Donation Guide Book
2016

“We believe that everyone should have access to affordable fresh produce grown free of synthetic pesticides and fertilizers”
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About the Donation Guide

Metro Atlanta Urban Farm created the Donation Guide Book as a resource for our donors and potential donors to know what areas of the organization they can strengthen, as well as how their donated funds and products will be used. Our staff worked together to compile lists of all our needs, the types of products, brands, and estimate prices. All items listed were selected from the staff’s idea of what will best suit our organization and programs. Metro Atlanta Urban Farm is a tax exempt organization and all donations are tax deductible. Donors have the option to either donate products, funds, or purchase requested items on our behalf. The book is organized into the following categories to better assist donors:

- Building Renovations
- Farm Renovations
- Office Equipment
- Office Furniture
- Farm Tools
- Farm Supplies
- Farm Items
- Program Needs

How to Make Donations

Checks
All checks can be made payable to Metro Atlanta Urban Farm. Checks can be mailed to:

Metro Atlanta Urban Farm
3271 Main Street
College Park, GA 30337

Credit/Debit Cards
Donations via credit/debit card can be made via our PayPal account: The Metro Atlanta Urban Farm

Item Donations/Deliveries
Items can be dropped off and or deliveries can be arranged to our address listed above. Our hours of operation are Monday-Friday 9-5pm. We request that staff are notified 24 hours prior to drop offs and deliveries.

Thank You for your Generous Donation!
Programs

**NRCS Workshops**
Metro Atlanta Urban Farm conducts as well as partners with the Federation of Southern Cooperatives to host/lead workshops that provide assistance to socially disadvantaged farmers and ranchers in applying for and understanding USDA programs and benefits.

**Needs:** Wireless Rechargeable Speaker System, Laptops, Notebooks, Pens, Portable Projector/Screen, Unrestricted Funding For: Printing Cost

**Community Service**
Metro Atlanta Urban Farm offers year round community service and volunteer opportunities for individuals, schools, and organizations. We also are partnered with the City of College Park to receive court appointed volunteers.

**Needs:** Gloves, Sunscreen, Insect Repellent, Straw Hats

**Garden and Farm Installation**
Farm staff installs gardens and prepares land for farming at churches, schools, organizations, and homes.

**Special Event Property Rental**
We provide rental of the Farm inside and out to organizations, groups, and families for special events such as corporate events, family reunions, and parties.

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**Mose James III, Chairman**

Dear Current, Potential, and Future Donors,

As Chairman of Metro Atlanta Urban Farm’s Board it is with great pleasure that I write this letter to you. Metro Atlanta Urban Farm is an organization that is continually on the rise. The need for organizations like Metro Atlanta Urban Farm in our community is imperative. It is important that we continue to strive to meet our mission to reduce barriers to healthy living in urban communities by encouraging, promoting and supporting health education and fostering sustainable high-quality, low-cost agricultural production through gardening and agriculture literacy.

Because of the generosity of donors and funders, our community continues to have access to affordable fresh produce grown free of synthetic pesticides and fertilizers. Your donations whether big or small make a tremendous difference in the lives of the underserved low-income individuals and families we serve.

With your help, Metro Atlanta Urban Farm will be able to expand our programs as well as increase our capacity to serve more people. On behalf of the Board of Directors and staff I would like to thank you in advance for your donation.

Mose James III
Chairman of the Board
Dear Donors,

Metro Atlanta Urban Farm (MAUF) is making a difference in the Metro Atlanta area. We feel very strongly that we are changing our community in a positive way through urban agriculture. Over the past five years MAUF has offered: food delivery, value added classes, healthy cooking classes, farmers markets, hands-on-gardening classes, field trips/tours, community service opportunities, educational workshops, garden and farm installation, and much more.

Our local community and surrounding areas are identified as low-income and are classified as food deserts. MAUF believes that an agricultural framework is an excellent and cost-efficient tool to build dynamic communities. By working on an urban farm, residents can learn basic life skills, experience job creation, develop entrepreneurial skills, and lead healthier lives. In short, we believe agriculture is the instrument for creating economic growth and health empowerment zones.

