



NeighborSpace Partnership Agreement

Every successful NeighborSpace garden is built on a partnership between four key groups. The NeighborSpace Partnership Agreement asks you to identify who will make up each of these groups, while also helping you define the roles each of these groups will play in the upkeep of your garden.

All gardens applying to become protected by NeighborSpace are required to complete this partnership agreement in full.



Partnership Agreement Checklist		page
<input type="checkbox"/>	Complete all basic garden information	1
<input type="checkbox"/>	Fill out all information for at least one Community Organization Partner	2
<input type="checkbox"/>	Fill out all information for at least three Garden Leaders	3
<input type="checkbox"/>	Fill out all information for at least ten Additional Gardeners	4-5
<input type="checkbox"/>	Have all gardeners, including garden leaders, sign the signature page .	6
<input type="checkbox"/>	Return the completed Partnership Agreement (pages 1 through 8) to NeighborSpace: <ul style="list-style-type: none"> - NeighborSpace Partnership Agreements 445 N Sacramento, Suite 204 Chicago, IL 60612 - or scan and send to info@neighbor-space.org 	

Basic Garden Information

Garden Name	
Garden Location Address	
Garden Mailing Address (<i>i.e. the home address of one of your garden leaders</i>)	
Garden Communications (<i>including phone, websites, email, facebook pages, twitter, listservs, etc.</i>)	



NeighborSpace

NeighborSpace’s Roles and Responsibilities:

- Hold title, lease or permit for site
- Provide basic liability insurance.
- Annually monitor the site to ensure that it is compliant with NeighborSpace site guidelines and follow up with Garden Leaders on any issues.
- Respond to emergencies on site (e.g. flooding and fallen trees).
- Respond to challenges and opportunities identified by Community Partners
- Refer volunteers to Garden Leaders.

Community Organization Partners

These are localized community groups (e.g. a block club, a church, a school, a community development corporation) that pledge to advise and support the garden site. These groups do not need to be 501(c)(3) nonprofits. Your garden should have *at least one* community organization partner.

Organization Name:	
Contact Name:	
Title:	Daytime Phone:
Email:	Cell:
Address:	Fax:
City, ST, Zip:	

Community Organization Partner Roles and Responsibilities

- Identify, approve and oversee Garden Leaders
- Support the organizing efforts of the Garden Leaders and other site participants.
- Help identify new Garden Leaders if replacements are needed.
- Identify and secure resources to support on-going stewardship of the site.
- As appropriate, incorporate the site into the Partner’s programming and activities.
- If possible, provide access to meeting space, phones, internet, or other resources for community engagement and organizing.
- Successfully engage all organization members as active participants in the ongoing care of and use of the land.



Garden Leaders

Identify *at least three leaders* that will make up the garden leadership team. The leadership team is responsible for fulfilling the essential roles that help the garden run smoothly and for serving as the main point of contact between the garden and NeighborSpace.

Name	Contact
1	Phone: Email:
2	Phone: Email:
3	Phone: Email:
4	Phone: Email:
5	Phone: Email:

Garden Leader Roles and Responsibilities:

- Ensure that gardeners follow all NeighborSpace site guidelines.
- Ensure that the site remains clean, attractive and safe – this includes not just the garden lot itself but also its sidewalks and parkways.
- Maintain posted contact information on site.
- Organize and support the ongoing community stewardship of the site.
- Obtain written permission from NeighborSpace before making any substantial structural changes in the garden (e.g. adding or rebuilding raised beds).
- Engage residents outside the existing core garden group so that a broad cross-section of the community uses the site to its full capacity.
- Assist with processing and placing volunteers.
- Maintain a public waiting list if your site has allotment beds.
- Obtain additional insurance coverage as needed if you plan any events at the garden that will attract 300 or more people. Name NeighborSpace as an additional insured.
- Immediately notify NeighborSpace if any emergency, injury, accident, fire, or damage occurs on the site.
- Communicate regularly with NeighborSpace, responding promptly to calls, letters, and emails. As needed, pass along these communications to your fellow gardeners.
- Update garden member contact list and partnership agreement with NeighborSpace annually.
- Use water responsibly.
- Keep the following prohibited items and activities out of the garden: dogs, vehicles, organized sports, permanent buildings (e.g. garages), traditional playground equipment, decorative water features (fountains, etc.), and promotional, political, or religious signs.



Garden Membership

Involving local neighbors and community leaders is an essential part of building a garden team. Research shows that successful community gardens have built their membership with neighbors living within a four-block radius of the garden.

Build a garden team of *at least 10 additional members* who can help support the development and management of the garden. Engage your team so that each member plays an essential role in the maintenance and development of the garden.

Consider giving individual gardeners community “roles” to individual gardeners:

- Welcome new members
- Workday coordination
- Composting
- Water conservation
- Parkways
- Carpentry/building projects
- Tools
- Food pantry donations
- Plant specialties such as fruits, vegetables, trees, shrubs, perennials, or native plants
- Communications: social and traditional media, blogging, outreach, etc.
- Pest control

Name	Phone	Email	Garden Role	Address	Zip
1					
2					
3					
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