



# *Community Design Works!*

## A Program of the Neighborhood Design Center

The Neighborhood Design Center's *Community Design Works!* (CDW!) is designed to provide local communities and non-profit organizations with design and planning services for site-specific conceptual design projects that support and complement broader community revitalization efforts. *CDW!* projects address such efforts within the following major categories:

- **Public Spaces**
- **Building and Site Development, including Interior Space Planning**
- **Neighborhood Business Districts**
- **Adaptive Re-Use of Existing Facilities**

Within these categories, NDC volunteers – architects, engineers, landscape architects, interior designers, planners and others – assist in a wide variety of projects that seek to improve the safety, beauty and livability of local neighborhoods. *CDW!*, like all NDC programs, seeks to fulfill NDC's mission of:

- **Strengthening citizen participation in neighborhood development initiatives**
- **Educating the public about the value of good design, planning and preservation as community revitalization tools**
- **Increasing investment in the sensitive rebuilding of neighborhoods**

Specifically, *CDW!* volunteers provide assistance in the form of feasibility studies, conceptual designs and programming plans for projects such as the creation or renovation of community daycare, health or recreation centers, design of affordable housing, development or reclamation of neighborhood parks, conversion of vacant lots and/or side lots into useable community spaces, development of business district revitalization plans and streetscape designs, to name a few.

Once NDC accepts a project, it is our role to recruit the necessary volunteer(s), develop the work outline and schedule and facilitate volunteer and community/client meetings. We ask you, the community group or non-profit organization, to actively guide our work at every stage, to seek feedback from and involvement of residents and other stakeholders, and to work diligently to find and secure funding to implement your project.

### **Selection Criteria**

The following criteria will be used to evaluate project applications to the *Community Design Works!* program (not listed in order of importance):

- ✓ The sponsoring organization's commitment to participate in the planning, implementation and *ongoing stewardship* of the project.
- ✓ The degree to which the project is supported by community residents and/or members of the applicant organization.
- ✓ The need for the project in the community.

- ✓ Degree to which the applicant organization has “done its homework” -- researched similar projects and begun activities such as community organizing, general budget projections, and/or fundraising.
- ✓ Appropriateness of the project location (i.e., in the case of reclaimed vacant lots, parks or open space, playgrounds, tot lots or other recreational facilities projects) in terms of visibility, safety, and convenience for neighborhood use.
- ✓ Degree of site control: either actual site ownership or documentation of lease or other type of agreement with site owner.

*(Note: staff resources and volunteer availability will also be taken into account when considering project applications)*

### **Application for Design Assistance**

This is a 3-part application. We have designed it to be easy to use; however, if you have any questions please contact NDC's Suburban Maryland office at (301) 779-6010 or e-mail your questions to [jtownshend@ndc-md.org](mailto:jtownshend@ndc-md.org).

#### **Submission Requirements:**

1. Cover Letter
2. Completed Application Form
3. Community Project Petition (at least 10 stakeholder signatures)

**Note:** Applicants must be non-profit organizations. Please be sure to type or print legibly. *Incomplete applications will not be considered.*

### **1. Cover Letter**

*On a separate sheet of paper, please type your answers* to the following questions. Your answers should be in order but may be in a narrative format. Your letter should not exceed 3 pages.

- A. Briefly describe the project for which you are seeking assistance. Include location, size (i.e., sq. ft.) and existing site characteristics. Include a clearly labeled photo(s) of the project site, building, etc.
- B. Describe who will be served by the project.
- C. Briefly describe your organization's mission, service area, recent accomplishments, and any partnerships that you are forging as part of this project.
- D. Describe why this project is needed in your community.
- E. Describe the background and planning to date for this project.

# 1. Application Form

## Contact Information:

Name and mailing address of applicant organization(s):

(1) \_\_\_\_\_

(2) \_\_\_\_\_

Name and telephone of primary and secondary contact(s) for applicant organization(s) (list two for each group):

(1)(a) \_\_\_\_\_

(b) \_\_\_\_\_

(2)(a) \_\_\_\_\_

(b) \_\_\_\_\_

Include e-mail or website address(es) if available:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

## Information about Your Organization:

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

Years in operation: \_\_\_\_\_ What is your annual budget (if any)? \_\_\_\_\_

How many volunteer members does your organization have? \_\_\_\_\_

How many paid staff members does your organization have? \_\_\_\_\_

## Project Information:

Brief Project Description: \_\_\_\_\_

Project location (address, boundaries, etc.) \_\_\_\_\_

The project is in (check all that apply):

Urban Renewal Area

Enterprise or Empowerment Zone

Designated Main Street

Redevelopment Authority Priority Area

Other (please specify) \_\_\_\_\_

Have you discussed this project with representatives from DHCD, Prince George's County Redevelopment Authority, or other government agencies?  Yes  No

If yes, please list government agencies and representatives you have contacted:

\_\_\_\_\_  
\_\_\_\_\_

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

Have you established a project budget?     Yes     No  
If yes, budgeted amount is: \$ \_\_\_\_\_

When do you want to begin construction of this project? \_\_\_\_\_

Have you begun fundraising for this project?     Yes     No  
Please describe your fundraising plan, including amount raised (if any) and sources of funding (current and prospective):  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any fundraising deadlines? If yes, when are they?  
\_\_\_\_\_  
\_\_\_\_\_

**Summary & Agreement:**

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

- A nominal administrative fee (usually \$100.00 - \$500.00) 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 and payment schedule is negotiable; it 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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<b>Sponsor Signature</b>	<b>Name Printed</b>	<b>Date</b>
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Date:	Project #:	Invoice #:
Notes:		

### 3. Community Petition

We the undersigned support the efforts of \_\_\_\_\_ to implement  
(name of applicant organization)  
 the \_\_\_\_\_ project in our community. If this project is  
(name /type of project)  
 chosen for design assistance by the Neighborhood Design Center (NDC), we will help to make this project an integral part of the community fabric and ongoing source of pride and inspiration for the neighborhood and community members. (Ten signatures are required; however, more may be provided.)

#	Name	Address	Phone #	Signature
1.				
2.				
3.				
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11.				
12.				
13.				

14.				
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**Back Cover w/ logos,  
return address, etc.**