

Community and School Garden Planning and Development Checklist for _____

Getting Started / Thinking Ahead Stage	yes/no	Action Steps
Does your garden project have a contact person?		
Does your garden have approval by the landowner or school?		
For community gardens – do you have a written lease?		
For school gardens – do you have a summer maintenance plan?		
Does your garden have a reliable source of water?		
Can your garden operate on a non-cash basis?		
Can rototilling or plowing (if needed) be donated?		
Can gardeners provide their own tools and equipment?		
Can stakes, lumber, mulch, and materials be scavenged?		
Can a garden steering committee be formed?		
Will you seek donations of seeds, plants, and supplies?		
Will you apply for small grants available to ad hoc groups?		
Will your garden project recruit community volunteers?		
Will you seek help or advice from Master Gardeners?		
Is your project being documented via photos and records?		
Does your garden project have an identity (e.g. a sign)?		
Does your garden have a fiscal agent that can provide insurance?		
Grassroots Fundraising / Budgeting Stage	yes/no	Action Steps
Are cash resources necessary to sustain your garden project?		
Are steering committee members willing to take on roles?		
Can the steering committee reach consensus in decisions?		
Are ideas and input being sought from stakeholders?		
Can the committee develop plans and goals for fundraising?		
Is a cash or checking account established for your garden?		
Can the committee plan and carry out a fundraising event?		
Will the committee ensure that cash expenses are covered?		
Are volunteers and sponsors acknowledged and thanked?		
Does the steering committee have a meeting schedule?		
Does the garden have a budget for revenues and expenses?		
Will a cash balance be carried over from one season to the next?		
Institutional Fundraising / Permanence Stage	yes/no	Action Steps
Does your garden project/program have a timeline in place?		
Does your garden project/program have a presence on the web?		
Does your garden program have a brochure or newsletter?		
Is a scrapbook maintained for your garden project/program?		
Will your garden project/program seek publicity in the media?		
Do you have a mailing and email list of contacts and supporters?		
Does your garden network with other community-based gardens?		
Will your garden seek grants available to schools or nonprofits?		
Does your steering committee set and follow a meeting agenda?		
Does your garden project/program give back to the community?		
Does your steering committee attract & welcome new members?		
Can your steering committee effectively transition leadership?		
Does your garden have a maintenance plan for soil fertility?		
Does your committee have a long range plan for sustainability?		