Agricultural Urbanism Toolkit

Application Deadline: March 1, 2015
**Agricultural Urbanism Toolkit Program**

The Iowa State University Community Design Lab’s Agricultural Urbanism Toolkit is moving into its second year with support from a Marketing and Food Systems Initiative Grant through the Leopold Center for Sustainable Agriculture. The Toolkit is a process that promotes holistic food systems through public design that engages community leaders in an effort to collaborate and connect the unique assets of each community. This program identifies agricultural urbanism tactics (shown below) based on existing conditions and community feedback to promote local food system revitalization in communities while also creating dynamic and multi-functional public spaces.

List of Agricultural Urbanism Tactics: 2014:

<table>
<thead>
<tr>
<th>Backyard Gardens</th>
<th>Restaurants</th>
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<tr>
<td>Faith Gardens</td>
<td>Public Markets</td>
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<td>Community Gardens</td>
<td>Food Trucks</td>
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<td>School Gardens</td>
<td>Farmers Markets</td>
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<td>Community Supported Agriculture</td>
<td>Food Hubs</td>
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<td>Public Edible Landscapes</td>
<td>Shared-Use Kitchens</td>
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<td>Urban Farms</td>
<td>Food Enterprise Center</td>
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<td>Rural Farms</td>
<td>Education Centers</td>
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<td>Processing Facilities</td>
<td>Food System Policy Council</td>
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**The Agricultural Urbanism Toolkit program:**
- Helps communities effectively explore existing infrastructure for new local food opportunities
- Integrates multiple scales of design for local food production, health and sustainability
- Assists in creating partnerships within the community between new and existing networks of agricultural urbanism programs
- Creates a model for local food stakeholders to determine priorities for a successful local food system
- Implements agricultural urbanism tactics systemically to connect existing physical infrastructure and new tactic opportunities

**What is Agricultural Urbanism?**

The toolkit is a process that helps to identify assets and limitations in communities regarding local food systems in order to develop design strategies to improve access to local food. It incorporates various scales of agricultural urbanism tactics including gardens, public-edible landscapes and food hubs. The Community Design Lab (CDL) works in three stages to ensure success in each community:

- **First Year:** Community Capacity
  - The first year’s focus is on community capacity: Connecting local stakeholders to establish a unified vision for local food system development. This year the steering committee will create a vision for the local food system, understand the existing conditions, host a public meeting to receive community feedback on tactics, and determine priorities to move forward into implementation in year two and three. This is an inclusive project; diverse partnerships are encouraged.

- **Second year: design development + implementation**
  - The second year will move the prioritized tactics into implementation. The tactics represent short, medium, and long term goals that have high impact in, and are chosen by the community. Throughout the year the CDL works with the steering committee to design and implement tactic projects. Projects can include design and implementation of gardens or orchards as well as business plans, surveys, and marketing plans.

- **Third year: implementation**
  - The third year will continue to work on medium and long term tactic implementation as well as new opportunities due to the success of the 2nd year implementation. Similar to the second year, project implementation can take many forms depending on the needs of the community. This year will be based on the needs of the steering committee to move projects forward.
What support is provided?
The CDL provides structured facilitation during the community capacity phase in the first year. Once tactics are determined through community capacity meetings, a multi-disciplinary team at the CDL provides design assistance during the second and third years to move conceptual ideas into design development and set directions for implementation. In addition, the CDL has a background in grant-writing and research-based community design practices.

What contributions are expected from the community?
Communities selected (specific for year selected) for the Agricultural Urbanism Toolkit program agree in writing to commit to a fee as well as create a steering committee.

Fees:
2015: $2,000/ year for two years; third year partnership cost TBD
2016: $5,000/ year for two years; third year partnership cost TBD
2017: TBD

Create a steering committee that represents the community. This committee must include at least one local government partner, one local producer, and one local food system stakeholder (i.e. Local Food Coordinator, ISU Extension Field Specialist, Regional Food System Working Group member, etc.). Other members of the steering committee can include city or county planners, business owners, economic development staff, active community residents, etc.

