

**Contact our office with questions or to make arrangements regarding these policies. Emailing [info@growinggardens.org](mailto:info@growinggardens.org) is preferred, or you can call our office phone number at (303) 443-9952.**

### **Community Gardens-**

-Plots that are voluntarily relinquished and notification given to Growing Gardens before April 1 will be refunded half of the plot fee, and the full water fee. No refunds are given after April 1.

-Plots, including the community garden plot fee and water fee (if applicable), must be paid in full at the time of registration.

-If you cannot pay your plot fee at the time of registration, please contact Growing Gardens to request a payment plan.

- Gardeners may apply for a reduced rate plot fee if they are eligible. Eligible gardeners need to ensure they review and complete the registration page correctly to indicate their registration is for a reduced rate. Any new gardeners who are eligible and would like to register for a plot at the reduced rate must take the following actions-

1. Select the size of plot you would like to register for (some gardens only have one plot size). First go to the "Garden Plot" section. Next, click the "up" arrow to increase the quantity from 0 to 1 in the plot size you want. The form will now show you an amount due.
2. Enter the Coupon Code listed at the top of the specific garden registration page. Enter the correct coupon code for the plot size you are registering for. Enter the code in the Coupon field where it says "Enter Coupon Code. Make sure you click the "Apply" button after typing the code. Once the coupon code is applied correctly, the amount due will now show the Reduced Rate price. Only Gardeners that qualify for the reduced rate should use this coupon code.
3. You must **provide verification paperwork** to show that you qualify for the reduced rate according to the Boulder County AMI Index. Gardeners with an income level that falls into the Low, Very Low, or Extremely Low-income brackets in the Boulder AMI Index are eligible for the Reduced Rate pricing. Gardeners that received certain public benefits are also eligible.

Examples of verification paperwork include: copy of Medicaid card, proof of TANF eligibility, copy of SNAP card, proof of residence in public housing, or proof of disability (SSI, SSDI, or letter from an agency or physician). Gardeners not receiving these public benefits may also submit a paystub to verify income falls within the Low, Very Low, or Extremely Low-income bracket of the Boulder AMI index.

Paperwork can be emailed to [info@growinggardens.org](mailto:info@growinggardens.org), or mailed to the Growing Gardens office: 1630 Hawthorn Ave, Boulder, CO 80304. (Please also send an email or call saying the paperwork is on the way.). **This information needs to be submitted to Growing Gardens within 7 days of registration. If verification paperwork is not received, an invoice for the remaining balance of the full plot fee will be sent.**