Metro Atlanta Urban Farm believes that partnerships, networking, and collaborating with other organizations help maximize our ability to produce fresh vegetables to low-income and disadvantaged communities. We are the catalyst that connects locally grown food and educational information to our community. MAUF needs your donations in order to continue our efforts in providing crucial resources and support to Metro Atlanta. Thank you for supporting this cause.

Bobby L. Wilson, CEO
Metro Atlanta Urban Farm

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**Programs**

**Hands-On-Gardening Classes**
Classes offered to individuals and groups. Classes teach participants how to grow their own fresh vegetables on small tracks of land.

**Needs:** Gloves, Sunscreen, Straw Hats, Insect Repellent, Organic Seeds, Hand Trowels

**Farmers Markets**
During the growing season, Metro Atlanta Urban Farm participates in weekly farmers markets with the Georgia WIC Nutritional Program, local cities, and host our own farmers market at the farm.

**Needs:** Tents, Tables, Table Cloths, Tarp, Harvest Baskets, Coolers, Folding Platform Dollies, Shopping Bags, and Produce Bags.

**Leadership Training**
Free monthly leadership training program for community gardeners throughout the Metro Atlanta area. The Leadership Training consists of gardening lessons, gardening education, community activism, and outreach to the homeless community.

**Needs:** Organic Seeds, Unrestricted Funding For: Compensation of Guest/Speakers, Printing, and Refreshments.

**Food Delivery**
Metro Atlanta Urban Farm donates fresh produce and fruits to local homeless shelters. We also partner with organizations and restaurants for frequent produce delivery.

**Needs:** Organic Seeds, Shopping Bags, and Unrestricted Funding For: Fresh Produce from Local Gardens
Programs

**Value Added Products/Classes**
We have USDA Certified Food Processors on staff. Fresh produce from the farm is transitioned into a value added product for purchase. We also offer food processing classes for farmers and gardeners to learn how to preserve their produce.
**Needs:** Jars, Lids, Cooking Utensils, Seasonings/Spices

**Field Trips**
The Farm offers field trips/tours to schools, groups, and organizations. Field trips are custom designed to meet the needs of all groups. Field Trips include an agricultural lesson, activity, and a tour of the farm.
**Needs:** Markers, Paint/Brushes, Crayons, Construction Paper, Agricultural/Healthy Eating Handouts, Organic Seeds, Sunscreen, Insect Repellent, Hand Sanitizer, Mini Flower Pots, Sponsorship for Groups/Schools

**Healthy Food Preparation Classes**
Educate participants on various health issues such as obesity, diabetes, and high blood pressure; how to prepare locally grown fresh produce; and where to purchase and gain access to locally grown fresh produce.
**Needs:** Aprons, Cutting Boards, Cooking Utensils, Seasonings/Spices, Notebooks, Pens, Hot Plates, Demonstration Tables, Pressure Cooker, Cooktop Propane Stove, Extension Chords, Headset Microphone Wireless.

**Community Gardening Plots**
The community garden is 3 quarters of an acre of land with 30 plots that sits adjacent to the farm. Plots are available for rental to individuals and organizations in our community.
**Needs:** Soil, Large Display Sign,

Metro Atlanta Urban Farm

**About Us**
In 2009, Metro Atlanta Urban Farm (MAUF) was created to address the growing need of affordable food in low-income communities. We wanted to create an agricultural model that works to decrease the number of food insecure families by educating them on planting, cultivating and cooking fresh produce.

**Mission**
Our mission is to reduce barriers to healthy living in urban communities by encouraging, promoting and supporting health education and fostering sustainable high-quality, low cost agricultural production through gardening and agriculture literacy.

