

School Garden Template: *INSTRUCTIONS: This application should be used for approval of new school garden infrastructure or substantial changes to existing garden infrastructure. Note, it is not generally necessary to complete this application for small container gardens that are temporary and easily movable. MAKE A COPY OF THIS FILE and then complete all sections. The text in red provides guidance on completing the application. **Delete red text before submitting.** If you have not already, we recommend you discuss your school garden plans and this application with your farm to school specialist before completing. Contact: farms@bcps.k12.md.us.*

Please read the [School Facility Enhancement Project Technical Guidance Instructions](#) and [School Facility Enhancement Frequently Asked Questions](#) before completing this application.

Direct any questions and submit this application to CDTYNES@BCPS.K12.MD.US AND BEAUTIFICATIONS@BCPS.K12.MD.US at least 30 days prior to the start of your project. Complete this application for INDOOR projects such as murals, wall paintings refresh, floor decals, etc., and OUTDOOR projects such as gardens, outdoor classrooms, tree plantings, murals, etc.

If this application is to update a previous project or to do a small “refresh” project inside of your school building, you only need to complete Section 1 and any blue question with an asterisk (*).

SECTION 1: SCHOOL INFORMATION AND PROJECT SYNOPSIS

Date of Request: Click or tap to enter a date.	School Name		
	School Address:		
	Principal:		
	What are you requesting with this form? (please check one): ☐ Full Project Approval ☐ Pre-Approval ☐ Letter of Intent/Support		
Project Contact Person and Affiliation/Title: <i>[This should be the name of the person at the school who is best suited to answer questions about the school garden project].</i>	Project Contact Email:	Project Contact Phone Number:	
Project Title:			
Project Partners/Sponsors (if applicable):		<i>[List any external stakeholders assisting with the project (e.g. Tree Baltimore, Master Gardeners, etc.). Note, there is no requirement that external stakeholders be involved.]</i>	
Lead Designer/Artist (if applicable):		<i>[Not typically applicable to school gardens. Write N/A].</i>	
Where is the project located? <i>[Please provide an aerial map (such as a screen shot from Google maps) indicating proposed location, as well as a few sentences indicating why that location was selected]. To draw on and</i>		What is the project scope and/or objective? <i>[Why do you want to start a garden. Briefly outline your goals here].</i>	

annotate a Google Map, open a browser with a satellite map view of your school. Use the snipping tool (available on all City Schools' PCs) to take a screenshot, and circle the proposed garden area. Paste the final image into this application.

SECTION 2: PROJECT DETAILS

*** Give a DETAILED description of the project you are proposing and that you want approval for. If applicable, include project dimensions and materials used. List vendors/contractors/suppliers being used for the project.**

[Provide a description of the school garden here. Is it a new garden or an expansion of an existing garden? Approximately how large will the space be? What new things will be installed – raised beds, benches, etc? Describe: the materials the beds or other infrastructure will be made of. Describe the level of sun the garden will get (partial sun? Full sun? All shade?). Describe the proximity of your water spigot to your site. Has your spigot been tested for functionality? (Yes/No) Note your plan for length of hose, where your hose will be stored, and whether or not you'll install a sprinkler-end attachment or irrigation for ease of watering in summer.]

*** Insert or attach photos and/or sketches of the actual design of the project.**

[Hand drawn sketches or images of products (such as raised beds) that you plan to purchase are all acceptable here. Please provide dimensions of the total space and major features, and an indication of how major features sit on the school grounds. If possible, the committee prefers images to be inserted rather than attached].

Are you planning to build raised beds? If so, what material do you plan to use? Are you removing or covering existing grass? If so, what will you replace it with? For guidance on school garden material choices, please refer to the school garden toolkit: <http://Bit.ly/BCPSSGardenToolkit>]

*** Insert or attach a current photo of where the project will be completed.**

[Provide a photo of the proposed garden space].

Will there be a recognition sign for a donor or funder?

☐ No

What is the realistic expected life span of the project?

☐ Yes

[How long do you intend for the garden to be part of the school? If you intend the garden to be a permanent addition to the school (this is generally the intent with many school gardens), note that here and refer to the maintenance and conservation plan in the next section. If you intend this project to be only temporary, note that here, as well as your plan for removal of any installed infrastructure (it is not generally necessary to complete this application for container gardens that are temporary and easily moveable)].

