



## Community Garden Application Attachment Checklist

**The Foundation's online application process requires that you upload specific attachments with your proposal. You will not be able to submit your proposal if required attachments are not included in your final submission:**

Garden Budget

*(Please attach a line item budget based upon the suggestions listed on the Garden Application instructions. For further instruction on how to prepare a line item budget, [watch this tutorial video.](#))*

Garden Plot Diagram

*(Upload a plot diagram of your garden and indicate the water source for your garden.)*

Permission to use land

*(Who owns the land and what type of permission do you have for using it? How long is the permission available? Please provide documentation, i.e. certified letter from land owner.)*

Soil Test Results

*(If applicable, upload test results from your most recent soil test.)*

Produce Donations

*(Gardeners need to agree to donate a portion of their harvested crops to local emergency food providers. Upload a copy of the letter indicating the proposed recipient's interest to receive donations from your garden.)*

IRS Determination Letter

*(Upload a copy of your organization's IRS Determination letter)*

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**Before submitting your application, we suggest that you either obtain electronic versions of the documents or scan them into separate PDF documents. Instructions for uploading attachments are included in the online application form.**