

Tasks & Resources for Project Coordinators

2021-22 Seeds for Education Grant Program (SFE)

Wild Ones has developed a guide to get you started with your native plant/seed garden project including a checklist of tasks, a list of helpful resources on native plant selection and garden design as well as worksheets for developing your youth garden, your materials list and a sample project timeline. This guide is meant to be a helpful tool but it is not a requirement that applicants/recipients use it as a part of their process. If you still have questions after referring to this guide, please reach out to the SFE committee at seeds@wildones.org.

(Thank you to Wild Ones Tennessee Valley for developing this helpful program resource!)

Tasks & Resources Checklist

<input type="checkbox"/> Recruit garden committee members, such as: <ul style="list-style-type: none"> <input type="checkbox"/> Principal, directors of organization <input type="checkbox"/> Custodian or groundskeeping associates <input type="checkbox"/> Youth leaders <input type="checkbox"/> Wild Ones chapter members
<input type="checkbox"/> Research native plant gardens or nurseries near you and consider a site visit or speaking with the lead gardener or owners about their experience.
<input type="checkbox"/> Learn about ecological gardening organizations in your state, county or community and what resources they might have for your garden project. Below are a few ideas to get started: <ul style="list-style-type: none"> <input type="checkbox"/> Wild Ones chapters in your state or community <input type="checkbox"/> Your state's native plant society <input type="checkbox"/> Your state/county university extension office <input type="checkbox"/> Your local sustainability advisory or "green team" <input type="checkbox"/> Nearby native plant nurseries <input type="checkbox"/> Nearby nature centers <input type="checkbox"/> Your local/regional naturalist program <input type="checkbox"/> Your local/regional Audubon society <input type="checkbox"/> The National Wildlife Federation <input type="checkbox"/> US Forest Service native plant resources <input type="checkbox"/> Xerces society <input type="checkbox"/> The Biota of North America Program (BONAP) <input type="checkbox"/> Other

<input type="checkbox"/> Generate interest by engaging youth at your organization to help “name” and design your garden, even if they are not the same group who will be planting next year.
<input type="checkbox"/> Schedule a native school garden committee meeting and begin your research in advance of the application deadline (October 15 th). Planning and designing start this year for next Spring’s planting! <ul style="list-style-type: none"> <input type="checkbox"/> Meet with your garden committee (including youth) and talk about goals and plans for your garden. <input type="checkbox"/> Draft an authorized person’s “letter of support” for the garden prior to submitting the grant application. Use this as an opportunity to put your goals in writing!
<input type="checkbox"/> Locate the appropriate garden/planting area at your organization (sunny, shady, part) Consider whether the garden will be accessible for persons of all abilities and easily viewed by visitors.
<input type="checkbox"/> Calculate the distance from the available spigots to the garden to ensure sources for maintenance and watering.
<input type="checkbox"/> Determine if the location of your garden allows for easy transport or access for any tools or supplies you will need during preparation, planting and maintenance.
<input type="checkbox"/> Take an inventory of all garden equipment already available at your organization.
<input type="checkbox"/> Make a list of needed tools and materials.
<input type="checkbox"/> Schedule regular garden committee meetings. Depending on the age of the youth involved, include youth where possible in planning, decision making and ongoing responsibility for the garden. <ul style="list-style-type: none"> <input type="checkbox"/> Set dates for preparation, purchasing, planting, maintenance and ribbon-cutting ceremony. <input type="checkbox"/> Tell youth, faculty, parents, and other community members about the garden and invite them to join your group on working days. <input type="checkbox"/> Determine a maintenance schedule for the garden when youth and project coordinators are not on site to perform any necessary watering, weeding, upkeep.
<input type="checkbox"/> Identify community partners and organizations that can donate any needed tools and materials for the garden.

<input type="checkbox"/> Create a budget. SFE grants fund only the native plants or seeds for your garden and you may have other expenses you will need to cover in other ways, such as - <ul style="list-style-type: none"> <input type="checkbox"/> Materials for beds, pergolas, archways, and other garden structures <input type="checkbox"/> Fencing <input type="checkbox"/> Planting containers <input type="checkbox"/> Soil and fertilizer <input type="checkbox"/> Mulch/woodchips <input type="checkbox"/> Gardening tools <input type="checkbox"/> Watering/irrigation <input type="checkbox"/> Materials for outdoor learning (tables, chairs, clip boards, etc.) <input type="checkbox"/> Education materials and resources <input type="checkbox"/> Seeds/plants/seedlings
<input type="checkbox"/> Make a fundraising plan for items not covered by the SFE grant (if approved).
<input type="checkbox"/> Place your native plant/seed order! Timing is critical as many of the native plant sales or online national suppliers quickly run out of stock in early spring. Native plants are in great demand!
<input type="checkbox"/> Place order for garden tools and supplies. (Or identify volunteers who have tools, etc.)
<input type="checkbox"/> Have fun planting!
<input type="checkbox"/> Make a garden sign and plant labels to teach the community about your garden.
<input type="checkbox"/> Create a list of garden rules that reflect your garden goals and organization's culture.
<input type="checkbox"/> Host ribbon cutting ceremony. Invite your community, local Wild Ones chapter (if applicable) and if you are up for it, the press!



Wild Ones Natural Landscapers, Ltd.
2285 Butte des Morts Beach Road
Neenah, WI 54956
920-730-3986

Youth Garden Vision

What are our native garden goals? Why do we want to have a native garden at our organization?

Where might we want to place our garden? Brainstorm all possible locations.

Which ages will work in the garden? What can we teach and learn in and from the garden?



Wild Ones Natural Landscapers, Ltd.
2285 Butte des Morts Beach Road
Neenah, WI 54956
920-730-3986

Will there be a specific educational theme of our native garden? Examples of common garden themes: edible, butterfly/pollinator, sensory, rain garden, meadow,

In what ways can we continue to expand on the opportunity to engage and educate youth through our garden (i.e. citizen science projects)?

Materials List

Below is a list of common garden needs to get you started.

- Soil test kit
- Soil
- Compost
- Mulch
- Youth sized garden tools and/or gloves
- Adult sized garden tools and/or gloves
- Wheelbarrows or carts
- Raised bed and garden structure materials (lumber, screws, nails)
- Plants
- Seeds
- Seed germination supplies
- Fencing (deer &/or rabbit protection)
- Watering cans, hoses, spray nozzles
- Plastic or cardboard to solarize (kill) existing vegetation
- Other

Sample Project Timeline

July 15th – October 15th

Review grant application to understand requirements
Form a committee to support grant application and garden installation
Identify garden vision for your organization/community
Engage youth, choose name and objectives
Research and plan garden location and theme
Design your garden!

 Research and choose native plants and/or seeds

 Determine budget for plants and/or seeds

October 15th – February 15th

Identify all other necessary materials and budget
Engage community to sponsor other costs and join in planting
Confirm native plant resource for purchasing and prepare a plant/seed purchase list
February – SFE grants awarded

March-May 1st

Order plants
Gather other supplies
Prepare garden area (solarize with plastic or cardboard to kill existing weeds/vegetation)
Plan and communicate “Planting Day(s)”
Prepare maintenance schedule for post-planting

April - May

Plant (invite press, host ribbon-cutting, highlight youth involved)
Prepare learning materials, signage, guides, etc.