Describe the process used to develop the initial design. Note stakeholder groups who participated, how many people in each group, and any final feedback.

[Who gave input into the initial concept for the garden? Were outside partners involved? Were students involved? Note: there is no obligation for external stakeholders to be involved in school gardens. It's important to demonstrate here that multiple people, particularly school staff, provided input into the garden concept.]

Who are the recommended stakeholders who should decide what to do with the project once it has exceeded its lifespan or there is a change in school leadership?

[This is primarily applicable to installed artwork. If there are no external stakeholders who will be responsible for ongoing garden maintenance, list staff by name and position at the school who will be responsible for future decision making regarding the school garden].

***What is the maintenance and conservation plan for this project?**

[Please outline a brief plan for necessary maintenance. Include your school-year and your summer maintenance plans. Also, you'll need to include medium/long-term planning for the lifetime of your infrastructure: See below for the expected number of years of durability until replacement of garden infrastructure (e.g. raised beds, seating, etc) and include that. We recommend creating a rough budget for anticipated maintenance, and an indication of a fundraising plan to cover the costs. This budget will be included in the next section of the application.

The durability of garden infrastructure depends on the materials used, the construction method, and how heavily they are used. Below are some common features of school gardens, and a conservative estimate of their lifespan].

- *Stump seating (untreated, salvaged stumps): Complete replacement needed every 1-3 years.*
- *Stump seating (rot resistant wood): 5 – 10 years*
- *Woodchips as a groundcover surrounding raised beds: Reapply annually to maintain consistent cover*
- *Wooden raised beds (untreated lumber): These beds will begin to rot in 2-5 years depending on the thickness of the lumber.*
- *Wooden raised beds (pressure treated lumber or cedar): These beds should last at least 7 – 15 years depending on use and thickness of lumber.*
- *Galvanized steel (stock tanks, etc) beds: These should last 5 – 15 years depending on thickness of material.*
- *Composite/plastic materials: >15 years.*

Please refer to the School Garden Toolkit for more guidance and information on material choices, maintenance and budgeting. <http://Bit.ly/BCPSSGardenToolkit>]

What is the proposed timeline for the project?

[Once approved, when will work commence? When will the garden installation be complete?]

SECTION 3: FUNDING SOURCES

***How will the design, installation and maintenance for the project be funded?**

[Please describe funding sources for the project design, installation, and maintenance.

What is the project design cost?

What is the project installation cost?

[Unless the school is contracting with a 3rd party to pay for design services, the design costs for a garden are often \$0].

[Installation typically includes lumber, soil, plants, ground cover, and the cost of any contractors or services required].

*** What is the total project cost?**

What is the estimated maintenance costs?

[Please include an annual maintenance budget, indicating anticipated maintenance and associated costs. Annually, many school gardens require compost additions, seed or plant purchases, mulch reapplication (if you use mulch to cover the ground surface). You should also anticipate larger maintenance costs every few years associated with repairing or replacing infrastructure, seating, tools, etc. Many schools with long-term gardens periodically reapply for small grants to support garden maintenance]. Please see the School Garden Toolkit for guidance on garden budgets: <http://Bit.ly/BCPSSGardenToolkit>.

Example Maintenance Budget:

Annual Cost		
Item	Description/Quantity	Total Cost
Bagged compost	1 bag per bed x 5 beds	\$30
Plants	Vegetable starts for school garden	\$0 (available for free from Great Kids Farm)
Seeds	10 seed packets for students to start themselves	\$35
Seed starting supplies	1 bag of potting mix; 50 peat pots	\$25
Total Annual Budget		\$90
Periodic Cost (Every 3-5 years)		
Raised Bed Repairs	Lumber and hardware for anticipated raised bed repairs	\$100
Garden tools	Replacement of small hand-tools that have gone missing over the years (gloves, trowels, etc)	\$100
Optional Garden enhancements	Many schools add improvements to their garden over the years (signage, irrigation, composting, storage, etc).	\$350
TOTAL Periodic Maintenance Budget		\$550

Where will funding be stored (i.e., partner/sponsor or in school budget)? If the project is sponsored by a partner, will funds be added to any school budget line or will the partner pay for the project directly?

[Speak with your principal to help complete this section].

SECTION 4: ADDITIONAL INFORMATION

***Please include any additional information that was not captured in the questions above**