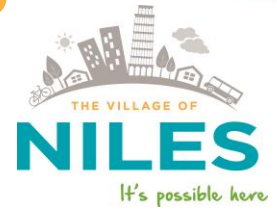


# NILES FARM ON FRANKS



## APPLICATION INFORMATION, LOTTERY PROCESS AND FREQUENTLY ASKED QUESTIONS

847.588.7900

### Eligibility

The following criteria establish eligibility for having a garden plot:

- Garden plots are available to residents of the Village of Niles as well as non-residents.
- Gardeners must sign and return a Garden Plot Agreement and Application Form for entry into the lottery.
- Selected lottery winners must submit payment of \$25 (R) or \$30 (NR) to the Village by April 1, 2022.
- Gardeners may have only one garden plot per household.
- Gardeners must agree to comply with Farm on Franks Rules & Regulations for the duration of the rental agreement.

### Lottery Process

January 3, 2022, is the first day the Village of Niles will accept applications to reserve a garden plot. No applications will be accepted before 9:00 a.m. Plot assignments will be on a lottery basis. Residents will only be able to reserve one plot. Requests for additional plots will be put on a waiting list and assigned only if space remains available after the initial sign-up. The final deadline for applications is 5:00 p.m. on March 18, 2022.

After March 18, plots will be assigned and emails (or letters if no email is provided) will be sent to residents notifying them of the plot number that has been assigned. (Maps are attached to each email indicating plot number and location.)

The cost of each plot is \$25 (R) or \$30 (NR). Plots must be paid for at the Village Hall by April 1, 2022. If the payment is not received for the reserved plot it will be released.

Gardeners returning from the prior year will have priority to reapply for one plot. These gardeners, along with those who were placed on a wait list the prior year, will be re-entered into a first lottery for plots which become available the following year.

Participants may begin to set up and maintain their gardens on or after April 1, weather and payment permitting. In the event of poor weather, all participants will be notified of the delayed opening of Farm on Franks and shall be given a revised date to begin gardening.

The gardening season ends October 31. By the end of business on October 31, all plots must be free of dead plants, produce remains, and all structures and items such as fencing and cages. Winter crops, however, will be allowed to be planted in order to ensure soil stability. Participants who do not meet this requirement by October 31 will be disqualified from renting a plot the following year.

Make sure the Village of Niles always has your current address, phone number and email address, as all official communication is through the listed plot holder. The preferred method of communication will be via email. Email Niles Public Works at [gma@vniles.com](mailto:gma@vniles.com), [mag@vniles.com](mailto:mag@vniles.com) or [tls@vniles.com](mailto:tls@vniles.com) or call (847) 588-7900 to receive updates.

*The Resident shall, at all times, fully indemnify, hold harmless, and defend the Village of Niles and their officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of use of the Farm on Franks program and/or the plots, or any other matter arising from or out of under the Farm on Franks Program by the Village of Niles and its employees, or because of any act or omission, neglect or misconduct of the Village of Niles, its employees and agents or its subcontractors including.*

*The plots are provided in "as-is" condition; the Village of Niles does not make representation or warranties of the condition of the soil or plots or suitability for the resident's intended use.*

### **Registration for the lottery will end at 5:00 p.m. March 18, 2022**

The Lottery will work as follows:

1. The Farm on Franks' lottery process opens January 3, 2022 at 9:00 a.m.
2. Turn in your Community Garden Application Form (either in person or via email) with proof of Niles residency by providing a copy of photo identification, or two bills, with a current Niles address by the March 18 deadline at the Village of Niles Village Hall, 2<sup>nd</sup> Floor (open Monday-Friday 8:30 a.m.-5:00 p.m.).
3. Upon receipt of your Application Form and proof of residency, you will be entered into the lottery registration system.
4. The final deadline for applications is 5 p.m. on March 18, 2022.
5. After March 18, plots will be assigned and emails (or letters if no email is provided) will be sent to residents notifying them of the plot number that has been assigned.
  - Garden plot selection will begin in lottery order until all available garden plots are assigned.
6. Lottery recipients will have until the end of business day April 1 to respond and return payment of \$25 (R) or \$30 (NR) and signed Garden Plot Agreement to the Village of Niles.
7. If you do not pay for your plot by April 4, 2022, the plot will go back to the lottery pool.

## Important Dates

- January 3 – Lottery process opens.
- March 18 – Completed Garden Plot Application and Agreement Form must be turned into the Village for entry into the lottery.
  - Returning gardeners will receive the same plot. New gardeners will be placed on the waitlist.
- April 1 – Garden plots open, weather permitting.
- April 1 – \$25 (R) or \$30 (NR) plot fee due to the Village of Niles.
- June 1 – Garden plot must be started or it may be forfeited and reassigned. The assigned gardener will be notified and must respond within 48 hours. Failure to do so may result in the reassignment of the garden plot and no refund of monies paid will be issued.
- April 1 through October 31 - Happy Gardening!
- October 31 – Last day to remove any produce or belongings from your garden plot, except winter crops to ensure soil stability.

## Waitlist

Because gardening is popular, the Village may need to maintain a waitlist of potential new garden plot renters.

- Applicants who were not drawn during the lottery process will be put on a waitlist.
- Those on the waitlist will be re-entered into a first lottery for plots which become available the following year.
- If the lottery winner refuses the plot, he/she will be removed from the waitlist and must reapply during the application period.
- Renters who have not renewed or whose plots have been revoked must reapply during the application period.

## Frequently Asked Questions

*Q: What if I submit my Community Garden Application Form late or miss the lottery?*

A: If your application to enter the lottery is received after 5:00 p.m. March 18, 2022, it will be too late to enter your name for the 2022 growing season.

*Q: How much does a garden plot cost?*

A: \$25 for Niles Residents, \$30 for Non-Residents.

*Q: How many garden plots can I have through the lottery system?*

A: One garden plot per household address.

*Q: How do I pick which garden plot I want?*

A: Choose your plot number based on the map provided on the Community Garden Application Form. You can select up to three plots you prefer. If your plots have already been assigned in the lottery process, you may be assigned a different plot.

*Q: How will I know which garden plots are available for the 2022 growing season?*

A: All plots are available, however returning gardeners do have first pick for the SAME garden plot they had the year prior. A map can be found on the webpage: [www.vniles.com/farmonfranks](http://www.vniles.com/farmonfranks).

*Q: How many garden plots are available for the 2022 growing season?*

A: 27 plots are available in 2022. Returning gardeners have first priority to renew their garden contract. Availability is dependent on the number of non-renewed garden plots.