



Community Garden Submission Questionnaire

A municipality can earn 10 points for supporting an active community garden in which all members of the community can participate. Additional points can be earned if the garden policies require all members to practice environmentally friendly gardening practices (5 points) and garden leadership coordinates efforts to donate some of the garden produce to local food pantries or other food distribution efforts.

The submission questionnaire is broken into three sections reflective of these options. **At a minimum, completion of the community garden section is required and this form must be uploaded to your action submission.**

To view a sample of a completed questionnaire, click [here](#).

Reminder: The garden **must be operational in the year the municipality is applying for certification**. For example, if a municipality is applying for certification in 2020, but only provides information about the garden in 2019, it will not qualify. This action is specifically for a community garden. A school garden will only be eligible for points if the municipality demonstrates meaningful support and ongoing involvement in the garden as outlined in the [action description](#).

I. COMMUNITY GARDEN INFORMATION (10 POINTS) - REQUIRED

Please answer the following questions regarding the community garden:

1. In what year did the community garden open?

May / June 2018

2. Who owns the property on which the garden is located? Simply highlight or make the text bold for your answer.

- a. The municipality
- b. A non-profit organization
- c. The local school district
- d. Other, please specify: _____

If the answer is b, c, or d, please describe how the municipality was involved in planning and construction of the community garden.



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3. **Who is responsible for the ongoing management of the community garden?** Simply highlight or make the text bold for your answer.

- a. The municipality
- b. A local non-profit organization dedicated specifically to the operation of the garden
- c. A non-profit involved in activities beyond this community garden
- d. The local school district or individual school
- e. Other, please specify: Twp. DPW, Twp. Health & Human Services and sponsored by the Cheesecake Factory of Edison.

Please Note Sponsor denotes that members of the sponsor organization care for and secure produce for donation to We Feed Woodbridge Community Food Pantries and coordinated through our Division of Health and Human Services, Municipal Food Bank Committee, Chair of 'We Feed' Mr. Peter Barcellona. Sponsors sign up and coordinate by calling the Health and Human Services Division or [online](#). Care for the garden takes place through the sponsor volunteers in coordination with the Dept. of Health and Human Services, and when needed (construction of new garden elements) through Twp. DPW. Policies and protocols at all municipal owned community gardens must follow the Township Green Grounds and Maintenance Policy. Only organic materials permitted.

If the answer is b, c, or d, please describe how the municipality was involved in ongoing operation of the garden. This can include maintaining the property around the individual garden plots, providing utilities to site, municipal representation on the organization's board, etc. Gardens that are operated and maintained by a non-profit or school with no direct municipal support, collaboration, or involvement are not eligible for points under this action.

Located on municipal property and supported through Township efforts (such as, but not limited to, structural maintenance, park property maintenance, and coordination support, education, and outreach in conjunction with our Health and human Services Division and Green Team).

4. **What type of community garden is it?** Simply highlight or make the text bold for your answer.

- a. Community members register for an individual plot in the garden and grown produce for their person use.
- b. Community members volunteer their time to grow produce for a local food bank or food distribution effort.
- c. Other, please describe: Noted below

Sponsor members volunteer their time to grow produce for a local food bank. A variety of fruits, vegetables, and herbs including: tomatoes, eggplant, peppers, cucumbers, squash. Approximately 1,000 pounds of food was estimated to be produced from all five gardens combined during 2021. Said yields are donated to We Feed Woodridge food pantries. E Green St. Community garden produced 200lbs. of donated food to St. James Food Pantry.

5. **Please list the municipal departments, non-profit organization and other community organizations or groups involved with the garden and the role they play in the operation and maintenance of the garden.**



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Name	Role
Woodbridge Township Department of Public Works	Helped to construct fencing, grading, and site mobilization in 2018. As part of an eagle scout project 24 (approximately 6'x6') garden beds were constructed. The Township also supplied the garden with 100 percent organic soil and mulch.
Woodbridge Health and Human Services Oversees Sponsor – Cheesecake Factory	Sponsor is primarily responsible for plant maintenance and cultivating food in order for it to be brought to food banks. Health and Human Services assists delivering the food and directing the food as to the most appropriate food bank within the Township.
Woodbridge Department of Health & Human Services	Ensures policies and procedures are in place, health integrity of the food, and proper food donation of the grown yields.
Woodbridge Public Library	Promotes the aspect of community gardening and organic gardening practices through seminars

6. Please identify at least two samples of community garden communications pieces from the list below. The samples should be from the current year. The actual documents should be uploaded to the online actin submission page for this action or links to the items, such as from the municipal website, can provided in the table. Please list the file name and provide a brief description in the table below. All materials submitted should have a date, including the year, indicated on them.



