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

☐ Recruit garden committee members, such as:
  ☐ Principal, directors of organization
  ☐ Custodian or groundskeeping associates
  ☐ Youth leaders
  ☐ Wild Ones chapter members

☐ Research native plant gardens or nurseries near you and consider a site visit or speaking with the lead gardener or owners about their experience.

☐ 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:
  ☐ Wild Ones chapters in your state or community
  ☐ Your state’s native plant society
  ☐ Your state/county university extension office
  ☐ Your local sustainability advisory or “green team”
  ☐ Nearby native plant nurseries
  ☐ Nearby nature centers
  ☐ Your local/regional naturalist program
  ☐ Your local/regional Audubon society
  ☐ The National Wildlife Federation
  ☐ US Forest Service native plant resources
  ☐ Xerces society
  ☐ The Biota of North America Program (BONAP)
  ☐ Other
- 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.

- Schedule a native school garden committee meeting and begin your research in advance of the application deadline (October 15th). Planning and designing start this year for next Spring’s planting!
  - Meet with your garden committee (including youth) and talk about goals and plans for your garden.
  - 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!

- Location 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.

- Calculate the distance from the available spigots to the garden to ensure sources for maintenance and watering.

- 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.

- Take an inventory of all garden equipment already available at your organization.

- Make a list of needed tools and materials.

- 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.
  - Set dates for preparation, purchasing, planting, maintenance, and ribbon-cutting ceremony.
  - Tell youth, faculty, parents, and other community members about the garden and invite them to join your group on working days.
  - Determine a maintenance schedule for the garden when youth and project coordinators are not on site to perform any necessary watering, weeding, upkeep.

- Identify community partners and organizations that can donate any needed tools and materials for the garden.
- 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 -
  - Materials for beds, pergolas, archways, and other garden structures
  - Fencing
  - Planting containers
  - Soil and fertilizer
  - Mulch/woodchips
  - Gardening tools
  - Watering/irrigation
  - Materials for outdoor learning (tables, chairs, clip boards, etc.)
  - Education materials and resources
  - Seeds/plants/seedlings

- Make a fundraising plan for items not covered by the SFE grant (if approved).

- 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!

- Place order for garden tools and supplies. (Or identify volunteers who have tools, etc.)

- Have fun planting!

- Make a garden sign and plant labels to teach the community about your garden.

- Create a list of garden rules that reflect your garden goals and organization’s culture.

- Host ribbon cutting ceremony. Invite your community, local Wild Ones chapter (if applicable) and if you are up for it, the press!
Youth Garden Vision

<table>
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<tr>
<th>What are our native garden goals? Why do we want to have a native garden at our organization?</th>
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<tr>
<td>Where might we want to place our garden? Brainstorm all possible locations.</td>
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<tr>
<td>Which ages will work in the garden? What can we teach and learn in and from the garden?</td>
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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.