



## Community Garden Permit Fees Financial Assistance Application

Dear Santa Monica Community Gardener:

The Financial Assistance package for participation in Santa Monica Community Garden Programs is now available. A completed application for Financial Assistance is required on an annual basis and must be submitted during the annual Renewal Period or during new gardener Orientation. We are currently taking applications for quarterly funds available July 2023 – June 2024. Incomplete applications will not be accepted. This includes the submission of copies of required documentation verifying identification, residency and income.

Approved Financial Assistance applications are subject to a \$150 cap per resident, per calendar year. The cap applies to the discounted portion of the Community Garden Permit Fees. Financial Assistance is available on a financial year basis with quarters beginning in July and ending in June (Jul-Sep, Oct-Dec, Jan-Mar and Apr-Jun). Funds are applied towards the cap based on the date you enroll.

For example, if you start gardening in a \$100 per year plot in July and you qualify for 50% Financial Assistance, your permit fee will be discounted by \$50. Your garden fee for the remainder of the year will be \$50. Examples based on a \$150 cap are below.

Permit Fee	Discounted Rate	You Pay
\$100	50%	\$50
\$200	75%	\$50

Financial Assistance applications Financial Assistance must be approved before payment and/or renewal. Staff cannot adjust payments or apply discounts retroactively. If you wish to be considered for Financial Assistance, please complete the application and return it together with any supporting documentation by mail, email or in person to our office listed below.

Office of Sustainability & the Environment  
 Community Garden Program - 3rd Floor  
 1685 Main Street  
 Santa Monica, CA 90401  
 tel: 310.458.2213  
 email: [gardens@santamonica.gov](mailto:gardens@santamonica.gov)

Please contact us if you have any questions.

Sincerely,  
Santa Monica Community Gardens Program

City of Santa Monica  
2023- 2024

Application for Financial Assistance for Community Garden Permit

Financial Assistance for Community Garden Program is offered by the City of Santa Monica's OSE. A new application for financial assistance is required on an annual basis. Incomplete applications will not be accepted and will be returned to the applicant.

SANTA MONICA RESIDENTS: Assistance is available for residents who live in the City of Santa Monica. Applications may take up to two weeks to process.

SECTION A - GENERAL APPLICANT INFORMATION

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

Email: \_\_\_\_\_

SECTION B: ADULTS IN HOUSEHOLD

Income tax information must be attached for all of adults in the household. List additional adults on separate page.

Adult: \_\_\_\_\_ Relationship: \_\_\_\_\_

Adult: \_\_\_\_\_ Relationship: \_\_\_\_\_

Adult: \_\_\_\_\_ Relationship: \_\_\_\_\_

SECTION C: REQUIRED PAPERWORK

Please Include the Following (if not already provided)

\_\_\_\_\_ Verification of Identify (copy of gov't issued picture ID: driver license, passport, etc.)

\_\_\_\_\_ Verification of Address (current Utility Bill, Lease, etc.)

\_\_\_\_\_ Verification of Income (copy of submitted 2022 income taxes for all adults in household)

\_\_\_\_\_ Percentage of Fee Assistance Requested (50%, 75%, 100%)

SECTION D: SIGNATURE

By signing below, I declare that all information provided in this application is accurate and true.

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Income Scale

# of persons in household	2	3	4	5	6	7	8	
Income Up To	50,450	56,750	63,050	68,100	73,150	78,200	83,250	Level 1
	50,451- 80,750	56,751- 90,850	63,051- 100,900	68,101- 109,000	73,151- 117,050	78,201- 125,150	83,251- 133,200	Level 2

LEVEL 0 Financial Assistance is provided to families that are homeless.

LEVEL 1 Financial Assistance is provided to families identified by HUD income levels as "Extremely Low Income" and "Very Low Income".

LEVEL 2 Financial Assistance is provided to families identified by HUD income levels as "Low Income".

Level 0	100% Assistance - Homeless
Level 1	75% Assistance
Level 2	50% Assistance

#### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Garden Record #: \_\_\_\_\_ Garden Entry Date: \_\_\_\_\_

Adjusted Gross Income per 2022 Income Taxes: \_\_\_\_\_ Household #: \_\_\_\_\_

Financial Assistance Granted (circle one):

Level 0 - 100%  
Level 1 - 75%  
Level 3 - 25%

Denied (circle reason below)

1. Income too high  
2. Insufficient Evidence  
3. Other: \_\_\_\_\_

Review By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Denied By: \_\_\_\_\_ Date: \_\_\_\_\_