft soil that is easy to dig in such as garden beds. Cats are also creatures of habit and will return to the same place over and over. Cat feces are not only unpleasant but pose a serious health risk because they can contain bacteria and parasites. In addition, cat food that is left out in the garden is a source of food for rats.

Because of this health risk, community gardens are not the place to set up temporary winter shelters for cats. When a cat is housed and fed from a garden site over the winter, the garden becomes its home territory year-round.

URBAN AGRICULTURE SUPPORT

Our Urban Agricultural (UA) team provides growing assistance to community gardeners within our network. From workshops (large and public events) to skill sharing sessions (small trainings with individual garden groups) to consultations (short technical assistance visits), the UA team is dedicated to ensuring that gardeners have access to the information they need to grow as much food as possible.

Throughout the season, UA will advertise a variety of workshops related to soil health, cropping systems, pest and disease management, season extension, and much, much more. In addition, at the start of the season, UA will host a Plant Distribution in which NYRP gardens are encouraged to participate. For more information about UA workshops, skill sharing sessions, or our plant distribution, reach out to an Engagement team member.

HYDRANT ACCESS

Securing a hydrant permit

For NYRP community gardens that get water from a fire hydrant, each season NYRP will apply for a hydrant permit through NYC's Department of Environmental Protection (DEP). Once NYRP receives the permit, we will deliver it to the garden. Permits must be placed in a visible location on the bulletin board or saved in a safe location in the garden.

Hydrants may only be used during the period listed on the permit, typically, from the beginning of April through the end of October. Groups must not use the hydrant before they receive their permit for the season or after they expire at the end of the season.

Please note, DEP only issues hydrant permits to gardens in good standing with GreenThumb. Therefore, please be sure that someone from the garden group signs GreenThumb's Memorandum of Agreement (MOA) every four years.

How to use the hydrant

Once you have received your DEP Hydrant Permit:

- NYRP will provide the group with the correct hydrant wrench, hydrant adapter, vacuum breaker (RPZ), and hoses, if the garden doesn't have these items already. Please let a member of Engagement know if you need any of these items.
- Whenever operating a hydrant, please be sure to follow the rules set forth by NYC in section 20-08 of the [Title 15-Rules Governing and Restricting the Use and Supply of Water entitled Water Use Restrictions and Fire Hydrant Use.](#)

To attach a hose to a hydrant, take the following steps:¹

1. Attach a hose nozzle to the end of the hose.
2. Using the hydrant wrench, attach the hydrant adaptor to the hydrant.
3. Attach the RPZ or vacuum breaker to the hydrant adaptor.
4. Connect the hose to the RPZ or vacuum breaker.

Opening the hydrant:

1. Step on the hose nozzle while you are turning on the hydrant to hold it down.
2. Open the hydrant slowly until you hear the "hiss" of air.
3. Turn only a QUARTER of a turn for your water and then stop. Otherwise, the water pressure might be too high for your hose.

Here are some more tips for attaching the hose:

- Tie plastic bags or a rag around the connections to reduce spraying on to the sidewalks.
- Do not drag the male end of the garden hose on the sidewalk or street. This will degrade the exposed threads and cause leaks.
- Hose washers can help reduce leakages.
- Look both ways before crossing the street!
- Use a hose protector to avoid trip and fall injuries.

For more information on how to attach a hose to a hydrant, please check out this video, which was created by GreenThumb, [Connecting a hose to a fire hydrant.](#)

See the Appendix section of this guide for a copy of the Hydrant Permit Application or reach out to a member of the Engagement team.

GARDENS IN THE RENOVATION PROCESS

When an NYRP community garden is up for renovation, garden members and the surrounding community can and should collaborate in the planning, design, and development of their garden. A member of NYRP's Engagement team and a member of NYRP's Capital team will work with the public to design a garden that meets NYRP's standards and the needs of gardeners and the community.

There are several steps to the renovation process:

1. NYRP will host an initial design process meeting for those who want to be involved in the garden's renovation process.
2. NYRP will host a series of subsequent meetings to discuss and evaluate proposed designs.
3. Once a design is chosen, NYRP will move into the implementation phase of the project. NYRP's Capital Team manages all phases of the renovation.
4. Upon completion of the renovation, the Engagement team will work with the garden group to activate the garden.

*Please note that the entire renovation process from start to complete can take more than one season.

