**School Garden Project Development**

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Statement:** The objective of this project is to establish a school garden. [**insert** who, what, where, when, how, why - Example: This project is envisioned to be led by faculty, supported by students and volunteers, located at \_\_\_\_ school, near the entrance, beginning Spring 2022 with donated materials. The garden will be a vegetable garden used to educate students and possibly as a pantry garden.]

**Work Breakdown Structure**

Please note: Tasks are NOT listed in chronological order. Instead tasks are arranged in work blocks.

**Select a site**

* + Identify needs (space, sun, water, storage & access for patrons, workers and trucks bringing in materials)
  + Identify and Evaluate Alternatives (which alternative best meets our needs? Remember to consider alternatives for how to grow the plants: in the ground, in raised beds or in containers.)
  + Select a Preferred Alternative

**Develop a Plan**

* + Development Plan (work, materials and volunteers needed to develop the site, install the garden, supplement the soil, install fencing and so forth)
  + Maintenance Plan (work, materials and volunteers needed for weeding, composting, watering, picking and so forth; remember to included hoses, hose reel, compost bin and wheelbarrow, as needed)
  + Programs (staff, materials and schedules for the teaching and/or donation program)
  + Funding Plan (cost estimates and proposed sources of funding for development, maintenance and programs)

**Negotiate**

* Reach agreement with school administrators for the site and support facilities (use of the site, access to water, storage space (if possible) for hoses, a cart and possibly a collapsible work table, keys to gates and storage locker, use of trash & recycling bins, etc.)
* Secure agreement with school administrators on managing any volunteers (who will oversee volunteers, what are the school’s requirements for background checks and so forth)
* Secure Funding (school, PTA, donations)

**Prep the site**

* + Layout the garden
  + Design the raised beds and develop specifications for containers, if any
  + Mark out the garden with spray paint and have the Utilities marked

**Secure Materials**

* + Order materials (fencing, containers or materials for building raised beds, compost bin, hose, hose reel, wheelbarrow, garden soil, compost, mulch and straw, as needed)
  + Arrange for delivery (note: bulk garden soil, compost & mulch will most likely be delivered curbside by a dump truck)
  + Buy seeds and plants

**Find Parts & Volunteers**

* + Secure volunteers for each phase: development, maintenance and teaching, as needed (kids, parents, Master Gardener Volunteers, people from the neighborhood association)
  + Plan workday(s) & signup help
  + Solicit drop-in help for maintenance (for instance, to weed and water)

**Financial Resources**

* + Apply for grants
    - Eau Claire Garden Club. https://eauclairegardenclub.com/Grants
    - Eau Claire Community Foundation. <https://eccfwi.org/lasting-impact/eccf-grant-application/>
    - If a Master Gardener is involved with a school a WIMGA grant is an option. <https://www.wimga.org/grants-1> (This has to be done through the Eau Claire Master Gardener Association

**Install the Garden**

* + Install infrastructure (fencing, paths, raised beds or containers)
  + Add soil and soil amendments as needed – get soil tested through UW-Extension
  + Dress paths (straw for in-ground gardens, straw or mulch for raised beds or containers)
  + Plant vegetable & flower seeds and plants

**Maintain the Garden and Clean Up (at the end of the season)**

* + Weed, Water, Remove & Compost spent plant materials
  + Turn the compost
  + Make a plan for next season

**Conduct Programs**

* + Develop lesson plans <https://www.foodhero.org/growing-healthy-kids> is a useful site
  + Schedule & hold classes
  + Make & implement plans for donating food (consult your chosen food pantry)

**Public Communications**

* + Consider signage for the School-side and the sidewalk-side of the garden
  + Recognize donors
  + Thank volunteers