**Current Operating Programs**
- Food Delivery
- Garden & Farm Installation
- Value Added Production/Classes
- Leadership Training Meetings
- Farmers Markets
- Field Trips/Tours
- Hands-On-Gardening Classes
- Community Garden Plots
- Healthy Food Preparation Classes
- NRCS Workshops
- Special Event Facility Rental

**Highlights**
April 18th 2012 Bobby Wilson Appreciation Day
Main & Virginia Business District Business of the Year 2010
Dedication to Service Atlanta Community Food Bank 2015
Soul Food Museum Hall of Fame 2015
### Building Renovations

**Interior**

**Windows**
31 Blinds/Installation: $1,900.00

**Paint Walls**
Supplies/Materials: $700.00  
Labor: $1,500.00

**Install Dishwasher**
Dishwasher: $600.00  
Labor: $150.00

**Commercial Sink (Three Compartment)**
Supplies/Materials/Sink: $1,250.00  
Labor: $300.00

**Door Repairs**
Supplies/Materials: $250.00  
Labor: $150.00

**Exterior**

**Paint House**
Supplies/Materials: $1,200.00  
Labor: $4,000.00

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**Total Price: $12,000.00**

### Farm Items

**Storage Locker**
For farm staff and volunteers to safely store items while out in field.

- Quantity: 1
- Price: $680.00
- Type: Safco® Storage Lockers, 6-Box, Bank Of 3

**Picnic Tables**
For additional seating in farm.

- Quantity: 4
- Price: $2,000
- Home Depot: 64-3/4 in. x 66 in. Picnic Patio Table, Model# PIC65

**Tables**
Replace old damaged tables and add additional tables for events.

- Quantity: 8
- Price: $1,960.00
- Type: 6, Palm Springs 6 Foot Portable Plastic Banquet Table WHITE - Folds in Half; 2, Lifetime 60" Round Stacking Table (Set of 4)

**Chairs**
Additional chairs for farm events.

- Quantity: 5
- Price: $670.00
- Type: Lifetime Classic Commercial Folding Chair, Set of 4
**Farm Equipment/Items**

**Ice Maker**  
Cut down farm’s expenses on ice purchased for farmers markets and for use at farm events.  
Quantity: 1  
Price: $2,800.00  
Type: Maxx Ice 460-lb Capacity Ice Maker (Stainless Steel), Model #MIM452B

**Cooler**  
Replace old damaged coolers and add additional coolers.  
Quantity: 4  
Price: $300.00  
Type: IGLOO 150 Quart Maxcold cooler

**Wagon**  
Assist farm staff with transporting materials and supplies.  
Quantity: 2  
Price: $150.00  
Type: Folding Wagon 150lb Compact Storage

**Tents**  
Replace farm’s old damage tents that are used at farmers markets and farm events.  
Quantity: 5  
Price: $2,400.00  
Type: 1, 20 ft. x 20 ft. Green/White Party Tent with Enclosure Kit/Windows; 4, Shelter Logic Celebration Canopy 4-Leg (12’ x 12')

**Farm Renovations**

**Green House Repairs**  
Supplies/Materials: $900.00  
Labor: $500.00

**Barn Repairs**  
Supplies/Materials: $800.00  
Labor: $250.00

**Storage House/Caretakers Repairs**  
Paint/Repairs: $500.00  
Labor: $200.00

**Outside Bathroom**  
Supplies/Materials: $200.00  
Labor: $125.00

**Walk-In Cooler**  
Supplies/ Materials: $12,000.00  
Installation: $400.00

**Expansion of Parking /Pave Driveway**  
Asphalt/Materials: $5,000.00  
Labor: $1,000.00

**New Fencing/Gates on Property**  
Supplies/Materials: $2,800.00  
Labor: $1,200.00

**Pavilion/Gazebo**  
Gazebo: $4,500.00

**Total Price: $30,375.00**
Office Equipment

**Laptop Computers**
For part-time staff and interns, for staff use while traveling and attending off site meetings, and for workshops.
Quantity: 3
Price: $3177.00
Type: EliteBook Folio 9480m

**Printer/Scanner/Copier/Fax Machine**
An all in one printer, scanner, copier, and fax machine for two offices.
Quantity: 2
Price: $856.00
Type: HP Laser Jet Pro 400 MFP

**Desktop Computer**
For staff, part-time staff, and interns.
Quantity: 3
Price: $2,220.00
Type: HP Slimline 410-010 Desktop Computer 4th Gen Intel® Core™ i3 Processor; 3, HP 27vx 27-inch LED Backlit Monitor