GREENTHUMB SUPPORT FOR NYRP GARDENS

NYRP encourages all our gardens to sign a Memorandum of Agreement (MOA) with GreenThumb. Agreements are updated every four years, and NYRP's Engagement team will work with each garden when the time comes to sign the MOA.

In return for registering the garden with GreenThumb, GreenThumb can provide gardens with additional support, including bulk materials, workshops, and technical assistance. In addition, GreenThumb can provide portable toilets at discounted rates for gardens which need them.⁷ For gardens reliant on fire hydrants to water the garden, it is essential that the garden sign the MOA (see Hydrant Access).

For more information about GreenThumb, visit their website: <https://greenthumb.nycgovparks.org/>, email your GreenThumb coordinator, or reach out to an Engagement team member. Please see the Appendix section of this guide for a copy of the latest MOA.

FUNDRAISING AND GRANTS

NYRP gardens are in a land trust, which means they are held "in trust" for public use. The gardens are protected from development, and they must be open and available to the public on a routine basis. Because

⁷ GreenThumb will email garden coordinators the form to sign up for portable toilets. If you did not receive an email from GreenThumb at the beginning of the year, please reach out to a NYRP Engagement team member.

our gardens are public spaces, they cannot be used to make a profit. However, organized garden groups can raise funds to purchase materials for the garden and/or host public events.

To raise funds, the garden group must be well-organized with a set of bylaws that establish the procedures and protocols for fundraising. The garden group must also agree on how the funds will be used. The group must have a secure place to store the funds, whether that be through a treasurer appointed by the garden group, a bank account, or a fiscal conduit.

Grants

One great way for groups to raise funds is through grants. There are many grant opportunities out there, but NYRP encourages groups to seek out grants that allow community groups, without 501(c)3 status, to apply. If you need help finding a grant opportunity, please reach out to an Engagement team member.

If your group would like to apply for a grant that requires fiscal sponsorship, there are many organizations that provide this service. A fiscal sponsorship is when a nonprofit organization extends its tax-exempt status to select groups engaged in activities related to the organization's mission. To ensure this is not merely a pass-through of charitable dollars from the 501(c)(3) to a project, the IRS requires that the nonprofit organization (sponsor), has "complete discretion and control" over the funds. Fiscal sponsors have legal, compliance, and reporting responsibilities; fiscal sponsors charge a fee to offset the compliance costs, those fees can range between 5%-10% of all funds held on behalf of the applicant group.

*Please note, NYRP does *not* provide fiscal sponsorship of any kind.

PUBLIC PROGRAMS

EVENTS, WORKDAYS, AND WORKSHOPS

NYRP encourages garden groups to host public events in the garden. Events, workdays, and workshops are great ways to involve and build community, get to know your neighbors, and increase garden membership.

Community Garden Activation Program

Each season, NYRP operates the Community Garden Activation Program (CGAP), which provides grants of resources for garden groups and external organizations to stage engagement and programming events in NYRP's gardens and parks. Applicants may request two main types of resources: (1) Equipment, and (2) Funding. Because equipment and funding are limited, in the interest of fairness, NYRP staff generally reviews requests on a rolling basis. NYRP will evaluate the applications based on the following criteria: (1) Ability to support NYRP's mission and vision that nature is the fundamental right of every New Yorker; (2) Thoughtfully crafted project or event idea with clear community impact; (3) Demonstrated past success/high quality projects or events; (4) Clarity about how the grant will be used and why it is needed; (5) Garden availability and garden group approval.

To ensure funding is distributed fairly and effectively over the full season, each grant is limited to a maximum of \$500. Each garden is limited to a maximum of \$1,000 in grants each season, but gardens aren't guaranteed \$1,000 in funding. Approval of requests for funding is based on several criteria, including the scale of the event, experience facilitating prior events, and likely community interest. Grants to both garden groups and external organizations count toward the \$1,000 seasonal maximum. Events may be approved for less than the requested amount. Applicants may request funding for a single event (e.g., a movie night or Halloween party) or multiple events (e.g., a series of yoga classes or crafts workshops).

Funded events must be free and open to the public. Funded event components must take place inside the NYRP space (e.g., if a garden group requests funds for a cooking demo as part of a block party, the demo should be staged in the garden, not on the street outside). Funding and equipment are unavailable for personal events (e.g., birthday parties, weddings, graduation parties for individual students, baby showers, etc.).

