



Welcome to the Plot-it-Fresh Community Garden at Hawthorne Avenue Farm!

2021 Season

We are so excited to have you jumping in to grow together with Plot-It-Fresh! We sincerely hope this will be a fun, valuable, and enriching experience for you. This handbook should provide you with all the necessary information you need to know about the program. You'll find out what to expect from us, the Greater Newark Conservancy, important dates, hours, and policies and procedures for the program. Please take some time to read through it, and of course feel free to contact Danielle with any questions or concerns (email: jv@citybloom.org; phone: (862) 373-5114).

What is Plot-it-Fresh (PIF)?

Plot-it-Fresh is the Greater Newark Conservancy's community garden program. A part of the Conservancy's Community Greening Initiative, PIF aims to connect urban residents with the value of outdoor green space. By adopting one of our garden plots, community members can spend time outside in the sunshine, work with their hands and their community to produce beautiful—and bountiful—fresh food gardens. For an annual rental fee, the program provides local residents with gardening and farming education, as well as access to gardening space in Newark. As part of PIF, gardeners receive startup materials, such as seeds and soil, and access to monthly educational workshops.

Important Dates

Season opening: Monday, April 5th

Payment due: Sunday, April 11th



Plant by: Sunday, May 16th

Season closing: Sunday, November 14th

Garden Hours

Monday: 10am-1pm

Tuesday: 3pm-6pm

Wednesday: 10am-1pm

Thursday: 3pm-6pm

Friday: 10am-1pm

Saturday: 10am-1pm

Sunday: 10am-1pm

* If you are unable to make these hours work and need to arrange a different time to come and tend your plot(s), please let me know, and we will work together to figure something out.

What can you expect from the Conservancy?

Seeds

The Conservancy has a large variety of vegetable, herb, and flower seeds available free of charge through our Seed Share Program. We will have a variety available during all garden hours; otherwise, there are several ways to let us know your seed needs and requests: talk to staff at the garden, contact us at the email and phone number above, or visit our website (<https://www.citybloom.org/programs/urban-agriculture/seed-share/>). We typically have the following seeds available on a first-come, first-served basis:



Vegetable Seeds

Artichokes	Cauliflower	Lettuce, Loose Leaf	Potatoes	Tomatoes, Bush
Arugula	Celery	Lettuce, Head	Pumpkin	Tomatoes, Bush Plum
Beans, Bush	Chard	Melons	Radicchio	Tomatoes, Cherry
Beans, Pole	Collards	Mesclun	Radishes	Tomatoes, Pole
Beets	Corn	Mustard Greens	Rutabaga	Tomatoes, Pole Plum
Broccoli	Cucumbers	Parsnip	Salad Greens	Turnips
Broccoli Raab	Eggplant	Peas, Shelling	Spinach	Turnip Greens
Brussel Sprouts	Ground Cherries	Peas, Snap	Squash, Summer	Watermelon
Cabbage	Kale	Peppers, Hot	Squash, Winter	Zucchini
Carrots	Kohlrabi	Peppers, Sweet	Tomatillos	

Herb Seeds

Anise	Caraway	Dill	Lemon Balm	Savory
Borage	German Chamomile	Fennel	Lovage	Shiso
Basil	Chervil	Horehound	Marjoram	Sorrel
Catnip	Chives	Hyssop	Parsely	Thyme
Catgrass	Cilantro	Lavender	Salad Burnet	

Flower Seeds

Ammi	Candytuft	Dahlia	Larkspur	Salpiglossis
Alyssum	Canterbury Bells	Dusty Miller	Lavatera	Scabiosa/ Pincushion Flower
Amaranth	Cardinal Climber	Echinacea	Lobelia	Sensitive



		Coneflower		Plant/Mimosa
Aster	Carnation	Feverfew	Linaria	Spanish Flag
Ageratum	Castor Bean	Flax	Lunaria	Snapdragon
Bachelor Buttons	Cabbage, Ornamental	Forget-Me-Not	Lupine	Statice
Balloon Flower	Cactus	Four O'Clock	Marigold	Stock
Balsam	Celosia	Foxglove	Milkweed	Strawflower
Bells of Ireland	Cerastium/ Snow In Summer	Foxtail Millet	Mixes	Sunflower
Bellflower	Chinese Lantern	Gaillardia	Moonflower	Sweet Pea
Bluebells	Cleome/ Spider Flower	Gazania	Morning Glory	Sweet William
Black-Eyed Susan	Coleus	Godetia	Nasturtium	Tritoma
Bee Balm	Columbine	Grass, Ornamental	Nicotiana/ Only the Lonely	Tithonia
Butterfly Attracting Mix	Coreopsis	Granny's Nightcap	Nigella/ Love In A Mist	Veronica
Bee /Pollinator Attracting Mix	Corn, Ornamental	Gypsophilia/ Baby's Breath	Petunia	Viola
Bird Lover's Beneficial	Cornflower	Goat's Beard	Pansy	Vinca Rosea
Beneficial Bug Seed Mixture	Cosmos	Hollyhock	Penstemon	Wildflower Mixes
Bupleurum	Cupid's Dart	Hyacinth Bean Vine	Pennyroyal	Yarrow
Blue Pimpernel	Daisy	Impatiens	Phlox	Zinnia



Technical Gardening Assistance, Workshops, and Resources

Renting a plot at Hawthorne Ave. allows you to receive expert advice from Mark Kearny, the Conservancy's farmer, our other knowledgeable and experienced staff, as well as tips, tricks, and support from fellow members of the community garden. The Conservancy will also help connect you to other gardening resources, if needed. At the end of this handbook, you will find a list of great websites that offer planting tips, advice, free lectures, and more.

