

Philadelphia Orchard Project COMMUNITY PARTNER CHECKLIST

POP provides its community partners with orchard design assistance, sourcing of plant materials, help with event organizing, and training in orchard care. The community partner is responsible for all ongoing care of the orchard as well as distribution of the harvest. **The following qualifications must be completed by the applicant group prior to acceptance as a POP community partner:**

Stage 1: Partnership Requirements

- ___ Submit a completed POP Community Partner Application form
- ___ Provide proof of long-term legal access
- ___ Clear the site of all trash, rubble, and tall weeds
- ___ Show convenient water access, protection from vandalism, and soil test results
- ___ Submit petition sheet showing support from at least 25 community members
- ___ Have at least two people from your group attend a POP orchard care workshop or equivalent educational opportunity
- ___ Have at least two people from your group participate in a POP planting or orchard work day event at another location
- ___ Complete a POP Memorandum of Understanding (an agreement defining partner roles and expectations) signed by both community partner and the property owner

All stage 1 requirements must be completed no later than February 1 for spring plantings and August 1 for fall plantings. After completion of Stage 1 requirements and acceptance as a POP orchard partner, POP staff will work with the partner group on the following preparations for planting:

Stage 2: Planting Preparations

- ___ Finalize the orchard design and hold a community meeting with POP staff to discuss plans for the orchard
- ___ Agree on relative share of the costs between the partner group and POP for the orchard installation on a sliding scale
- ___ Obtain all necessary tools and supplies for long-term orchard care including hoses, hand pruners, hand saw, wheelbarrow, shovels, rakes, trowels, and gloves
- ___ Acquire all necessary equipment and supplies for soil prep and planting including compost and mulch, carboard for sheetmulching, and any additional tools and supplies needed for volunteers
- ___ Set a planting date with POP and inform volunteers from your community about the orchard installation and how they can be involved

NOTE: POP is available to assist the partner as needed in every aspect of this process. Orchard planting costs are shared on a sliding scale of need.