To receive reimbursement, after the event(s), grantees must submit: (1) an Event Report (NYRP will provide a template); (2) at least 5 photos of the event via Google Drive, Dropbox, or email; (3) receipts for any expenses requested for reimbursement; and (4) W9 form if they have not submitted one to NYRP for prior reimbursements. NYRP can provide a reimbursement slip for performers and instructors who are paid in cash. If a grantee submits receipts totaling less than the full amount approved for the grant, NYRP will reimburse the total shown on receipts, not the maximum approved amount. Reimbursement requests for event series may only be submitted after the final event of the series.

When external organizations request to host events in our gardens, NYRP's Public Programming staff will meet with the organization to discuss the event. If NYRP believes the event will be a good fit for one of our gardens, we will reach out to the garden group for approval. Please note, should the garden group approve of the event, we will rely on the garden group to provide access to the garden on the day of the event.

The CGAP form is available on [the Use a Garden section of our website](#).

For a list of various eligible and ineligible reimbursements through CGAP, please see below. Please note these lists are not comprehensive and eligibility of certain items may depend on the context of their intended use.

Eligible Expenses

- Facilitator/Instructor Fees
 - Fitness Instructors
 - Arts Instructors
 - Cooking Class/Demo Facilitators
- Performer Fees
 - DJs, Musicians, and Singers
 - Theatrical Performers and Directors
 - Interpretive Artists
- Workshop Materials
 - Arts/Craft Supplies
 - Cooking Demonstration supplies, including ingredients and Food Service Supplies (e.g., plates, utensils, cups, napkins, etc.)
 - Plant Seeds, Small Plant Pots, Terrariums

- Back-to-School Distribution Materials such as Backpacks, Binders, Folders, Pencil Cases, Notebooks, Index Cards, Looseleaf Paper, Graph Paper, Writing Utensils, Glue Sticks, Scissors, Rulers, Protractors.
- Non-Perishable Party Supplies
 - Decorations (Holiday Décor, Balloons, Banners, Tablecloths, etc.)
 - Lawn Games/Activities
- Movie Licenses (Please note: NYRP will pay for and obtain movie licenses on behalf of grantees. Each movie license costs \$450.)

Ineligible Expenses

- Party/BBQ Food and Drinks
- Portable toilets
- Permanent Garden Fixtures
 - BBQ Grills
 - Furniture (e.g., Pergolas, Picnic Tables, Patio Tables, Lawn/Adirondack Chairs, etc.)
- Greenhouses, Garden Beds, and Gardening Tools
- Equipment Available on Loan from NYRP:
 - Power Generators and Audio-Visual Equipment (e.g., Movie Projectors, Movie Screens, Speakers, Microphones, Extension Cords)
 - Yoga Mats
 - Folding Tables, Folding Chairs, Pop-Up Tents
- Clothing
- Event Photographers

NYRP-Led Programming

Our Public Programming team will also host programming in our gardens this season. NYRP will host several fitness series, back-to-school giveaways, and cooking demos across our network of gardens this season. In addition, we will partner with external organizations to bring movie nights and other events to our network of gardens and parks. If you are interested in partnering with NYRP to bring programming to your garden in the future, please reach out to a member of Engagement.

NYRP will post all events on our website and share them on social media when possible. If you need help with promotional materials such as signage for the event, contact a member of the Engagement team.

GARDEN GROUP DEVELOPMENT

GARDEN BYLAWS

Bylaws are the key to a strong garden group. Bylaws are a set of rules and procedures that are communally agreed upon by garden members. They ensure that every garden member is held to the same standard.

Bylaws are also important in order to regulate the group's current and future procedures. The garden group should sit down and decide how they want to govern the garden. This includes designating members for positions (e.g., President/Chair, Secretary, Treasurer, etc.), creating committees, and allocating various

gardening tasks. The bylaws should include rules pertaining to membership, changes to leadership, events, garden plots, funds, and disciplinary actions.

Bylaws evolve as groups lose and gain membership. The important thing to remember is that these rules should be adopted and updated democratically. This can be achieved through a garden group vote. Garden groups should share the bylaws with new members when they join the garden.

At a minimum, NYRP requires garden groups to establish bylaws that include Membership requirements, NYRP rules, and a Diversity and Inclusionary statement. For larger garden groups, bylaws may need to be much more comprehensive. For more tips on writing bylaws, see below or see the Appendix section of this guide for sample bylaw templates.

