



**City of High Point**  
**Assistance to Community Gardens**  
**Standard Operating Policies and Procedures**

*Draft recommendations written by Quina Weber-Shirk,  
Extension Agent for Community & School gardens*

**POLICY FOR PROVIDING MATERIAL TO COMMUNITY GARDENS AND URBAN FARMS**

**Purpose**

The purpose of this policy is to create guidelines for providing assistance to community gardens and urban farms in the form of materials from the Ingleside Compost Facility (soil, compost, leaf mulch or wood mulch), the cost of delivery of materials from Ingleside Compost Facility to a community garden, or for the abatement of associated cost such as water meters or irrigation valves; tap fees and other related infrastructure improvements may only be approved on city owned properties. Organizations will be responsible for their own water bills.

For the purposes of this policy, a *community garden* is an area of land used solely to grow and harvest food crops and non-food ornamental crops, for personal consumption or group use consumption or donation. Community gardens may be divided into separate plots for cultivation by one or more individuals or may be farmed collectively by members of the group and may include common areas maintained and used by the group.

For the purposes of this policy, an *urban farm* is a larger-scale, more intensive site where food may be grown by an organization or private enterprise, and often includes entrepreneurial opportunities such as growing food for sale.

For the purposes of this policy, a *Nonprofit organization* is defined as an organization that provides public services or whose activities promote a public purpose for the residents of High Point has a physical address located within the City of High Point and has been designated as 501(c)(3), or has other documentation of Nonprofit status. Neighborhood associations or community groups that run a community garden may qualify for assistance by the City of High Point by partnering with an eligible Nonprofit organization.

**Application**

Nonprofit organizations desiring to obtain assistance for a community garden will submit a verification of their Nonprofit status. This verification shall be satisfied with presentation of the 501(c)(3) designation letter. Religious organizations that fulfill all of the criteria for Nonprofit organizations listed above, but do not have a 501(c)(3) designation letter, are eligible if they are listed on the NC Secretary of State Registry of Charities & Fundraisers as "exempt" or have obtained a license ([https://www.sosnc.gov/online\\_services/search/by\\_title/charities](https://www.sosnc.gov/online_services/search/by_title/charities)).

## **Evaluation**

Applications for assistance under this policy and the Nonprofit verification documentation required by this policy shall be submitted to the Community Development and Housing Department (CD&H) in room 312 of City Hall. Applications may also be submitted online, through the City of High Point's CD&H website.

After the necessary documents are submitted, as described above, CD&H staff will:

1. Confirm the organization as a Nonprofit 501(c)(3) or other Nonprofit designation;
2. Confirm that the Nonprofit is engaged in a public purpose or service that provides a benefit to the residents of High Point;
3. Verify that the quantity of materials requested are within allowable amounts for the current calendar year;
4. Distribute copies of the application to the Community Gardens Advisory Committee for review and recommendation to the Director of Community Development and Housing;
5. Upon approval, execute necessary documents and record the transaction in a community garden registry

After verification and approval of the request for material, the Nonprofit representative will be notified of material availability via e-mail.

## **Costs and Liability**

The Nonprofit will be granted a one-time start up allocation of up to 30 cubic yards of top soil and 30 cubic yards wood mulch at the time of initial construction of the community garden at no cost. In the years that follow these gardens may need either leaf mulch or compost to replenish the organic material in the beds. These gardens would be eligible to receive up to 10 cubic yards of leaf mulch or 10 cubic yards compost per year at no cost. If the community garden is located on city property, a new application would not be needed annually.

Community gardens located on non-city property will require annual renewals. The Nonprofit organization will be required to purchase any additional amount of selected material that exceeds their annual allowance of no cost material provided under this policy. The City will not assume responsibility for any loss or damage associated with or arising from the Nonprofit's request for, collection of, or use of the material provided by the City under this policy.

## **Delivery**

If not requested on the application, community gardens are responsible for picking up materials. Many community gardens struggle to find a pickup or dump truck to collect materials from Ingleside Compost Facility. If requested on the application, grant funds may be used to cover delivery of material from Ingleside to a community garden. Applicants may request reimbursement for reasonable costs associated with delivery (i.e. truck rental) once per fiscal year per garden.

## Reporting

Recipients shall provide the City with an annual performance report for each fiscal year (July through June) that assistance is received. Such report shall include at the minimum the following information:

1. Progress on planned activities.
2. Assessment of the effectiveness of the garden in terms of produce yield.
3. Disposition of produce grown.

Said reports are due the fifteenth (15th) of July after each program year.  
The City shall provide recipients the format of such report.

***The City reserves the right to accept or reject requests at its complete discretion.***