The steering committee will meet quarterly during the first year and will have monthly phone calls and quarterly in-person meetings during the second year. In addition, at least 5 members of the steering committee must attend a full day event at the end of the year to share their experiences with other participating communities. The steering committee will work closely with the CDL to plan meetings and advertise one local open house per year. The committee maintains an active role in creating meaningful community participation by creating an inclusive environment. This includes keeping the media informed of program developments, committee activities and other processes.

What products does the community receive?
The steering committee will receive a copy of the Agricultural Urbanism Toolkit Manual with handouts on all tactics. They will receive quarterly project reports as well as an annual report detailing next steps in project development. The quarterly reports will reflect the quarterly steering committee meetings and next steps. In the second year, the community will receive design documentation of proposed tactics. Implementation strategies will also be developed and communicated for each tactic. All products will be available electronically after the process is completed.

Who Should Participate?
All Iowa communities are eligible to participate in the Agricultural Urbanism Toolkit program. Priority will be given to communities interested in improving existing income and health disparities in their communities and/or improving access to local food through economic development and sustainable design. The CDL is particularly interested in working with diverse scales of communities located in different areas around Iowa. Volunteers, government representatives, non-profit organizations and all local food stakeholder groups are strongly encouraged to work in cooperation with one another for successful completion of the Agricultural Urbanism Toolkit program.

Communities that are interested in making enhancements to their local and regional food systems may benefit from the Agricultural Urbanism Toolkit program. To qualify for funding, your community must be interested in two or three tactics listed on the first page.

More information about the Agricultural Urbanism Toolkit program, manual, and examples of past projects are available at [http://research.design.iastate.edu/communitydesignlab/](http://research.design.iastate.edu/communitydesignlab/) under “Projects.”
Deadline
Completed applications are due online or postmarked by March 1st. Application pages should not exceed 8.5 x 11 inches in size.
Selections will be announced by April 1st, with programs beginning in May.
Send a paper application to:
Attn: Courtney Long
ISU Community Design Lab
2321 N Loop Drive
Suite 121
Ames, IA 50010
Alternatively, applications may be submitted electronically in PDF format to: court7@iastate.edu or online at http://research.design.iastate.edu/communitydesignlab/news-events/
Agricultural Urbanism Toolkit Application

Please read the entire Agricultural Urbanism Toolkit application before completing. Your completed application will include four parts: this cover sheet, a list of steering committee members, a narrative description about your community, and the original copy of the community agreement signed by all committee members. Detach this sheet and use it as the cover for your typed narrative. Send your completed original application to the Iowa State University Community Design Lab by March 1st or submit online at http://research.design.iastate.edu/communitydesignlab/news-events/

If you have questions please contact Courtney Long, ISU Community Design Lab Design Fellow, at 515.294.2213, or court7@iastate.edu

A. Applicant Community ____________  County ____________  Population ____________

B. Letter of commitment for providing $2,000 cash match

Steering Committee
C1. Attach a list of the members of the steering committee. There must be a minimum of eight members, but more than eight are strongly encouraged. The steering committee must include at least one local government partner, one local producer, and one local food system stakeholder (i.e. Local Food Coordinator, ISU Extension Field Specialist, Regional Food System Working Group member, etc.). Special considerations will be given to applicants who recruit youth and other unique partners for the steering committee. Be sure to include committee members’ names, addresses, occupations, affiliations, phone numbers, email addresses and interests in the program.

C2. Attach a letter of support for the Agricultural Urbanism Toolkit program from a local government partner.

Narrative Description
Address the following issues in your narrative: (Questions to consider)
D1. Why do you think your community is ready for this program? What are the existing conditions of the local food system? Are there particular goals for the future? Describe how local food systems enhance or detract from the local quality of life. Do they provide an identity for the community? What improvements are needed? What are the critical issues with respect to the food system and what are the future opportunities?

