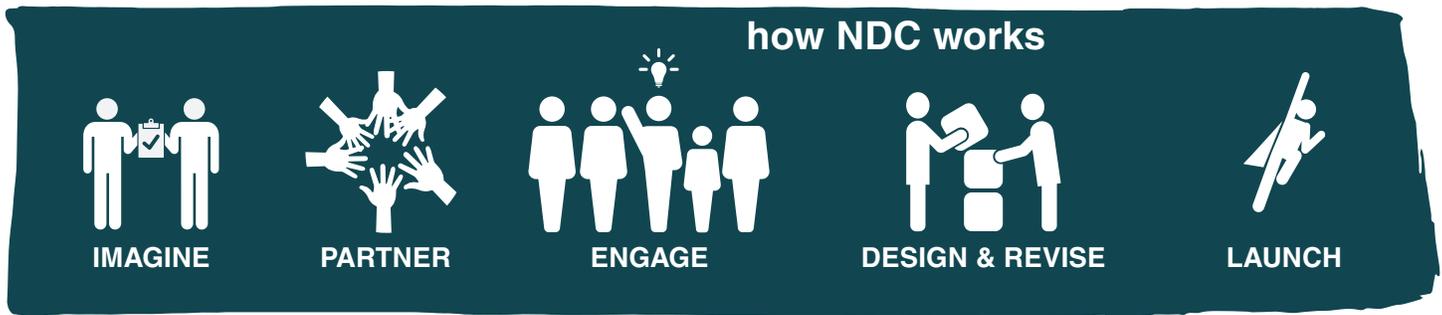
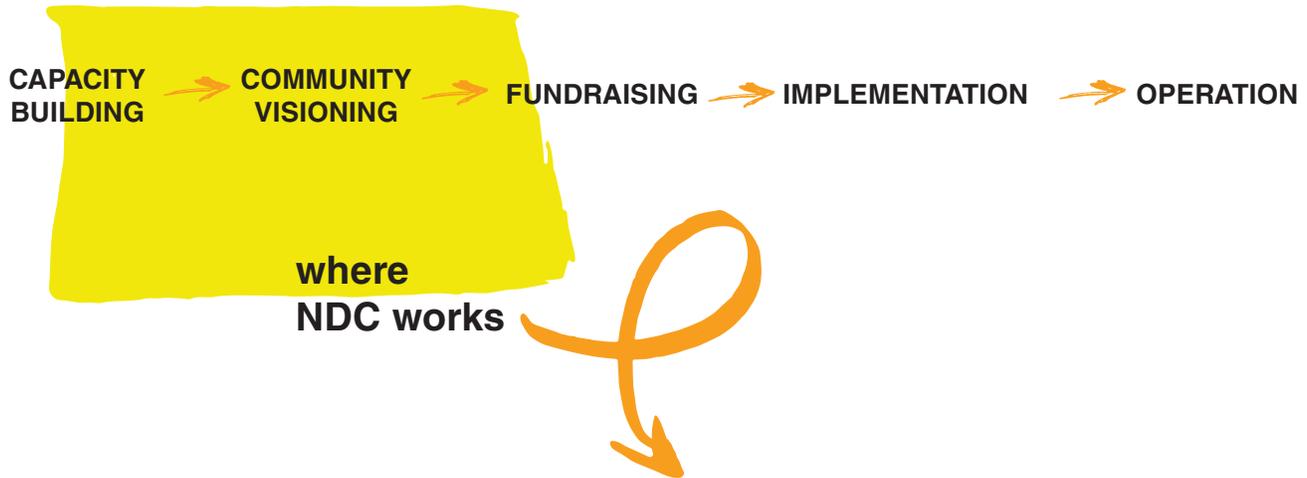




# Community Design Works

## Application for Project Assistance



The Neighborhood Design Center's Community Design Works program provides conceptual design assistance to community-initiated projects using volunteers from the professional design community. The types of projects with which we assist include architectural, landscape architectural, and planning initiatives in Baltimore City and Prince George's County.

We believe that these unlikely partnerships provide mutual benefit, offering invaluable on-the-job training and exposure to members of the design community and positioning historically disinvested neighborhoods to attract future investment. NDC adds value to a project early in the project development process through feasible and sustainable conceptual designs so you can better communicate your vision with potential funders and implementation partners.