New for this year, we will be holding monthly workshops the last Saturday of every month (April through October) at the garden for members of the PIF program. These will cover a wide range of topics, with both advanced knowledge and skills for experienced gardeners and basic introductory knowledge for the beginner. Information about workshop topics and dates will be posted on the signs at the garden and sent in weekly emails.

Communication

An email will be sent out weekly with updates, reminders, and other important information, as well as upcoming Conservancy and other gardening-related events. The information will also be posted on boards around the garden.

Farm Stand

The Conservancy will be having several Farm Stands every week beginning in mid-May where we sell the produce grown on Hawthorne Avenue Farm (HAF), the Outdoor Learning Center at our location on Prince Street, and in our hydroponic greenhouse. We often also supplement what we grow ourselves by ordering other locally grown produce to sell so we have an abundant variety of vegetables, fruits, and herbs available. Several of our Farm Stands will be held right at HAF! Keep an eye out for the final schedule on our website!



Policies and Procedures of Greater Newark Conservancy's Plot-It-Fresh Community Gardens 2021 Season

The following agreements are meant to ensure that everyone has the best possible experience with the Plot-It-Fresh community garden. These agreements have evolved based on input from you and staff's own experience in managing PIF over the years. Please read through the agreements carefully. If you have any additional questions regarding PIF and these policies, please don't hesitate to ask.

Greater Newark Conservancy Agrees To:

1. Keep you informed of updates, events, and any other relevant information through postings at the farm and weekly emails.
2. Identify all plots alpha-numerically.
3. Provide a water source.
4. Provide seeds and tools.
5. Maintain the pathways.
6. Refund rental fees if requested prior to Sunday, May 16 (excluding \$5 cancellation fee).
7. Have a staff member present at Hawthorne Avenue Farm during set hours.
 - a. The PIF season runs Monday, April 5– Sunday, November 14, weather permitting.
 - b. The Hawthorne Ave. site will be closed for observed holidays.
 - c. We will notify you of any changes or cancellation of hours in a timely manner.
 - d. (Smith Street gardeners will be contacted separately about access).

General Rental Agreements:

1. Applicants must be 18 years of age or older.
2. Payment will be due upon the first date of attendance at the garden and no later than Sunday, April 11 (cash, card, or check accepted).
3. Supervise any minors and visitors you bring onto the site.
4. Notify Conservancy in advance if you are no longer able to tend to your plot.
5. No illegal drugs, alcohol, weapons, or participation in physical altercations on site.

Plot Assignments:



1. Priority will be given first to returning gardeners and then to Newark residents. Additional interested gardeners will be wait-listed on a first-come, first-served basis.
2. Allotment of a second plot will be determined with priority first to returning gardeners and then to Newark residents.
3. All requests for two beds will be fulfilled before anyone receives a third. Third bed assignments will only occur if there are beds leftover from any late registrations, and not before May.
4. Plots are non-transferable.

On-Site Policies:

1. Wear closed-toe shoes while onsite.
2. Dispose of all trash in designated containers.
3. Do not spray paint or otherwise mark plots, tools, or other Conservancy property.
4. Do not smoke on or within 25 feet of the site entrance.
5. Do not harvest from anyone else's plot without their permission.
6. Do not enter the other farm areas without admittance or permission by the Conservancy staff.

Preventing the spread of COVID-19 (adapted from [Purdue University Extension](#)):

1. Do not come to the garden if you feel sick (even mild symptoms).
2. Masks **MUST** be worn (including for children over 2) when around others and temperatures will be taken upon entrance.
3. Do not come to the garden if you have tested positive for COVID-19 within the last two weeks or have had known contact with someone who has tested positive for COVID-19 within the last two weeks.
4. Wash/sanitize your hands before and after visiting the garden.
5. Maintain distance of at least 6 feet at all times.
6. Limit interactions and time spent in the garden.
7. Minimize contact with surfaces (e.g., doorknobs, gates, latches, railings).
8. Return tools to designated area to be sanitized.
9. Wash any produce you bring home to reduce contamination.
- 10. All procedures are subject to change based on mandates and recommendations from government and public health officials.**



Plot Maintenance & Attendance: Regular maintenance is important to insure the health of your garden. This new policy is also important to maintain fairness; we typically have a waiting list of interested gardeners and do not want plots going to weed or to seed while there are other gardeners waiting for a bed.