D2. Describe how the steering committee will help contact community members to participate in the process and how the local government, such as the city council, mayor, city clerk, city or county planners will be informed and invited to participate.

Statement of Assurances and Agreement

To the best of my knowledge and belief, those listed as participants are committed to fulfill their responsibilities as participants in the process if we are accepted as an Agricultural Urbanism Toolkit community. This application has been duly authorized by the government participant with full understanding of the program requirements.

__________________________  ________________________
Signature of committee lead/contact person  date

__________________________  ________________________
Signature and title of government partner  date
Agricultural Urbanism Toolkit Program Agreement

Terms
Final acceptance to participate in the Agricultural Urbanism Toolkit Program is contingent upon the submission of the partnership agreement signed by your community steering committee members. By submitting the signed agreement, your committee is agreeing to the responsibilities of the program partners, which are outlined in the following section. A copy of the agreement must be given to each steering committee member. After reviewing this agreement, the primary contact person, the local government partner and each steering committee member must sign in the space provided on the last page. Return the original signature page with your application and retain a photocopy for future reference.

Partner Contributions
In addition to the roles and responsibilities described below, CDL also contributes other services as in-kind contributions. These services include the following:

- Travel and expenses for Iowa State team
- Field staff support
- Editorial and technical support
- Design support

A. Iowa State University Community Design Lab
- Funds facilitation and staff support
- Funds design services and costs associated with the production of design products
- Supports coordination and reporting required for the Marketing and Food Systems Grant through the Leopold Center of Sustainable Agriculture
- Provides program coordination and content
- Coordinates communication between steering committee partner organizations
- Directs the production of the inventory and conceptual design plans
- Facilitates the planning and community capacity process leading to the development of a design plan and implementation of prioritized projects
- Assists the community with the identification of potential funding sources
- Provides reporting of local meetings to partners through communication with the contact person for the steering committee

B. Community Steering Committee
- Establishes a steering committee that represents the whole community (including a local government partner, producer(s), and a stakeholder in local food systems- i.e. Local Food Coordinator through ISU Extension, Regional Food System Working Group, etc.). If some sectors of the community are missing, then the committee recruits additional members as appropriate.
- Contact person provides notes to the larger steering committee and details about meetings
- Phase commitments:

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<th>First Year: Community Capacity</th>
<th>Second year: design development + implementation</th>
<th>Third year: implementation</th>
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<td>Phase 1: Commits to attending 4 steering committee meetings in person, one open house meeting with the general public, and working to generate partnerships and community capacity throughout the year to be inclusive of diverse partners within the community</td>
<td>Phase 2: Commits to attending 4 meetings, and at least one “tactic” meeting/month via phone or skype and working... over a year long period to continue to build the tactics determined by the community and move tactics into implementation</td>
<td>Phase 3: Dependent on community commitment, partnership can continue to expand and implement medium and long term tactics. The third year will also assist the community in moving forward on implementation separate from CDL.</td>
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- Works closely with ISU CDL to plan and advertise meetings during the process - including media releases to keep media informed of program development and committee activity.
- Maintains an active role in fostering meaningful community participation. Involves others in the inventory and goal setting processes. Involves a broad range of local residents in open house.
- Attends the Agricultural Urbanism Toolkit annual event and celebration in the winter. This day-long event offers a chance to provide feedback on the process and designs. Committee members will also learn from additional communities participating in the Agricultural Urbanism Toolkit Program.

**Acceptance of Agreement Terms**

We understand the responsibilities of the Agricultural Urbanism Toolkit Program, including partnership with the Iowa State University Community Design Lab and our community steering committee. We agree to work cooperatively with the program partners and will fulfill the steering committee responsibilities.

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<th>Date:</th>
<th>Community Name:</th>
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**Committee Primary Contact Person:**

(Printed name) (Signature)

**Local Producer Partner:**

(Printed name) (Signature)

**Local Government Partner:**

(Printed name) (Signature)

**Local Food Coordinator or ISU Extension affiliate:**

(Printed name) (Signature)

**Committee Member Signatures:**

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