Tasks & Resources for Project Coordinators
2023 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
<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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!</td>
<td>Meet with your garden committee (including youth) and talk about goals and plans for your garden.</td>
</tr>
<tr>
<td></td>
<td>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!</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Calculate the distance from the available spigots to the garden to ensure sources for maintenance and watering.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Take an inventory of all garden equipment already available at your organization.</td>
<td></td>
</tr>
<tr>
<td>Make a list of needed tools and materials.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>Set dates for preparation, purchasing, planting, maintenance and ribbon-cutting ceremony.</td>
</tr>
<tr>
<td></td>
<td>Tell youth, faculty, parents, and other community members about the garden and invite them to join your group on working days.</td>
</tr>
<tr>
<td></td>
<td>Determine a maintenance schedule for the garden when youth and project coordinators are not on site to perform any necessary watering, weeding, upkeep.</td>
</tr>
<tr>
<td>Identify community partners and organizations that can donate any needed tools and materials for the garden.</td>
<td></td>
</tr>
</tbody>
</table>
- 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>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are our native garden goals? Why do we want to have a native garden at our organization?</td>
<td></td>
</tr>
<tr>
<td>Where might we want to place our garden? Brainstorm all possible locations.</td>
<td></td>
</tr>
<tr>
<td>Which ages will work in the garden? What can we teach and learn in and from the garden?</td>
<td></td>
</tr>
<tr>
<td>Will there be a specific educational theme of our native garden? Examples of common garden themes: edible, butterfly/pollinator, sensory, rain garden, meadow,</td>
<td></td>
</tr>
</tbody>
</table>

| In what ways can we continue to expand on the opportunity to engage and educate youth through our garden (i.e. community 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 – November 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

November 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.