

## Appendix 5.

**Budget**

Community garden budgets vary greatly depending on size and design. A typical community garden costs between \$1,000 and \$4,000 to start up, but some are started with no cash and others with hundreds of thousands of dollars. Most gardens have at least \$200 in maintenance costs each year. However, community gardens have been created with less than \$200, and some generate enough in sales to offset the annual maintenance costs. On the next page is a planning sheet with items you may want to include in your start-up budget, though they are not all essential to success.

You may be able to get many items donated. Record the names of potential donors, contact information, dates they were contacted, and their responses. It will save duplication of effort and serve as a reminder for future years. Below is a sample donor tracking form.

Note: The Total In-Kind Match can be used to demonstrate support for the garden and may be helpful in grant writing.

### SAMPLE DONOR TRACKING FORM

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

| Garden Representative     | Date of Contact | Person Contacted       | Request         | Outcome                 |
|---------------------------|-----------------|------------------------|-----------------|-------------------------|
| SAMPLE: <i>Herb Chard</i> | <i>5/10/11</i>  | <i>Big Bucks Betsy</i> | <i>10 rakes</i> | <i>Donated 20 rakes</i> |
|                           |                 |                        |                 |                         |
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|                           |                 |                        |                 |                         |

You might keep a notebook of these with organizations in alphabetical order.

**Appendix 5. (continued)**

**SAMPLE BUDGET WORKSHEET**

| Item                               | Source (Name, Address, Phone, & Email) |       |           |       | Comments |
|------------------------------------|--|-------|-----------|-------|----------|
|                                    | Donated                                |       | Purchased |       |          |
|                                    | Donor                                  | Value | Vendor    | Value |          |
| <b>Start-Up Expenses</b>           |  |       |           |       |          |
| Labor                              |  |       |           |       |          |
| Site prep                          |  |       |           |       |          |
| Design                             |  |       |           |       |          |
| Materials                          |  |       |           |       |          |
| Stakes                             |  |       |           |       |          |
| Mulch                              |  |       |           |       |          |
| Fencing                            |  |       |           |       |          |
| Path materials                     |  |       |           |       |          |
| Raised beds                        |  |       |           |       |          |
| Soil                               |  |       |           |       |          |
| Water connection                   |  |       |           |       |          |
| Irrigation installation            |  |       |           |       |          |
| Hoses                              |  |       |           |       |          |
| Tools                              |  |       |           |       |          |
| Soil amendments                    |  |       |           |       |          |
| Fertilizers                        |  |       |           |       |          |
| Pest repellents                    |  |       |           |       |          |
| Seeds / Plants                     |  |       |           |       |          |
| Water                              |  |       |           |       |          |
| Shed                               |  |       |           |       |          |
| Bulletin board                     |  |       |           |       |          |
| Picnic tables                      |  |       |           |       |          |
| Shade structure                    |  |       |           |       |          |
| Parking                            |  |       |           |       |          |
| <b>Recurring Expenses (annual)</b> |  |       |           |       |          |
| Water                              |  |       |           |       |          |
| Mulch                              |  |       |           |       |          |
| Seeds/Plants                       |  |       |           |       |          |
| Path materials                     |  |       |           |       |          |
| Replacement tools                  |  |       |           |       |          |
| Pesticides                         |  |       |           |       |          |
| Fertilizers                        |  |       |           |       |          |
| Total In-Kind Match                |  | \$    | -         | -     | -        |
| Total Cash Expense                 |  |       | -         | \$    | -        |