If you have questions about this application, contact us at the numbers below and one of our staff will be happy to

discuss them with you. Until we receive your application, we may lack the information to effectively answer questions about project timelines, scope, and administrative fees beyond what is contained in this document.



photo by Matt Roth

**the  
Neighborhood  
DesignCenter**

### Baltimore City CDW

Laura Wheaton, Program Manager  
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410-777-5644

### Prince George's County CDW

Allie O'Neill, Program Manager  
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# Frequently Asked Questions

## What is conceptual design?

Conceptual design is an early phase of the design process, where the broad outlines of function and form of something are envisioned. It includes the design of interactions, experiences, processes and strategies. It involves an understanding of people's needs - and how to meet them with products, services, & processes. Common documents of conceptual design are concept sketches and plans. (definition adapted from Wikipedia)

## Why just conceptual design?

CDW assistance ends with conceptual design so we can help more organizations launch their projects. Some organizations continue partnering with NDC through other programs or through new CDW projects. You can learn more about NDC's other programs online at [ndc-md.org](http://ndc-md.org).

## Who will be my designers?

NDC recruits volunteer design professionals on a per-project basis to ensure our teams include the technical expertise needed for each specific project.

## Why can't my organization use the NDC designs for permit or construction?

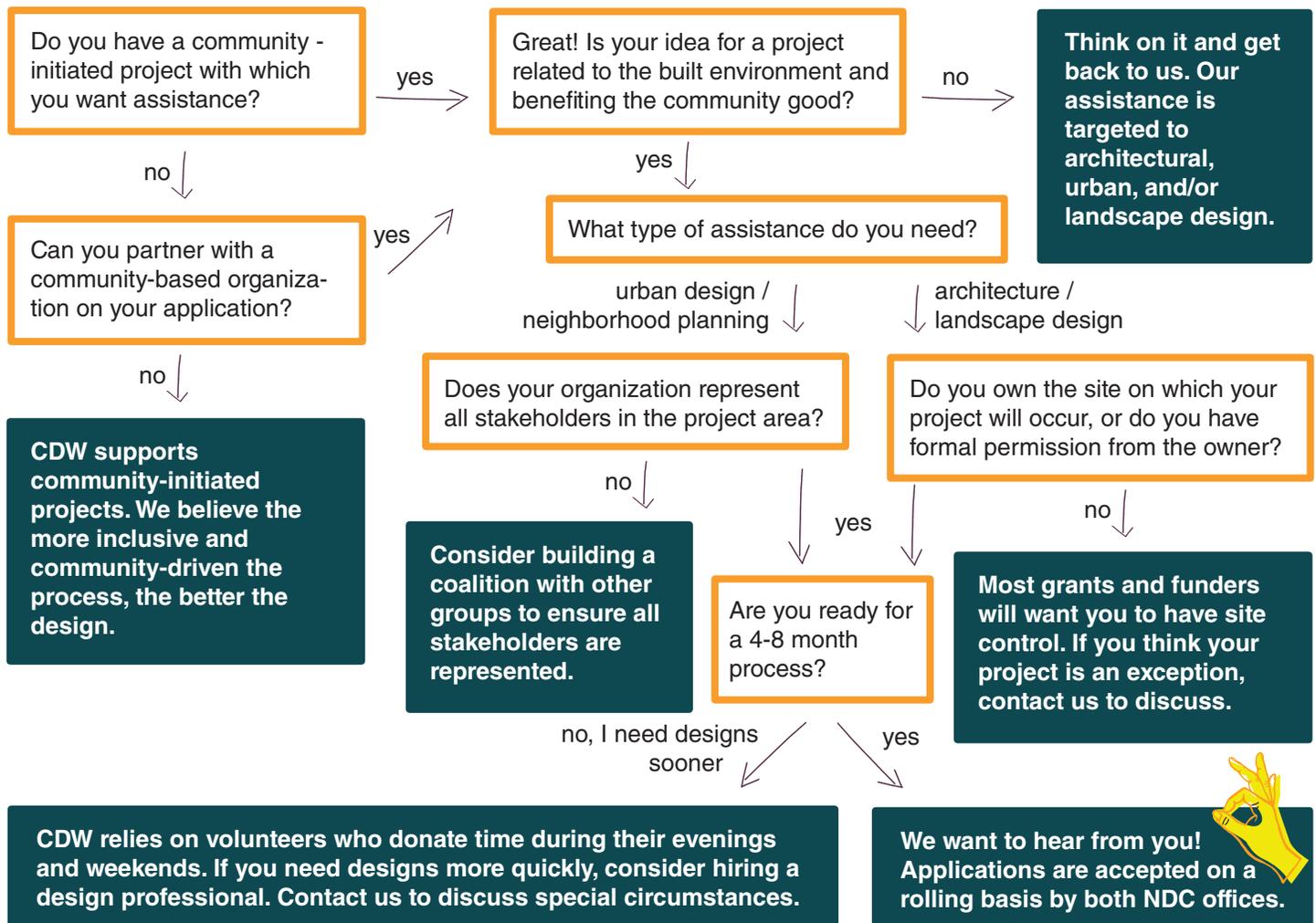
Additional design investigation and technical expertise is often necessary to revise conceptual designs to the standard required for permitting and construction. NDC and its volunteers assume no responsibility or liability for any unauthorized use of conceptual plans. We encourage you to obtain the services of a design firm, architect, or landscape architect as needed for design services beyond conceptual design, and to build into your project budget the fees for those services.

