

# NEIGHBORHOOD DESIGN CENTER

## *Application for Project Assistance*



- *Please type your answers to the following*
- *Extend spacing as necessary but do not exceed 5 pages.*
- *Note if an item is not applicable*
- *For some items you may wish to provide attachments*

### **APPLICANT ORGANIZATION:**

Name of Organization:

Address:

Website:

Name, telephone number, and email of primary and secondary contacts for applicant organization:

(1)

(2)

Briefly describe your organization's mission, service area, and recent accomplishments:

Organization type: \_\_\_ Not-for-profit      \_\_\_ 501(c)(3)

Years in operation:

Annual budget:

How many volunteer members does your organization have?

How many paid staff members does your organization have?

**PROJECT DESCRIPTION:**

Site address and zip:

Describe the project: Include type and purpose of project (i.e community open space, building renovation, etc), how you would like NDC to assist, the need for the project, who will be served, and what benefit it will provide to the neighborhood or community.

Site size (i.e., sq. ft.), boundaries, and existing site characteristics:

***Attach clearly labeled photos and/or plan(s) of the project site, building, etc.***

Do you have site control?  We own  We lease  
 Other (describe):

**APPLICANT READINESS**

Describe what work has been done to date for this project:

Partnerships that you are forging as part of this project:

Your City Council district and Representative name:  
What discussions have you had with her/him about your project?

Your Community Planner:

What discussions have you had with her/him about your project?

Which representatives of other City Departments/Agencies have you spoken with about your project?

Have you established a project budget?  Yes  No

Estimated budget:

When do you want to begin construction of this project?

Have you begun fundraising for this project?  Yes  No

Describe your fundraising plan, including amount raised to date and current and prospective sources of funding:

**Do you have any fundraising deadlines? If yes, with whom and when?**

**SUMMARY & AGREEMENT:**

*Please check below to indicate that you have read and understand the following information:*

- \_\_\_ A nominal administrative fee (\$300 - \$1,000) is requested on all projects and is assessed on a sliding scale based on the size of the project and the applicant organization's ability to pay. The fee is not due upon application nor before NDC begins its assistance.
  
- \_\_\_ The applicant organization is required to complete a "Client Survey" upon completion of the project. The survey is used to evaluate NDC's services and is important for our grant reports and general improvement of services.
  
- \_\_\_ News releases or publicity related to our work must credit the Neighborhood Design Center and include the name of NDC volunteer(s) in news articles or publicity events that feature their work. Also, the applicant organization is responsible for keeping NDC informed of the project's milestones so that we may keep our volunteers informed of the impact of their efforts. NDC should be notified upon receipt of construction/implementation funding and informed in advance, and its representatives invited to attend, any groundbreaking, grand opening, or other project event.
  
- \_\_\_ NDC's drawings are intended to provide conceptual information and to assist design and planning. Architectural and engineering drawings are limited to conceptual design and are not intended, nor should they be used for construction. Neither NDC nor its volunteers assume responsibility or liability for the technical accuracy of drawings, nor for any unauthorized use.

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**Sponsor Signature**

**Name Printed**

**Date**

**III. Project Commitment**

We the undersigned will be involved in the efforts of \_\_\_\_\_ (name of applicant organization) to plan and develop \_\_\_\_\_ (name /type of project). If this project is chosen for design assistance by the Neighborhood Design Center (NDC), we will recruit a volunteer(s), participate in planning meetings, conduct site visits, provide outreach to community / organization members, and coordinate as needed with other partners or agencies. (Six - eight signatures are required; more may be provided.)

#	Name	Affiliation (relation to the project)	Phone # and e-mail	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				