

Sample On-Farm Community-Oriented Composting Site Participation Agreement

As a pre-condition to participating in the [your organization's name] project, [project name], and receiving assistance from [your organization's name], partnering farms are required to enter into a Participation Agreement (Agreement) with [your organization's name].

Within the context of the Agreement, Site Partners outline their goals, describe their existing infrastructure, particular concerns or barriers envisioned in establishing an on-farm community-scale composting site, detail their team and existing community support, and plans and resources for sustaining the site after this project ends on [date]. The Agreement is intended as an expression of intent and a commitment to work with [your organization's name] in good faith to establish a sustainable community-scale composting site.

Site Partners agree to work with [your organization's name] to establish a community-oriented composting site that will be designed in such a way as to:

- Operate under the state's regulatory community compost permit requirements.
- Ensure, to the extent feasible, that as a result of [your organization's name] training and assistance in conjunction with the Site Partner's efforts, the site is sustained and managed in such a way as to benefit the community without creating nuisance concerns.

[Your organization's name] agrees to:

1. Provide a minimum of [#] hands-on technical assistance visits to support the development and implementation of the community composting site. Technical assistance will include site design, composting options, business plan and economic models for farmers, collection and hauling options, troubleshooting, and other assistance to meet the particular needs of Site Partners. Supplemental assistance will be conducted via phone, email, or virtually.
2. Develop and deliver resources that build on and supplement the resources in the multimedia toolkit (onfarmcomposting.org). The trainings will complement the in-person visits and will be delivered through remote learning techniques (written resources, videos, and webinars).
3. Through the grant, each Site Partner will receive [\$X] for compost site development and additional supplies (e.g., compost thermometer, food scrap collection buckets, signage).

Site Partners agree to:

1. Actively participate in the project (Project Term: [Date - Date]).
2. Complete a Farm Logistics and Goals Assessment (to be distributed) with [your organization's name] assistance. This will help to identify existing infrastructure to establish community food scrap collection, feedstocks for on-farm composting, knowledge of the composting process, the key pieces of information and training needed to support the development and implementation of successful on-farm community composting, potential concerns, barriers, opportunities, and benefits, and, farmer partner goals for participating in the project.
3. Form a Compost Team (e.g., Site Partner, family members, employees), which includes a designated site manager. Provide [your organization's name] with a written list of Compost Team Members and

Site Manager. Compost Team members will be asked to participate in occasional conference calls to discuss the project, training needs, technical assistance, troubleshooting, etc.

4. As a Compost Team, work with [your organization's name] to design (or expand/improve) the compost site layout and decide upon the necessary site equipment and supplies to be purchased through the project funding (not to exceed [\$X]). Should the Compost Team, at any point during the project, decide to terminate the community composting site, all purchased items must be returned to [your organization's name] at the Site Partner's expense.
5. [your organization's name] and the Compost Team will decide jointly upon the training schedule and specifics.
6. It is expected that Compost Team members will participate in at least three Community Composting technical assistance site visits from [your organization's name].
7. Promote project training resources within your team and community, and encourage those involved with the community composting site to review the resources.
8. Agree to allow [your organization's name] to develop a case study, including photographs and short videos, of the established community on-farm composting site.
9. Participate in ongoing feedback (during site visits, by email, conference calls, or online meetings), data collection, and evaluation of the project. Compost Team members will be asked to maintain records (basic food scrap intake log, issues documentation, etc.), complete a training survey at the end of each training, and end-of-project assessment.
10. Work with [your organization's name] to ensure that the site is sustainable through ongoing maintenance and managed in such a way as to benefit the community without creating any nuisance concerns. Early in the project, [your organization's name] will work with the Site Partner/Compost Team members to establish a "Contingency and Site Closure Plan." These plans will address contingency needs for the site, such as how the site will handle weather events that may impact the site and troubleshooting issues (odor, neighbor complaints, etc.). The Site Closure Plan will outline how to dismantle the site and remove compost materials should it be deemed necessary to close the site during the term of the project or at any time after completion of the grant project. Should the site close prior to the end of the project, all grant-purchased equipment and supplies must be returned to [your organization's name].

Name, Farm Name (Site Partner)

Date

[Point person in your organization]

Date

