

# Development Process: Starting a New Project



314-588-9600 | [seedstl.org](http://seedstl.org)

## Benefits of Being an In-Network Project

- Access to volunteer groups
- Yearly expansion grant opportunities (garden and orchard)
- Wholesale seedlings
- Connections to network of other growers and leaders
- Free site visits and consultations from Seed St. Louis staff

## First Steps

- Fill out the [New Project Orientation Registration](#)
- Attend a New Project Orientation, meet Seed St. Louis staff, and ask questions

## Development Process

(\*\*Only required for School & Youth Projects)

### Phase 1: Laying the Foundation

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- **Membership list**  
*At least two project leaders and at least ten adults with diverse backgrounds and experience signing onto your project.*
- **Mission and Goals**  
*An agreed-upon mission stating how your project will operate and benefit the community, as well as some long-term ideas and goals for the project. These can be revised at any time.*
- **Project Site Background**  
*A history on the previous use (or any potential future use) of the land. If applicable, a Land Use Agreement signed by the current land owner.*
- **Site Visit with Seed St. Louis Staff**  
*An in person visit with your staff liaison and as many project members as possible at your project location.*
- **School Institution Demographics\*\***  
*Race and Ethnicity information to be privately stored by Seed St. Louis for grant reporting purposes.*

### Phase 2: Making a Plan

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- **Project Organization and Structure**  
*Describe how the project will be structurally organized and run, including how beds/space will be distributed, specific responsibilities and roles, and project member meetings/events.*
- **Project Rules**  
*A list of guidelines outlining how the space will be used, including membership dues, bed policies, watering schedules, and any other conflict opportunities that may arise.*
- **Asset Map**  
*A list of at least six groups, organizations, or individuals that can provide mutually beneficial support to your project.*
- **Summer Maintenance and Project Lesson Plans \*\***  
*A list of individuals who will take care of the space during school closures, as well as at least three lesson plans that meet specific classroom connections and/or standards.*

### Phase 3: Taking Action

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- **Multi-Year Project Design**  
*A drawing or diagram featuring a short and long term possible layout for the space, including bed placement, water access, existing trees or structures, and future orchard ideas.*
- **Project Budget - Infrastructure and Tool Prices**  
*A completed budget sheet allocating the \$1,000 initial grant for materials provided by Seed St. Louis.*

- **Garden Leader Volunteer Training**

*Completion of a brief training with a Volunteer Coordinator, which allows a project to receive volunteers through the Seed St. Louis network.*

- **Youth Garden Media Release \*\***

*Completion of a media release form.*

#### **Phase 4: Building and Sustaining**

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- **Install**

*Schedule date of new project installation, prepare site, recruit volunteers for building and filling beds.*

- **MOU**

*A signed memorandum of understanding (MOU) with Seed St. Louis outlining media terms, use of materials, reporting, and more.*