

Design Workshop Foundation works in service to communities to catalyze transformative change through design assistance, capacity building and education.

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REQUEST FOR APPLICATIONS:

2025 Community Capacity Building Initiative: Tahoe

Application Due: May 16, 2025 7:00 PM PST

Finalists Notified + Selection Announcement: May 30, 2025

Project Dates: June 2025–September 2025

Submit Online Application: designworkshopfoundation.slideroom.com/

The Opportunity

Design Workshop Foundation (DWF) is pleased to launch the third year of the Community Capacity Building Initiative, a technical assistance process aimed at advancing innovative community solutions to build more equitable and resilient places. The Community Capacity Building Initiative will position communities to leverage internal and external resources to make progress on important issues and lay the foundation for long-term impact.

Selected communities will work in partnership with Design Workshop teams providing specialized design, planning and placemaking expertise through an action-focused charrette process. In 2025, communities and non-profit organizations in the Lake Tahoe region are eligible to apply. Support is provided pro-bono at no cost to the awarded community team.

What outcomes may result for communities who participate in this initiative?

- Development of planning initiatives, actions or a strategic document to inform next steps, implementation and support future fundraising.
- Design of events and programming to bring the community together.
- Assistance with an engagement campaign that collects public opinions and builds stakeholder consensus.

Support Provided

Our approach is anchored in environmental, economic and social equity and encompasses areas of housing, community planning, and public space design to build and bolster thriving communities. This community-specific process provides 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 in crafting and implementing an action plan that aligns with their key priorities and is designed to reach a

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specific outcome. Technical Assistance may be offered virtually and in-person, depending on project factors and needs of the project. Example deliverables include PDF memos, maps, charts, illustrations or other materials.

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

Action Planning + Strategic Planning is a consolidated process that targets a specific objective(s) and convenes key partners to identify actions and build momentum toward goals.

Community Commitment

For this collaborative work to be successful, community teams must be able to commit to the following:

- Participate in project activities (workshops, meetings, technical assistance sessions, convenings) during the defined project period (June–September 2025). Support on logistical coordination for activities (location, facilities, timing, communication).
- Convene a core project management team including decision makers and stakeholders. The project management team should be comprised of 2-3 people who are knowledgeable about the impacted community or site and will serve as a liaison between the community, stakeholders and the Design Workshop team. The project management team will be the ultimate decision makers of project direction. The team should be generally available to meet with the Design Workshop team at least every other week throughout the project period.
- This core team should include a community connector or partner agency that engages 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.
- Identify a supporting stakeholder team that will engage at workshops and/or at key milestones. This should include broad representation of community voices (elected officials, leadership, business owners, community organizations, underrepresented members).
- Provide a defined and meaningful match in contribution, such as leveraging grant funds and/or staff in-kind commitment dedicated to this effort.
- Equip the design and planning team with information such as previous plans, studies and GIS data relevant to the project process and communities being impacted.
- Provide a local physical space to host meetings and workshops if meeting space is required beyond what is available in our local Design Workshop office in Stateline, NV.
- Lead public relations and communication efforts as necessary such as providing outreach notices, information on social media, local newspapers, radio or other forums.
- Participate in project evaluation and outcome tracking (pre/post surveys, interviews).

Who Should Apply?

- Community teams representing communities in or near the Lake Tahoe region are eligible to apply.
- Team leads must be a local government representative, community organization or non-profit located within the applicant community.
- Teams should involve multiple stakeholders. The ideal team will include representatives from across local government, community organizations, and local leaders.

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, multidisciplinary partners, and includes support from organizational leadership. The application demonstrates the 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. Team members should reflect the diversity of the community and partner organizations are engaged with the community.
- **Sustainable:** The project has the potential for sustained outcomes. This could include the potential to leverage other resources or influence local development. The application demonstrates that key decision makers are in support of advancing the outcomes from the Community Capacity Building Initiative.

Application Instructions

Interested teams should submit responses to the following questions via the online application form by 7pm PST, May 16, 2025. Online application hosted through SlideRoom can be accessed here: designworkshopfoundation.slideroom.com/

Finalists may be asked to participate in a 30-minute virtual interview in May 2025. These will be scheduled based on applicant availability.

If you have questions about the initiative or require assistance with this application, please reach out to info@designworkshopfoundation.org or **720.907.9336**.

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 SlideRoom response boxes.

Applicant/ Community Information

Individual completing this application (will serve as the primary contact for this application)

- Name first, last
- Organization and title
- Email address
- Phone number
- Physical address of organization

Community Team Composition/Partner Organizations

For teams to be successful, it is essential that each partner organization and associated project management team member receive support to advance this initiative from their organization's leadership. 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.

- Names/ titles/ organizations of additional project management team members
- Brief description of each organization with mission statement, services provided, and population served
- 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)
- Describe how team member organizations engage with community members. Include examples of past successes or how you think this process may improve community trust. (200 words or less)

Community/ Town/ City Information

- Name
- Population
- Describe what makes your community special. What are your community's strengths? What challenges or barriers are you facing? (300 words or less)
- Please share why your team is interested in applying for the Community Capacity Building Initiative. How will this process and skills offered by Design Workshop Foundation support your team in advancing efforts in your community? (300 words or less)

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- Describe any existing work to address equity and/or resilience in your community, relative to the areas of community planning and design. Note: There is no expectation of accomplishments or progress in these areas already. (200 words or less)
- Describe any existing resources that are allocated toward implementing solutions to the challenges described in the previous question (i.e., municipal budget, grant funding, in-kind). (200 words or less)
- Describe any specific opportunities that your community team seeks to capitalize on 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 agency representative with decision-making authority (i.e., Mayor, City Manager, Planning or Parks and Recreation Director, Agency and/or District staff)
- Brief statements of commitment signed by leadership of all community team partner organizations listed in application.