**Paper Shredder**
For all offices use.
Quantity: 1
Price: $30.00
Type: Royal Sovereign JS55 Shredder with Basket

Farm Supplies/Equipment

**Film**
To replace old film on hoop houses and have an additional supply for later use.
Quantity: 1
Price: $530.00
Green House Mega Store: 48’X 110’Clear Overwintering Film, 5mil, SKU GF-5MC

**Gauge Wire**
For tying fences and gates.
Quantity: 1
Price: $75.00
Tractor Supply: Gallagher 14 Gauge XL Aluminum Wire, 1320 ft., SKU #360873499

**Dry-Erase Board**
To assist with farm staff communications and daily duties.
Quantity: 1
Price: $320.00
Type: Quartet® Dry-Erase Board With Anodized Aluminum Frame, 48" x 96", White Board, Silver Frame

**Two-Way Radios**
Assist farm staff with communicating with office staff while out in the farm.
Quantity: 2
Price: $280.00
Type: 2, Uniden GMR5099-2CKHS Two-way Radio
**Farm Tools/Supplies**

**Bench Grinder**  
Help farm staff keep up with the maintenance of tools.  
Quantity: 1  
Price: $70.00  
Harbor Freight Tools: 6” Bench Grinder, #39797

**C-Clamp**  
Maintenance of tools.  
Quantity: 10  
Price: $90.00  
Harbor Freight Tools: 4” Industrial C-Clamp, #62137

**Tree Shedder**  
To create our own supply of wood chips for farm picnic/sitting area.  
Quantity: 1  
Price: $750.00  
Chippers Direct: Earthquake (3”) 206cc Chipper / Shredder With Briggs & Stratton Engine, Model 9060300

**Lawn Mower**  
To replace old lawn mower.  
Quantity: 1  
Price: $4,060.00  
Mowers Direct: Cub Cadet Z-Force ZF LZ48KW (48") 24HP Kawasaki Zero Turn Mower, Model 17BIDAGB010

**Office Equipment/Furniture**

**Projector/Screen**  
To be used for meetings, workshops, and classes in our workshop room.  
Quantity: 1  
Price: $750.00  
Type: Quartet® Wall/Ceiling Projector Screen, 96" x 96" and Epson® VS230 SVGA 3LCD Projector

**Camera**  
For better marketing of our produce, events, and programs.  
Quantity: 1  
Price: $1,099.00  
Type: Nikon Inc. D5500 2-Lens Kit

**Security System**  
Monitor the office and property to insure safety.  
Quantity: 1  
Price: $750.00  
Type: Lorex LHV10082TC8PM 720p 8-Camera Security System with 2TB DVR

**Desk**  
Replace old desk in main office and add desks for part-time staff and interns.  
Quantity: 5  
Price: $3,880  
Type: 1, Bush® Bennington L-Shaped Desk, 30 1/2"H x 66 1/8"W x 71 1/4"D; 3, HON® Metro Classic Double-Pedestal Desk, 60” x 30”; 1 Via Credenza with Hutch, 59.5"W x 23.5"D x 68.75"H
Office Furniture

**Desk Chairs**
Replace old chairs and add new chairs for additional staff.

- Quantity: 5
- Price: $1,110
- Type: Realspace® Calusa Mesh Mid-Back Chair

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**Side & Guest Chairs**
Replace old chairs and add new chairs in offices for visitors and guests.

- Quantity: 8
- Price: $1,480.00
- Type: Office Star™ Work Smart Faux Leather Guest Chair, Black/Cherry

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**Desk Lamp**
For intern/part-time staff desk located in meeting room.

- Quantity: 1
- Price: $40.00
- Type: Realspace® High Performance Desk Lamp, 23”H

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**Conference Room Chairs**
New chairs for staff/board meeting room.

- Quantity: 8
- Price: $350.00
- Type: WorkPro® 15000 Series Big & Tall High-Back Chair

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Farm Tools

**Cultivators**
Replace old cultivators and add additional ones.

- Quantity: 4
- Price: $250.00
- Corona Tools: Forged Cultivar, CV 70004-4 Prongs

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**Utility Tools**
The Farm is in need of a post driver.

- Quantity: 1
- Price: $150.00
- Corona Tools: Post Driver, UT 67002

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**Wheelbarrow**
Replace old damaged wheelbarrows.

