

APPLICATION

COMMUNITY DESIGN TEAM

The Process. See the appendix to this application for a detailed explanation of the application process and tips for developing a strong application. For more information about the process or the application, call **Meghan Stalebrink** at **304-293-4832, ext. 4399**, fax her at **304-293-3752**, or email her at Meghan.stalebrink@mail.wvu.edu.

Financial Costs. To partially cover its costs, the Community Design Team charges a fee of \$4,000. The application should include a budget showing how the community expects to cover the fee and the source(s) of funding.

Due Dates. Written applications are due **January 15** and **July 15**. It is very important to view the Minnesota Design Team video (showing a similar process in Minnesota) and read the Community Design Team Manual before completing the application. Please call if you need these materials.

Application Review. The applications will be reviewed within one month of the deadlines. Reviewers will likely contact key people for additional information.

Screening Visit. After the initial application review, communities with strong applications will receive a screening visit from one or two members of the CDT steering committee. The screening visit involves a brief community meeting and a tour of the community. The CDT committee will arrange this visit with the key local contacts.

Acceptance. The community will be notified within two months of the application deadline whether it has been accepted, accepted conditionally, or rejected.

Notification. The CDT will notify applicants within one week of the final decision. If the community's application is accepted, a contract and instructions for proceeding from that point will accompany the notification. If the application is accepted conditionally, the applicant will be notified of the conditions required for acceptance. If an application is not accepted, the applicant will be contacted and reasons for rejection will be explained together with suggestions for possible re-submittal.

Team Formation. The search for team leaders begins upon receipt of a signed contract and one half of the community's cash contribution towards the financial costs of the program. The balance of the cash contribution is due the first day of the visit.

Mailing Address. Mail the completed application to:

Meghan Stalebrink, CDT Coordinator
Division of Resource Management
West Virginia University
P.O. Box 6108
Morgantown, WV 26506-6108

meghan.stalebrink@mail.wvu.edu

DATA AND CONTACTS

This application is best completed by a representative group from the community. Different individuals may need to respond to certain questions. Some questions may be best addressed through broad-based discussions before a final response is made. Presentations and town meetings can help to educate people about the CDT process and philosophy. The Minnesota Design Team video (showing a similar process in Minnesota) can be used widely and played on local broadcast and cable television.

NAME OF COMMUNITY:

COUNTY:

CONTACT PERSONS (3 required):

	Public Official	Representative of Community Organization	Other Contact
Name			
Phone			
Affiliation			
Mailing Address			

Name(s) and phone number(s) of the application committee chairperson(s):

RESOURCES

Some of the information needed to complete this page may be obtained from the city clerk, municipal planner, planning/zoning board members, civil engineer, or county surveyor.

List the resource maps available (for example, aerial photography, utility maps, topography maps, or zoning maps and ordinances):

Title	Area mapped and context	Date	Scale	Size	Reproducible?
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What other resources are available which could be informative for the CDT? Potential topics would include economy, land use, business and retail studies, demographic reports and history. Written or graphic formats are most useful, and the information should be as current as possible.

Title and format	Context	Date
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What is the name and phone number of the person(s) who responded to questions on this page?

Please include up to 12 photographs (digital format (JPEG) or slides, if possible) of your community, focusing on issues that the CDT would be asked to address during a visit. Include a street map of the community with the issue areas highlighted.

SHORT-ANSWER QUESTIONS

Please respond to each question listed below. Attach a separate sheet of paper with your responses.

About your community

1. List and briefly describe the three most important problems for your community today.
2. List and briefly describe the three best opportunities for your community today.
3. List and briefly describe the three most important problems your community will face ten years from now.
4. What do residents want the community and the surrounding area to look like ten years from now?
5. Has your community held meetings and discussions about its future? If yes, what were some of the major issues or plans that came out of these discussions? (Examples: jobs, roads, schools, recreational facilities.)
6. Attach up to five pieces of supplemental information that you think will help the screening committee understand the community.

About your expectations

7. Describe possible projects the CDT will be asked to address during a visit (buildings, landscapes, streetscapes, planning). How do these projects relate to the CDT purpose and your community's vision?