## Why does NDC charge an administrative fee?

It is part of your contribution to the process, signaling your commitment to the project for which we request our volunteers donate their time. Fees range from \$100-\$1000 and are assessed on a sliding scale based on project size and organizational capacity. The fee amount is agreed upon in the MOU and paid sometime before the end of the partnership. NDC's facilitation of the CDW program is subsidized by our funders.

# Are You Ready to Apply?

Start Here:



# ndc Community Design Works Application

This application is a start for your conversation with NDC about your project. Please fill it out as much as you are able. Omitted questions are not barriers to your project being accepted for services. Attach additional pages as needed.

## Contact *Tell us about yourself!*

_____	What type of organization are you? (circle one)
your name	<i>nonprofit</i> <i>neighborhood association</i>
_____	<i>for-profit</i> <i>school</i> <i>other</i>
phone / email	# of paid staff at your organization? _____
_____	# of volunteers at your organization? _____
additional project contact name	Years in operation: ____ Annual budget: _____
_____	Briefly describe your organization's mission:
phone / email	
_____	
organization name	
_____	
organization's legal address	

## Project *What are you trying to do?*

Describe the project: Include type and purpose of project, how you would like NDC to assist, the need for the project, and what benefit it will provide to the neighborhood or community.

Site Address: \_\_\_\_\_ Do you have site control?      *Own*    *Lease*    *Other*

Describe your site including size, boundaries, and characteristics. Attach photos and/or plans if available.

## Funding *What will you do next?*

What is your current thinking on your project budget? Consider any needed additional design services, contractor services, materials, and future programming. Please estimate how much you think you will need to realize your project. What sources of funding are you considering, including but not limited to grants, donations, bond bills, etc.?

## Partnerships *Who are you talking with about this project?*

Describe what partnerships you are forging for this project. Include any conversations with potential allies, funders, neighbors with superpowers, City/County Agencies, and/or elected officials.

## Supporters *Who's with you?*

Please provide the names and emails (preferred) or phone numbers for 6-8 stakeholders who support your project and are prepared to participate in the NDC design process and beyond. NDC may contact these stakeholders to confirm their knowledge and support of your application.

## What Happens Next

After submitting your application, a NDC staff member will contact you to discuss your project, and, if appropriate, offer a partnership memorandum of understanding. A team of volunteer designers will be recruited specifically for your project. The NDC team will engage with you and other project stakeholders to listen to your ideas and build consensus. NDC volunteers will then use their expertise to document your vision.

The resulting design deliverables, usually plans, sketches, and photos in PDF format, are provided to you along with a summary of the volunteer hours contributed and their estimated market value. You can use this as evidence of an in-kind donation from NDC for matching grants.

NDC gives you tools you can use towards implementing your project. These include both the design deliverable

and the stakeholder consensus generated through a participatory design process. Implementation will mean different things for each project. Possible next steps for a client organization include:

- Writing a grant application or pursuing funding
- Hiring a professional design firm to prepare permit and/or construction documents
- Soliciting a cost estimate from a contractor
- Guiding neighborhood decision-making / policy or advocating to government agencies

After the formal conclusion of your design process with NDC, we'll reach out periodically to see how things are going. Your feedback through these surveys and conversations helps NDC continue to secure funding in support of CDW and our other programming.

***Please return completed application to the appropriate CDW staff contact listed on the first page of this document.***