

Baltimore Green Space Application

Please talk with us before you fill out this application. 443-695-7504.

Proposed Site Manager's Contact Information

(The Site Manager is the local leader who plans to sign on as the Baltimore Green Space Community Leader. This person should complete the application.)

Name _____
Street address _____
City, State, Zip _____
Phone numbers _____
Fax _____
E-mail _____
Signature _____ date _____

Proposed Partner Organization's Contact Information

(The Partner Organization is the organization or group that will support the Site Manager and plans to sign on as the Baltimore Green Space Partner Organization.)

Name _____
Organization _____
Street address _____
City, State, Zip _____
Phone _____
Fax _____
E-mail _____
Website _____
Signature _____ date _____

General Site Information

Site Name _____
Current owner (if known) _____
Street address(es) or Intersection _____
Zip code in Baltimore _____
Estimated lot size _____

(This is the length times width of the property in feet. Or check the size on the Maryland State Department of Assessments website: <http://www.dat.state.md.us/>)

Be sure to send this completed page, answers to the questions on the following pages, as well as all attachments listed on the last page to:

Baltimore Green Space, 800 Wvman Park Drive, Suite 010, Baltimore, MD 21211

Site Background

1. Please provide any information you have on the history of this property such as past buildings that may have been in place, types of businesses that operated there, or other information.
2. Please provide any information you have on the current owner of the property (if known). Be sure to include contact information or copies of documents showing ownership such as lease agreements, if available.
3. Do you know if there is anyone else looking to buy or making plans for developing this property? If so, please describe who is involved, what the intended use of the property will be, and be sure to include the sources of your information.

Community Need

1. Please briefly describe your community area and the block where the lot is located. Be sure to include information about local businesses, schools, and or other local organizations that you feel is important.
2. Are there other open spaces in the area that community residents use? If so, please describe them and how they are used, or, if residents are not using them, please describe why not.

Description of the Site

1. Please describe the site. What built elements (hardscape) and planted elements have been installed? What is the basic purpose of the site (for example, vegetable garden, pocket park, horseshoe pit)? Include a site plan that shows the placement of paths, trees, planting beds, benches, or other garden items. A hand-drawn illustration is fine.
2. Please describe any plans you have for construction of hardscape elements. Be sure to include information on who will do it, how it will be paid for, and when it will be completed.
3. Please describe any plans you have for additional planting. Be sure to include information on who will do it, how it will be paid for, and when it will be completed.
4. Please respond to the appropriate sections below.
 - Describe the activities that occur on your site, who is involved in coordinating and leading them, when and how often they occur, who generally attends, and what impacts the activities have on participants and/or the larger community.
 - If you or your group does not have any activities currently occurring on the site, please provide a description of what activities you hope to schedule. Be sure to include descriptions of the types of activities, who will be involved in coordinating and leading them, when and how often they will occur, who you hope will attend, and what impacts you hope the activities will have on participants and/or the larger community.
 - If applicable, describe how you and/or the proposed Partner Organization participate in the larger Baltimore “greening” community.

Community Leadership and Management

1. What are your qualifications or expertise that will help you succeed as the “lead” person for this site? Be sure to include gardening experience, history of involvement with the community, or other information you feel is important.
2. Describe the qualifications or expertise and resources the proposed Partner Organization possesses and how these will support the success of the garden. Please include the organization’s mission or stated purpose, brief history of involvement with the community, recent successes, and other information you feel is important.
3. If other organizations, associations, or businesses are to be involved, please list them and describe what role they will play in your efforts.

Maintenance & Security

1. How will your group maintain the site? For example, who will water the garden? Who will weed it? Who will keep any lawn areas mowed? Who will remove unwanted refuse from the site on an ongoing basis? Who will keep adjacent sidewalks clean of snow and ice, and the planting strip along the street free of refuse throughout the year? Who will repair any damage done to the plants or constructed elements of the site?
2. Do you have a source of water, and if so, what is it?
3. If security is needed at your site, please describe what security is or will be put in place such as fences, lighting, locks, etc. For example, who will provide these things? If there is a fence in place that is lockable, who has keys, and does the community have access to the site?

Sustainability

1. Please list any organizations that have assisted you or your group in the past specific to your park or garden and describe the type of assistance provided (training, volunteers, funding, professional services, programs, garden supplies, etc.). Will they continue to support your efforts?
2. Are there others you are planning to approach for support? If so, please list these sources and the types of support you are seeking from each.

Application Checklist

- ___ Application sheet (page 1 of this document)
- ___ Answers to questions above
- ___ Site Plan that shows the placement of the paths, trees, planting beds, benches, or other garden items. A hand-drawn illustration is fine.
- ___ Letter of support from proposed Partner Organization
- ___ Documents that identify current owner of the property (if available)
- ___ Letter of support from other partners (if applicable)
- ___ Supplemental articles, flyers, awards, etc.