LETTERS OF SUPPORT

Letters of support are very important to the CDT application. It is important that each letter writer demonstrate an understanding of the objectives in applying for a CDT visit. The letters of support need to indicate support for the CDT effort from all parts of the community (representative of all ages, socio-economic status, professions, different levels of civic commitment, etc.). In addition to a general understanding of the CDT, each writer should explain the type of support they will bring to the CDT weekend visit and --very importantly-- to the long-term follow-through efforts after the CDT weekend visit. It is suggested that letters from the following people be secured and included as part of the application:

- An **elected person** (examples: mayor, city/town council president).
- A **municipal staff person** (examples: city clerk, administrator, planner).
- OA representative number of **leaders of civic and service associations**, (Lions, Rotary, churches, historical society, etc.).
- Representatives from **business and economic development associations** (Chamber of Commerce, downtown business association, etc.).
- Representatives from the **local school district** (administrators, teachers, students).
- Other government organizations responsible for providing services to your area, such as the **County Extension Office**, and the **Regional Planning and Development Council**.
- Additional letters of support from other sources may also be included.

PROJECT SPONSORS AND SUPPORT

The CDT asks each community for \$3,000 to help us cover materials and travel expenses. In addition, the CDT requires that each community provide transportation for the CDT community tour, lodging to CDT members during the visit, a workspace for the CDT meet to discuss plans, and a larger hall for town meetings. The CDT lodging should be in family homes, not hotels. The community should provide meals to the CDT team during the visit, and plan to publicize the CDT visit and town meetings. Many of these items and services may be donated, but it will require some effort to find the appropriate sources. See the appendix for tips on getting community support.

On this page, list all the CDT visit project sponsors and supporters. Include all persons and organizations that will provide monetary or in-kind contributions. Also include brief descriptions of potential publicity from volunteers and support from the local media (radio, newspaper, and television).

Name	Organization	Type and Amount of Support
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APPLICATION CHECKLIST

- Completed Application
- Letters of Support
- Photographs or slides of community
- Various maps of community
- Other supporting materials (not to exceed five pieces)

The Community Design Team gratefully acknowledges the Minnesota Design Team for sharing its materials. Much of the material in this application is based on MDT materials.

APPENDIX

Details on the CDT Application Process

The application process for a CDT visit is designed to help ensure that a community is ready to benefit from a visit. By the time your community decides to apply, there should be widespread knowledge, commitment, and excitement about the CDT process. Applying for the CDT visit requires a significant time commitment. Your community will be a strong candidate for a CDT visit if your application and attachments indicate:

- Broad-based, active citizen support for the CDT visit.
- Appropriate, community-wide design issues.
- A phase in the community development process where a CDT visit would be appropriate.
- Resources to support the visit and follow through on the recommendations.

As the application and attachments are reviewed by the CDT, needs for additional information may be identified. If your community appears to be a good candidate for a visit, representatives from the CDT will arrange a community screening visit. Following the screening visit, the CDT will make a final decision on whether to accept the application.

Getting Community Support. To get community support for the CDT application and follow-through, you need to spend time educating community members about the CDT. The first step is to decide whom you will target for support. Obviously, it is important to get support from people in private and public leadership positions in the community, but support from other constituencies in the community is just as important. There are several inexpensive ways to inform the community of the proposed CDT visit. Once your application is accepted, many of these same methods can be used to publicize the visit.

Press Releases. Your local paper may be willing to publish short stories about the CDT. Local community or business newsletters may also be interested in publicizing the application. It is best to make a personal contact with each editor before sending a press release. This allows the editor to ask questions, give you an idea of how much copy can be used, and provide some deadlines. Information you provide can cover such topics as:

- The purpose of the CDT
- Why your community wants a CDT visit
- What projects the CDT might study during a visit
- How the community must work with the CDT to ensure the success of the visit
- Why it is important to think about how your community will grow and change.

Flyers. A simple, one-page information sheet on the CDT can be easily reproduced. The flyers might be distributed door-to-door, at schools, in church bulletins, with utility bills, or through local merchants.

Informational Meetings. Some communities schedule town meetings to provide information on the CDT. Others arrange smaller presentations to community groups, such as the Chamber of Commerce or other special interest groups. These groups can be valuable sources of volunteers. Use the Minnesota Design Team video to help introduce the concept when making these presentations.

Word of Mouth Do not underestimate the power of a personal invitation. Members of your planning committee should take every opportunity to encourage other people to participate in the CDT process.