NYRP Garden Bylaw Requirements:

- NYRP Garden Rules
- Membership Requirements
 - What does membership mean in your garden?
 - Think about what is in your space i.e., garden beds, event space, playground, etc.
 - Could there be several types of garden members?
 - Clearly define what membership entails.
 - How to join a garden.
 - How to remain in good standing.
- Diversity and Inclusion Statement

Additional suggestions (for large groups with greater capacity):

- Organization and Governance:
 - Garden Coordinator/President
 - Garden Steering Committees (if any) and subsequent committee positions
 - Define the length of the positions i.e., one season or two seasons
- Events (if a garden has the capacity to host events):
 - NYRP Rules on Events
 - Eligibility (Members/Non-Members)
 - Garden-specific event rules (i.e., number of people, time frame, etc.)
- Conflict Resolution
- Gardening Guidelines
 - Bed Maintenance
 - Volunteer Duties
- Community/Neighbors
- Construction

NYRP GARDEN GROUP ASSESSMENT: CORN, BEAN AND SQUASH (CBS)

Corn, Bean, and Squash (CBS) is a garden group assessment to identify the strengths and the opportunities within NYRP gardens. It allows NYRP to respond, reward, and work with each garden group accordingly. Points are gained through the following categories: garden membership, community organizing and outreach,

open hours, composting, and regular garden maintenance. If NYRP receives community complaints that conditions are not being met and these complaints are validated, points may be deducted from the overall score.

CBS Scale

- **Corn** = Garden groups that receive a minimum of 30 points.
- **Bean** = Garden groups that receive between 21-29 points.
- **Squash** = Garden groups that receive 20 points or less.

Open Hours

The most important responsibility for a garden group is opening the garden for the community to access. Garden groups must hold a minimum of 20 open hours per week. The hours must be posted on the garden message board and/or the entrance gate. The group decides how to meet the minimum requirements. A member of the garden group does not need to be present during open hours.

Groups may earn up to 6 points under the Open Hours category:

- Groups that meet the minimum requirement of 20 open hours receive **5 points**
- Groups that host 30 open hours per week receive **3 additional points**.
- Groups that keep the garden open 36 hours or more will receive **2 more additional points** (for a total of 10 points for 36 hours or more).

*If NYRP receives complaints that the garden is not being open during the posted open hours, a point will be deducted from this section.

***TIP:** The best way to keep the garden open during scheduled hours is to make a plan. Building an on-call system provides coverage in case someone is unable to open the garden.*

Garden Meetings

Organization is key for a garden group to be self-sufficient and sustainable. Several indicators help NYRP identify whether a group is doing a good job of organizing and gathering community support, the most important being regular monthly garden meetings.

Garden groups may earn a maximum of 6 points under Garden Meetings:

- Holding a minimum of 4 meetings over the course of the season will grant **5 points**.
- Groups that schedule at least 2 workdays receive **1 point**.

Garden By Lays

Garden groups with bylaws on file receive **5 points**.

Garden Membership

A garden needs a strong base of community involvement to be successful. This section assesses the number of members, garden leadership, and group's development. It also identifies opportunities for gardeners to participate in ways that benefit the overall garden membership.

Garden groups may earn a maximum of 7 points under Garden Membership:

- Garden groups with a minimum of 5 members will receive **1 point**.

- If someone from the garden group attended the Spring Kickoff, the group receives **1 point**.
- An active online presence, gives the garden **1 point**.

Community Engagement

Gardeners should also engage the community by organizing community events, hosting garden workdays, and working with local partners to bring programming to the garden.

Groups may earn up to 7 points for community engagement:

- If the group hosts a public event, they will receive **1 point for each event, up to 5 points max**.
- Groups with online event promotion will receive **1 point**.
- Groups that have a local organization partnership will receive **1 point**.

Extras

- Proper upkeep of trash gets **1 point**.
- Functioning compost operations gets **1 point**.
- Personal storage in the garden gets **1 point**.

Overall Garden CBS Score

At the end of each season, NYRP's Engagement team members will calculate the garden's CBS score. Based on these assessments, garden groups designated as Corn will be recognized at our Annual Gardeners' Gathering.

APPENDIX

In this section, you will find the following documents:

- [NYRP Garden Membership Agreement](#)
- [NYRP Garden Registration Agreement](#)
- [NYRP Garden Partnership Agreement](#)
- [DEP Hydrant Permit Application](#)