Design Workshop Foundation partners with communities to catalyze transformative change through design assistance, capacity building and education.

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REQUEST FOR APPLICATIONS:
COMMUNITY CAPACITY BUILDING INITIATIVE

Online Application Link Available: April 18, 2023

Application Due: May 19, 2023

Finalists Notified + Selection Announcement: June 7, 2023

Project Dates: June 2023 – October 2023

THE OPPORTUNITY

Design Workshop Foundation is pleased to launch the Community Capacity Building Initiative, a comprehensive technical assistance process aimed at advancing community action to overcome built environment challenges. Communities seeking innovative solutions to building a more equitable and resilient public realm should consider applying. Selected communities will work in partnership with Design Workshop teams who will provide specialized design, planning and placemaking expertise through a tailored, action-focused process. This process is designed to lift up the knowledge embedded within communities and recognizes that stakeholders have the will to make changes but often need support to tackle challenges.

What outcomes may result if my community participates in this initiative?

- Development of planning or strategic document to inform next steps and support future fundraising and implementation efforts
- Design of events and programming to meet community needs
- Organizing "tactical" or "pop-up" urbanism projects such as painted bike lanes, crosswalks, parklets, temporary parks and installations

The Community Capacity Building Initiative will position communities to leverage internal and external resources to make progress on the most important issues they face and to lay the foundation for long-term changes. Communities in the Roaring Fork Valley, CO; Piedmont region, NC; and Houston metroplex, TX are eligible to apply. If you have questions about the initiative or require assistance with this application, please reach out to info@designworkshopfoundation.org or 720.907.9336.

SUPPORT PROVIDED

Design Workshop Foundation's Community Capacity Building Initiative supports local teams' goals of building and bolstering thriving communities. Our approach is anchored

in environmental, economic and social equity, and aims to address areas of housing, community planning, and public space design. This community-specific process provides teams a way to move ideas forward together, with action-oriented decisions informed by evidence and data. Support provided to selected community teams includes:

Technical Assistance tailored to meet communities where they are to craft and implement an action plan that aligns with their key priorities. Technical Assistance will be offered virtually and in person, depending on project factors and team needs.

Workshops and Charrettes to accelerate learning through collaboration with Design Workshop subject matter experts, stakeholder interaction and direct application of new tools and ideas.

Virtual Convenings with other participating community teams to discuss challenges, shared goals and mutual interests.

Action Planning + Strategic Planning to craft a plan that builds momentum toward larger equity and resilience goals.

COMMUNITY COMMITMENT

The Community Capacity Building Initiative is an accelerated process to facilitate innovation and spark action toward long-term, sustained change in the built environment. For this collaborative work to be successful, community teams must be able to commit to the following:

- Participate in key project activities (workshops, meetings, technical assistance sessions, convenings) during the defined project period (June – October 2023).
- Convene an effective core team, including decision-makers and stakeholders. This core team should include a community connector or partner agency that engages with historically underrepresented members of the community. If a language other than English is predominately spoken in the area, the agency should demonstrate expertise in communicating with residents in the predominant language(s).
- Provide a defined and meaningful monetary and/or staff in-kind hourly commitment dedicated to this effort.
- Provide a local physical space to host meetings and workshops.
- Lead public relations as necessary in the form of outreach notices, such as providing information on social media, local newspapers, radio or other forums.
- Participate in project evaluation and outcome tracking (pre/post surveys, interviews).

WHO SHOULD APPLY?

- Teams representing communities in the Roaring Fork Valley, CO; Piedmont region, NC; and Houston metroplex, TX are eligible to apply.
- Team leads must be a local government representative or non-profit located within the applicant community.

- Teams should be multi-disciplinary. The ideal team will include up to five individuals from across local government, community organizations, and local leaders and stakeholders with the ability to engage and drive progress in the areas of public realm equity and resilience.

EVALUATION CRITERIA

Applications will be reviewed and evaluated based on the following criteria:

- **Need:** The application articulates the specific need that is met through the project and has the potential for a positive community impact. Specific need is demonstrated through clear qualitative and/or quantitative metrics in the areas of health, equity and resilience.

- **Commitment:** The team is comprised of strategic, multi-disciplinary partners, and includes support from organizational leadership. The application demonstrates ability of applicant organization and partners to commit to the capacity building process.

- **Priority:** The application identifies the specific need and urgency of the project. This opportunity could align existing efforts, propel work in progress, or be a new initiative.

- **Alignment:** The organizational mission of the team generally aligns with Design Workshop Foundation programmatic goals. Core team members reflect the diversity of the community and partner organizations are engaged with the community.

- **Sustainability:** The project has the potential for sustained and scaled outcomes. This could include the potential to leverage other resources or influence local development. The application demonstrates that key decision-makers support advancing the outcomes from the capacity building process.

APPLICATION INSTRUCTIONS

Interested teams should submit responses to the following questions via the online application form by 7pm MST, May 19, 2023. The online application, hosted through Survey Monkey Apply, can be accessed here: https://dwfoundation.smapply.io/prog/community_capacity_building_2023.

Finalists will be asked to participate in a one-hour virtual interview in late May 2023. These will be scheduled based on applicant availability.

APPLICATION QUESTIONS

This section previews the application questions in the online application. We recommend drafting responses in a Word document and copying/pasting text into the online Survey Monkey Apply response boxes.

Applicant/Community Information

1. **Individual completing this application**
   a. Name first, last
   b. Organization and title

    c. Email address

    d. Phone number

    e. Physical address of organization

Community Team Composition/Partner Organizations

For teams to be successful, it is essential that each partner organization and associated core team member receive support from their organization's leadership to advance this initiative. We encourage teams to bring together a diversity of perspectives and levels of experience, ensuring that decision-makers are committed to supporting and sustaining the outcomes of the capacity building process.

    a. Names/titles/organizations of additional core team members.

    b. Brief description of each organization with mission statement, services provided and population served. (200 words or less)

    c. Describe any current and past collaborations between team member organizations. Specifically, have any organizations or teams previously worked on built environment and/or equity initiatives? (200 words or less)

    d. Describe how team member organizations engage with community members. Include examples of trust-building. (200 words or less)

2. **Community/Town/City Information**

    a. Name

    b. Population

    c. Geography (urban, suburban, rural)

    d. Describe what makes your community special. What are your community's strengths? What challenges or barriers are you facing? (300 words or less)

    e. Please share why your team is interested in applying for the Community Capacity Building Initiative. How will this process support your team in advancing efforts in your community? (300 words or less)

    f. Describe any existing work to address equity and/or resilience in your community in relation to the areas of community planning and design. Note: There is no expectation of prior accomplishments or progress in these areas. (200 words or less)

    g. Describe any existing resources that are allocated toward solving the challenges described in the previous question (i.e., municipal budget, federal relief funds, grant funding, in-kind). (200 words or less)

    h. Describe any specific opportunities on which your community team seeks to capitalize through participation in this initiative. This could include new policies or funding, community trends or needs, interest from key decision-makers, etc. (200 words or less)

REQUIRED ATTACHMENTS

- IRS 501(c)(3) determination letter of applicant organization (if applicable)
- Brief statement of commitment from local government representative with decision-making authority (i.e., Mayor, City Manager, Planning Director, or Parks and Recreation Director)
- Brief statements of commitment signed by leadership of all community team partner organizations listed in application