



City of Tacoma – Neighborhood Council Program
NEIGHBORHOOD SMALL INNOVATIVE GRANTS
2015/2016 Application

Print application, fill out all sections and submit two copies with appropriate attachment(s).

Please complete the following and attach the requested information.
(Note: This application is subject to public review and disclosure.)

Name of Submitting Neighborhood:

Proctor Neighborhood

Name of Submitting Organization:

Proctor Community Garden

Neighborhood Council Area:

North End Neighborhood Council

Project Name

Everyone Gets to Garden at PCG

Project Location with map and/or photo

Proctor Community Garden - intersection of N. 21st and N. Proctor streets

(be specific with address, intersections or name of location if relevant)

Primary Project Manager: Linda McCone

Mailing Address: 811 N. I Street, Tacoma, WA 98403

Telephone No. 253-572-2875 **E-mail address** Lmccone@harbormet.com

Project Manager (2): Clive Anderson

Telephone No. 253-565-3441 **E-mail address** canderson@nventure.com

Is this the first time you have applied for an Innovative Grant? ☒ Yes ☐ No

Total Innovative Grant allocation requested \$ \$ 4,000

Please complete the following information. If additional space is needed, use a separate sheet and reference the response by number.

PROJECT IMPACT

1. Please describe the neighborhood benefit or problem being addressed by this project.

Gardening has become a increasingly popular activity as people seek local, fresh, organic foods as well as opportunities to interact with their neighbors. Increased access is a priority. Recent changes at PCG have created some challenges. The fences were replaced which enlarged the garden but required the construction of additional pathways. The water lines at PCG were replaced which left the pathways uneven, rugged and sometimes dangerous to navigate. There is a need for security for tools and equipment onsite, particularly for apartment dwellers as theft has unfortunately become a problem; and for more accessible plots for our less physically able gardeners. Lastly, there is no place at the garden to hold classes, potlucks or community events.

2. Please describe recent methods or attempts taken by your neighborhood to address the problem stated above.

We changed our garden governance to streamline decision-making and to address these issues. We conducted a garden-wide assessment to identify and prioritize needs and began by utilizing garden dues and work-parties to straighten, level, line and fill pathways in the garden. We will finish this process by planting grass. We began tracking theft and vandalism and invited an officer from the TPD to speak at an all-garden meeting on safety. We have built 4 ADA raised beds and have plans to build at least 4 more. We've improved communication between gardeners by holding meetings, and through social-media (website, facebook and twitter).

3. How will the impacted neighborhood be involved in the planning and implementation of this project? Please summarize your community outreach plans.

We have reached out to the local business community visiting 20 different stores to explain our project. We've also reached out to the Proctor Station Project to extend an invitation to future residents to apply for garden sites. This year we will hold an orientation for new gardeners and provide the opportunity for gardeners to work with mentors. We will hold gardening classes along with garden events to showcase our harvest once we have a meeting site. The garden community has been involved in the planning from the beginning.

4. Are there project components that others in the neighborhood may disagree with and if so, what have you done to address these concerns?

The garden site is owned by the City of Tacoma and administered by Metro Parks. We have consulted with Metro Parks and received permission for garden improvements.

5. Is this project in a Neighborhood Business District? (see map)

☒ No ☐ Yes; if yes, a letter of support must be attached.

6. Is this project sited on property that is NOT a City-owned street or sidewalk?

☒ No ☐ Yes; if yes, a letter of support must be attached

PROJECT IMPLEMENTATION

Briefly describe your plans for implementation/installation of this project, including resources needed, and how the community might be involved.

- Order shed and overhang to be constructed onsite
- Organize work party to level the shed area and remove obstacles for construction
- Build cubbies inside the shed for individual storage for gardeners
- Organize a work party to paint shed
- Construct a prep area with sink outside the shed for produce preparation and storage for food bank donations
- Continue pathway improvements through work parties
- Construct more raised bed boxes
- Plant grass on pathways and in community meeting area.
- Acquire community tools to accommodate bicyclists and older gardeners.

Target date for project construction/implementation to begin:

Summer 2015

Target date for project to be completed (must be within 18 months of award):

Fall 2015

Projected life of the improvement before it would need to be repaired, removed, or replaced:

20 years

(please note if you do not identify a project life cycle, one will be assigned based on City of Tacoma past experience)

PROJECT OPERATIONS & MAINTENANCE

Please describe any ongoing activities and/or costs associated with this project after completion and the plan for how they will be accomplished and/or paid for. Possible examples: on-going watering, pruning and maintenance of new trees or structural maintenance and possible graffiti removal of a community garden element such as a fence or a shed. Please note, by granting funds for your project, the City of Tacoma does not guarantee the maintenance of your project. Any application for a physical improvement project submitted without an adequate operations and maintenance plan will not be considered eligible for funding.

Maintenance of the garden is the responsibility of gardeners and will be carried out through mandatory garden work parties and supported by member dues and donations. Some ongoing maintenance activities include:

- Possible painting and minor repair of shed and overhang including graffiti removal
- Regular lawn mowing of paths and meeting area
- Repair or replacement of wooden structures as needed

PROJECT FEASIBILITY (CAN IT BE DONE!)

This section is meant to show the applicant has received permission from those impacted by the project and that considerations have been made on how to successfully implement your project through a thoughtful and realistic budget and maintenance plan. If you have questions on who the right City staff person or agency or impacted group might be for obtaining permission (signature or letter of support), please contact one of our Program Development Specialists **Kala Dralle at 573-2523 or Allyson Griffith at 591-5119.**

Demonstrate Public Property Permission: The site of this project as listed in this application has been reviewed and approved by the appropriate City of Tacoma staff prior to application being submitted and/or by the abutting property owner and/or neighborhood group.