1. Plant by Sunday, May 16.
2. Attendance:
 - a. You must come to the garden at least once every two weeks (beginning on the plant-by date of May 16) through Sunday, November 14 (or when the plot is cleaned out, whichever is earlier). You may arrange for your bed to be tended by others for limited periods of time; please inform Conservancy staff.
 - b. You will be reminded once (in writing); after a second absence we will give your plot away to be sure it is utilized during the growing season. You may reapply for a plot the following season as a “new” (as opposed to returning) gardener.
 - c. You must show garden ID when entering the PIF space and check-in with staff.
3. You should maintain your garden within the borders of your plot(s) throughout the season, keeping all pathways clear and placing unwanted plant material (weeds, dead plants, etc.) neatly into the compost rows.
4. You should use only approved, certified organic fertilizers and/or pest control products in such a way as to not affect other plots.

Opening & Closing Procedures:

1. Opening: Upon initial receipt of plot(s), you should check for any damage/issues and notify staff for documentation.
2. Closing: Remove all material from plot(s) by the end of the season (November 14) neatly in designated compost rows.
 - a. Failure to clean out bed will result in revocation of early registration privileges (i.e. status as a returning gardener). If it happens again, you will be barred from participating in the program for one season.
 - b. If for some reason you are unable to clean out your bed or haul away debris, inform staff.

Additional Rules and Regulations:

1. You agree to comply with all federal, state, and local laws and regulations.
2. You agree to assume all liability and to indemnify and compensate Greater Newark Conservancy for any injury or damage to person or property including Greater Newark



Conservancy property or employees occasioned by or arising in connection with the use of the premises by you. You further agree to defend, indemnify and hold harmless the Greater Newark Conservancy against all actions, claims, damages or demands which may be brought or made either against the Greater Newark Conservancy's interest in the premises by reason of anything done by you, in the exercise or purported exercise of the rights and privileges herein granted.

3. Greater Newark Conservancy assumes no liability for accidents or injury to participants or others either on or adjacent to Greater Newark Conservancy property. Neither does Greater Newark Conservancy assume responsibility for acts of vandalism or loss of crops or property due to theft.

Summary of Violations and Conservancy Responses

Violation	Offense 1	Offense 2	Offense 3
Violation of 'on-site' policies	Verbal warning	Written warning	Suspension, 1 season
Theft of produce from other PIF gardeners	Suspension, 2 seasons	Expulsion	-
Theft of tools, etc. from Greater Newark Conservancy	Suspension, 2 seasons	Expulsion	-
Missed 'plant by' date (5/16)	Written warning	Suspension, 1 season	Suspension, 2 seasons
Unmaintained plot (weeds, etc.)	Verbal warning	Written warning	Suspension, 1 season
Poor attendance (less than 1x/14 days)	Written warning	Suspension, 1 season	Suspension, 2 seasons
Failure to clean bed at end of season	Written warning	Suspension, 1 seasons	Suspension, 2 seasons

Responses to policy violations

- Warnings



- *Verbal*: you will receive a verbal communication from staff regarding the policy violation. All verbal warnings will be documented.
- *Written*: you will receive a written communication (in person and via email) regarding the policy violation.
 - If violation is 'failure to clean bed at end of season,' you will lose your status as a returning gardener for the following season. You may apply during the period of regular registration.
 - If violation is 'missed plant by date' you will have two more weeks to plant. Failure to do so will result in loss of plot for the current season.
- **Suspension**
 - *1 season*: you will be removed for the remainder of the current season and may re-apply for a plot the following season for a single plot. If violation is 'failure to clean bed at end of season,' you will not be able to apply the subsequent season.
 - *2 seasons*: gardner will be removed for the remainder of the current season and will not be able to apply the subsequent season.
- **Expulsion**: actions that violate the safety of the community garden or seriously disrespect staff or others will result in immediate removal from the site and prohibition of future participation in Plot-It-Fresh.



Resources

Greater Newark Conservancy: We could hardly provide a list of resources for you without including ourselves as well! On our website (citybloom.org) you can find: a digital version of this handbook complete with links; information about the Seed Share program; educational gardening videos from the 2020 Know It and Grow It Series; recorded sessions from our 2020 Beds & Breakfast conference; and information about other gardening or gardening-related conferences. We are constantly updating our resources, so check back frequently!

NYC Parks GreenThumb: <https://greenthumb.nycgovparks.org/>

Royal Horticultural Society (RHS): <https://www.rhs.org.uk/>

Rutgers Cooperative Extension (New Jersey Agricultural Experiment Station (NJAES)):
<https://njaes.rutgers.edu/>

National Gardening Association: <https://garden.org/>

Northeast Organic Farming Association of New Jersey (NOFA-NJ):
<https://nofanj.org/resource-library/>

*NOFA-NY has more resources specifically about gardening:
<https://nofany.org/resources/library/>

Burpee Seed Co.: <https://www.burpee.com/gardenadvicecenter>

Johnny's Seeds: <https://www.johnnyseeds.com/growers-library/growing-center.html>