- Quantity: 2
- Price: $500.00
- Corona Tools: Heavy-Duty Contractor Wheelbarrow, WB 2706

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**Hedge Shears**
Replace old hedge shears as well as add additional ones.

- Quantity: 4
- Price: $330.00
- Corona Tools: Forged Head Shears, HS 6960
**Farm Tools**

**Garden Labels**
Replace old garden labels.

Quantity: 1 pack  
Price: $35.00  
Hoss Tools: Wooden Garden Labels, 100 pack, HGL110L

**Potting Bench**
To provide a proper work station for potting and garden prep.

Quantity: 3  
Price: $700.00  
Hoss Tools: Potting Bench MGP431

**Forks**
Farm currently has no forks.

Quantity: 9  
Price: $620.00  
Corona Tools: 2, Manure Fork, FK 72065-5 Tines; 4, Forged Spading Fork, FK 70000-4 Tines; 3, FK 72005-5 Tines,

**Rakes**
To replace old rakes and add additional rakes to accommodate large volunteer groups.

Quantity: 7  
Price: $350.00  
Corona Tool: 2, 24” Aluminum Landscape Rakes, RK 61061-24 Tines; 2, Aluminum Landscape Rakes, RK 61063-30 Tines; 3, 19” Fixed Tine Leaf Rakes, RK 62001-25 Tine

**Office Furniture**

**Conference Room Table**
New table for staff/board meeting room.

Quantity: 1  
Price: $230.00  
Type: Lorell® Essentials 87000 Oval Conference Table, 29 1/2"H x 72"W x 36"D

**Book Cases**
For main office to store organization books and program materials.

Quantity: 2  
Price: $400.00  
Type: Bush Business Furniture Components 36" Wide

**File Cabinets**
Additional space to store important files and documents.

Quantity: 5  
Price: $2,225.00  
Type: 2 HON® Brigade® 600 Series Lateral File, 4 Drawers, 53 1/4"H x 42"W x 19 1/4"D; 3 HON® 310-Series 4-Drawer Letter File

**Storage**
Additional space to store supplies and materials.

Quantity: 4  
Price: $2,270.00  
Type: 2, Tennsco Black Jumbo Storage Cabinet - 48" x 18" x 78"; 2, Tennsco Full-Height Standard Storage Cabinet, 72"H x 36"W x 18"D; 2, Realspace® 42" Steel Storage Cabinet With 2 Adjustable Shelves, 42"H x 36"W x 18"D
**Field Hoe**
To replace damaged field hoes.
Quantity: 4
Price: $185.00
Hoss Tools: Field Hoe, HFH032

**Axes**
Replace old axes.
Quantity: 4
Price: $460.00
Hoss Tools: 2, Velvicut 36” Dayton, HVC999; 1, Velvicut Hudson Bay, HVC337; 1, Velvicut 28” Dayton, HVC997

**Machetes/Accessories**
Replace old machetes for better quality machetes.
Quantity: 6 + 2 accessories
Price: $226.00
Hoss Tools: 2, 26” Viking, HVM274
Corona Tools: 1, 18”, MA 60041; 3, 22” MA 60042; 1, Machete Scabbard 18” AC 7310; 1, Machete Scabbard 22” AC 7330

**Garden Seeder**
Replace old garden seeder with new better quality seeder.
Quantity: 1
Price: $350.00
Hoss Tools: Garden Seeder, HGS051

**Wheel Hoe**
To assist farm staff with weeding and etc.
Quantity: 2
Price: $420.00
Hoss Tools: Single Wheel Hoe, SWH65

**Loppers**
To replace old loppers and add additional loppers.
Quantity: 4
Price: $350.00
Hoss Tools: 2, 32” Loopers, HTL032; 2, 36” Loppers HTL036

**Pea Fence**
To replace old damaged fences.
Quantity: 5
Price: $150.00
Hoss Tools: Pea Fence, HF5731

**Harvesting Bucket**
Better assist farm staff and customers with picking fruits and vegetables.
Quantity: 4
Price: $130.00
Hoss Tools: Over-the-Shoulder Harvesting Bucket, HCB599