Dept/Agency Metro Parks Tacoma Representative JOE BRADY
Comments _____

Signature [Signature] Date 4/29/15
Phone / email joebr@tacoma-parks.com

Impacted Neighborhood Group/Business District Letter of Support Attached: ☐ Yes ☒ No
Impacted Property Owner Letter of Support Attached: ☐ Yes ☒ No

Demonstrate an Adequate Budget: The grant funding and project budget is adequate to cover all costs of labor, equipment, material, and overhead associated with the construction/installation.

Dept/Agency Metro Parks Tacoma Representative JOE BRADY
Comments _____

Signature [Signature] Date 4/29/15
Phone / email joebr@tacoma-parks.com

Operations and Maintenance (O&M): Applicant has identified an adequate plan and budget for ongoing O&M: ☒ Yes ☐ No

Costs associated with the ongoing O&M for this project are available in the operating budgets of this department/agency. ☒ Yes ☐ No

Dept/Agency Metro Parks Tacoma Representative JOE BRADY
Comments MPT will supply paint - graffiti to be covered up by garden members w/in 48 hrs. Sink construction details must be approved by MPT prior to construction.

Signature [Signature] Date 4/29/15 Phone # 305-1014

Please be sure to include required attachments:

- ☒ Map and/or photo of project location
- ☐ Required letters of support (Impacted Neighborhood Group, Neighborhood Business District, Abutting Property Owner, Additional Funding Partners - Including In-kind)

PROJECT BUDGET

List all **costs** associated with completing this project from start to finish. Costs you may want to consider, depending on your project, are permits/insurance/fees, design/engineering, preparation of site, production, materials, labor, installation, disposal, professional services, equipment rental, sales tax, etc.

Then list all sources of **funds** that will finance this project; including the amount of grant funds being requested and the type of and amount of your matching contribution (minimum 10%), which may include in-kind contributions or funds from your organization or any other grants, sponsors, donations, volunteers. Volunteer hourly rates are currently estimated at \$26.72 per hour (based on the Independent Sector Value of Volunteer Time)

cost component	amount	sources of funds/ matching contributions	amount
basic shed	\$ 3,138.00	garden dues	\$ 500.00
window, vents,	185.00	Fran Anderson bequest	1,000.00
roof overhang	1,200.00	volunteer labor	2,000.00
shelf & sink (materials)	300.00		
plywood for inside shelves	200.00		
sales tax on materials	478.00		
labor	2,000.00	Innovative Grant request	4012.00
TOTAL	\$ 7,512.00	Match % <u>47</u> TOTAL	\$ 7,512.00

☐ Check here if you have attached your project budget on a separate sheet of paper.

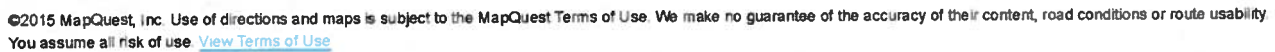
BUDGET EXAMPLE

Project: Community Garden

cost component	amount	sources of funds/ matching contributions	amount
Fence - wood rail	\$4842	"Grow R Garden" Bake Sale	250
Raised garden beds	1000	Volunteer labor (100 hrs)	\$2000
Compost area and beds	300		
Signage	400		
Gravel and landscaping materials	150		
Sales tax for materials	623		
labor	2000	Innovative Grant request	7065
TOTAL	\$9315	Match % <u>31</u> TOTAL	\$9315

IMPORTANT NOTE: This type of project, where materials are being purchased, constructed and installed by the neighborhood group, will require the applicant to purchase the materials up front, and then submit paid receipts for reimbursement once project is completed.

N 21st St & N Proctor St
Tacoma, WA 98406





Plots set aside for the shed & meeting area – 24' x 26'



Proctor St.



KEY:

green shaded plots = year round gardeners; Open Space - where our shed is going

PCG Rights and Responsibilities 2015 are followed in this garden. Any violations of these rules will result in being contacted by the Steering Team and possibly a flag warning on your plot.

Please be respectful of your plot neighbor and keep tools within your borders, water accessible

If your neighbor gives permission to use tools; please care for them and bring them back to the owner before you leave

Please weed your adjacent pathway and keep it open to prevent injury

N 21 Street



Flag Warning Key:

A Yellow flag indicates first warning, a Red flag indicates second.

Two violations will result in being asked to leave your plot at PCG.

NORTH 21st & PROCTOR GARDEN

Pathway

Pathway

Pathway

Amendments

24'
26' Shed & meeting space
54 SPACE

25 Komce	24 Komce	1 Cabe
26 Pair	23 Pair	
27 Sikas	22 Kaufold/Davis	2 Benson
28 Stalley	21 Gilmore	
29 Disbro	20 Madlung	3 Hoff
30 Cmiel	19 Privett	
31 Ford	18 Mayer	4 Bailey
32 Smith	17 Larson	
33 Anderson	16 Valentine	5 Bailey
34 Daniel	15 Valentine	
35 Lju	14 Daniel	6 Cabe
36 Syverson	13 Gazale	
37 Ziegler/Falkenhayn	12 Wolfram	7 Swiss
38 Ziegler/Falkenhayn	11 Warfield	
39 Massey	10 Coughlin	8 Linden
40 Marie	9 Coughlin	
41 Reichenberger		
42 Patton		
43 Patton		
44 Ford		
45 Ketzner		
46 Thompson		
47 Kavanagh		
48 Kavanagh		
49 Smith		
50 Kirk		
51 Robbeloth		
52 Kirk		
53 ReisBerg		
54 SPACE		



Garden Refuse

JR R W R
L B K

kiosk

Parking