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Community Garden Communications	Name of file uploaded and description of what it shows
Project newsletter article	
End of growing season report	
Garden plot application form	
Garden club/organization meeting minutes	
Website link	We Feed Woodbridge overview found on: https://www.twp.woodbridge.nj.us/253/We-Feed-Food-Drive
Social media post/page (only one allowed)	Natural and Organic Gardening Seminar Presented by the Woodbridge Library – document titled “E Green St Park (shown on tax record as Garden Ave) - Denoting Twp Ownership and Outreach.pdf” https://www.twp.woodbridge.nj.us/calendar.aspx?eid=2552

II. ENVIRONMENTALLY FRIENDLY GARDENING (5 POINTS)

1. Please describe the community gardens environmentally friendly gardening policies.



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100 percent organic soil and mulch , and at the end of the growing season the seeds from the community garden are then saved to replenish the Environmental Commission's seed library, in order to fully utilize the lifecycle of the plant.

Policies and protocols at all municipal owned community gardens must follow the Township Green Grounds and Maintenance Policy. Only organic materials are permitted.



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2. How are these policies communicated to potential and active members of the community garden?

Established through direct relationship with the Township Health and Human Services Division and sponsor members who maintain the garden.

3. How are the policies enforced?

Access and maintenance is only linked to those who have agreed upon said organic measures outlined in the Township Green Grounds and Maintenance Policy.

4. Please identify at least two samples of community garden communications pieces that highlight the environmentally friendly gardening policies from the list below. The samples should be from the current year. The actual documents should be uploaded to the online actin submission page for this action or links to the items, such as from the municipal website, can provided in the table. Please list the file name and provide a brief description in the table below. All materials submitted should have a date, including the year, indicated on them.

Note: If any of the community garden materials listed in the Community Garden section of this form include information about environmentally friendly gardening policies, you do not need to re-upload the document, please just make a note in the chart below.

Select at least two materials below	Name of file uploaded or link and description of sample
Woodbridge Township Green Grounds and Maintenance Policy	<p>Woodbridge Township Green Grounds and Maintenance Policy</p> <p>https://www.twp.woodbridge.nj.us/934/Community-Programs</p>



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Select at least two materials below	Name of file uploaded or link and description of sample
Member meeting presentations or meeting minutes	
Sign installation (provide a photo)	
Information posted on website	Overview highlighting environmentally friendly aspects of garden found on: https://www.twp.woodbridge.nj.us/934/Community-Programs

III. PRODUCE DONATION (5 POINTS)

Information for this section of the form can be supplied for the current or previous growing season.

1. How is the produce to be donated collected?

Collected by the sponsoring organization and coordinated efforts to bring the yields to the food pantries occurs with the support of Health and Human Services Division.

2. Where is the produce donated and how often?

All of the vegetables, fruits and herbs are donated to the St. James Church food pantry through the We Feed Woodbridge program, and harvested / donated upon maturity of growth (assessed weekly).



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3. Approximately how much community garden produce is donated to a local food bank or food distribution program on an annual basis?

Approximately 1,000 pounds of organic vegetables and herbs are estimated to have been harvested from all five community gardens last growing season (2021). 200 lbs. of grown fruit and vegetables were produced from the E. Green St. community garden and donated to St. James Food Bank.

4. Please upload a letter, copy of email, or other communications that acknowledges the local food bank's or other food distribution program's receipt of the Community Garden's donations. List the name of the file uploaded into the action submission form or provide a link to the document below.

See uploaded email to SJ online platform titled: Woodbridge Community Garden - Confirmation Email_Donations to We Feed Woodbridge Food Pantries.pdf and document uploaded to SJ online platform titled: E Green St Community Garden Photos and St James Food Pantry Photo, Location, Lbs. Donated in 2021.pdf