



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

**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 \_\_\_\_\_  
Address \_\_\_\_\_  
Phone numbers \_\_\_\_\_  
E-mail \_\_\_\_\_  
Signature \_\_\_\_\_ date \_\_\_\_\_

**Assistant Site Manager's Contact Information**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone numbers \_\_\_\_\_  
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 \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_ Website \_\_\_\_\_

**General Site Information**

Site Name \_\_\_\_\_  
Site kept clean since (year) \_\_\_\_\_ Project installation began (year) \_\_\_\_\_  
Current owner (if known) \_\_\_\_\_  
Street address(es) or Intersection \_\_\_\_\_ Zip Code \_\_\_\_\_  
Estimated size (length times width in feet) \_\_\_\_\_

Please send this entire application and all attachments to: Baltimore Green Space, 1212 North Wolfe Street, Baltimore, MD 21213. Or e-mail to [katherine@baltimoregreenspace.org](mailto:katherine@baltimoregreenspace.org)

**Site Background**

1. Please tell us what you can about the history of this property. For example, what buildings were once here? What types of businesses? How long was the site vacant before your project was started?
2. Please tell us the story of what happened on the land before the garden began and how the garden or green space got started. What kinds of things happened on the land before the garden or green space was there? What did this place look like before the community began caring for it?
3. 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 adopt-a-lot agreements or correspondence with the owner.
4. Do you know whether anyone is looking to buy or develop this property? If so, who is involved? What is the intended use of the property? Please include the sources of your information.

**The Community**

1. Please briefly describe your neighborhood and the block where the site is located. Tell us about local businesses, schools, and or other local organizations that you feel are 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 additional construction.
3. Please describe any plans you have for additional plantings.
4. Please respond to the appropriate sections below.
  - What activities occur on your site? Are they planned or unplanned? Who is involved in coordinating and leading them? When and how often do they occur? Who generally attends? What impacts do the activities have on participants and/or the larger community?
  - Do you expect the use of the site to change? If so, how? Do you have plans to make this happen?
  - If applicable, describe how you and/or the proposed Partner Organization participate in the larger Baltimore “greening” community.

**Community Leadership and Management**

1. What qualifications or expertise help you succeed as the “lead” person for this site? Please include gardening experience, history of involvement with the community, or other information you feel is important.

1a. What qualifications or expertise help the assistant site manager succeed?

2. What are the qualifications, expertise, and resources of the proposed Partner Organization, and how will these 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 involved, please list them and describe their roles.

**Maintenance & Security**

1. How does your group maintain the site? For example, who waters the garden? Who weeds it? Who keeps any lawn areas mowed? Who picks up any trash inside the site and along the street? Who clears sidewalks of snow and ice? Who repairs any damage done to the plants or constructed elements of the site?

2. Do you have a source of water? 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. 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 your site. What kind of assistance was 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)



**Application for Preservation**

\_\_\_\_ Supplemental articles, flyers, awards, etc.