

# PRO NEIGHBORHOODS PLANNING & DESIGN SERVICE AWARD PROGRAM GUIDELINES

## PURPOSE STATEMENT

PRO Neighborhoods' mission is to build community by nurturing grassroots neighborhood groups in the City of Tucson and Pima County. PRO Neighborhoods encourages neighborhood residents to utilize their own abilities and resourcefulness to foster grassroots change through partnerships with fellow residents, organizations, businesses, and various governmental agencies. PRO Neighborhoods' mission is carried out through grant and technical assistance programs that help neighborhood groups to improve their neighborhoods through activities that promote organizational development, build community and promote leadership skills.

The *PRO Neighborhoods Planning & Design Service Award* is intended to help neighborhood groups undertake conceptual planning and design for physical changes to the neighborhood. Groups that receive the award will be partnered with planning and/or design professionals to fulfill a particular project, such as developing a vision, a project conceptual plan, a design, and/or other plans. It is assumed that in many cases the services offered will allow applicants to pursue public and private funding and support from governmental agencies and other organizations, preparing them to take the next steps toward making their project a reality.

While the scope of the project will be negotiated between the neighborhood group and the professionals, the projects receiving the award are generally relatively small. Each of the professionals involved expects to donate between 20 and 40 hours of in-kind services over a six- to nine-month period. The projects of successful applicants may be scaled back to match this limitation.

## APPLICATION PROCEDURE

Successful applications will be those that best meet PRO Neighborhoods' funding priorities.

### **STEP 1**

Eligible groups submit a service award application. Applications are due by the deadline at  
**310 N. Commerce Park Loop, Santa Rita Building  
Tucson, AZ 85745**

The application must be accompanied by the original signature page; therefore, the application must be delivered in person or arrive in the mail by the deadline. Faxes and electronic submittals will not be accepted.

PRO Neighborhoods staff is available to help groups develop an application.

### **STEP 2**

PRO Neighborhoods staff screens the application to be sure the group meets eligibility requirements. Staff may request a site visit with the all of the group members to clarify the project.

### **STEP 3**

A committee of planning and design professionals will review the service award applications to make final selections and match a team of professionals to each successful applicant group.

#### **STEP 4**

PRO Neighborhoods sends decision letters to applicants to let them know whether they were selected for a service award. (Note: Those applicants who were not selected will receive reasons for the denial and be provided with suggestions from the reviewers as appropriate.)

#### **STEP 5**

PRO Neighborhoods arranges meetings between the successful applicants and their matched Professional Team to define the scope of the project, identify the final product (conceptual plan, drawings, etc.), agree on pro bono hours and the project schedule, and clarify responsibility for each aspect of it. A Memorandum of Agreement will be signed by each member of the neighborhood group and the professional team and by a representative of PRO Neighborhoods. The primary purpose of the MOA is to make the shared expectations for the project available to everyone from the beginning.

### **WHAT ARE THE REQUIREMENTS TO APPLY?**

- The applicant group is located in Pima County, Arizona. It comprises five or more people who are committed to the project.
- Five of the individuals are from different households.
- At least five of the people from different households live in an area of the county that the applicant defines as a neighborhood. (*Note: In the City of Tucson that could mean a group of people who live within two miles of each other. In rural areas, it could mean a town, village, or district, including communities of the Tohono O'odham and Pascua Yaqui reservations.*)
- The people who benefit from the project are involved in the leadership and implementation of the project.
- Any project for which your group has previously received a PRO Neighborhoods funding grant must be completed. If your group is currently receiving funds from a PRO Neighborhoods grant, you may not apply for a service award until the current PRO Neighborhoods funding has been spent and the project completed.
- Groups that receive the award may incur financial costs, to cover refreshments at meetings, for example, or fees for meeting spaces. PRO Neighborhoods staff can advise on strategies to get those items donated, but groups should be prepared to supply some funds if necessary.

*Please contact PRO Neighborhoods staff if you are uncertain about your eligibility.*

### **EXCLUSIONS**

PRO Neighborhoods does not support:

- Individuals.
- Community projects organized, led, and implemented by *fewer* than five neighborhood residents.
- Previously funded groups that have not completed all of their reporting and volunteering responsibilities with PRO Neighborhoods.
- Ongoing programs.
- Agencies or organizations.
- Political action committees.

## PRIORITIES

Priority will be given to projects that have the following characteristics:

- The group relies on the skills and experiences of community members to address a community issue or concern.
- The group perceives community members as leaders and contributors rather than as service recipients.
- The group actively brings people together across lines of race, age, class, religion, culture, ability, gender, sexual identity, and socio-economic status.
- The project provides opportunities to develop leadership within the group or community.
- The project will increase a group's access to the skills and resources necessary to accomplish its goals.
- The project builds relationships, networks, and alliances across the community and across issues.

## WHAT TO EXPECT IF AWARDED

**If your group receives a PRO Neighborhoods Planning & Design Service Award, you can expect the following:**

### **1. Signing a Memorandum of Agreement**

Upon notification of your award, your group will develop and sign a Memorandum of Agreement between the group members, PRO Neighborhoods, and the Professional Team. The MOA will define the scope of the project and clarify responsibility for each aspect of it.

### **2. Reporting to PRO Neighborhoods**

Groups are asked to keep in touch with PRO Neighborhoods staff over the course of the project. Groups are required to submit short written reports every four months. PRO Neighborhoods staff will make at least two site visits to meet with the group and see how the project is progressing. Staff is also available to help with advice and referrals, and to participate in group work days.

### **3. Participating in PRO Friends**

Members of award groups volunteer a total of 6 hours through the PRO Friends program. These hours can be completed by hosting a community meeting, inviting at least 10 neighborhood residents who are not already involved in the project to let them know about the project and about PRO Neighborhoods. The volunteer hours can also be completed in one or more of the following ways:

- Mentor another grantee group
- Review grant applications
- Assist PRO Neighborhoods staff in the delivery of a workshop
- Develop a tracking system, a document, or a tool useful to other grantee groups.

### **4. Moving On**

When groups have completed their projects, staff will make a final site visit and the group submits a final report. All members are invited to sustain their relationship with PRO Neighborhoods by coming to our workshops, seeking technical assistance, or applying for a cash grant. We are always interested in supporting previously funded groups who move on to even more challenging activities.

## **IMPORTANT DATES IN 2008**

### **Thursday, February 28, 6:00 - 7:30 PM**

#### **Application Help Session.**

PRO Neighborhoods sponsors a workshop at which staff and professionals will be available to answer your questions about the Planning & Design Service Award and application process and to review your idea. Bring a short paragraph describing your project. Please call 882-5885 to reserve your seat.

### **Monday, March 17, by 4:00 PM**

Completed applications including the original signature page are due at the PRO Neighborhoods office at 310 N. Commerce Park Loop, in the Santa Rita Building of the City of Tucson Resource Center.

### **March 24-28**

PRO staff will contact your group for a mandatory site visit to discuss your project.

### **Monday, April 7**

Decision letters mailed to all applicants.

### **By end of April**

Meetings scheduled between successful applicants, PRO Neighborhoods, and the professional(s) who will work on the project to establish the scope of the project and complete a Memorandum of Agreement.

### **By end of May**

Each successful applicant group and their professional team will share their project vision with their community.

### **Throughout the months following the award date . . .**

Your group will submit progress reports to PRO Neighborhoods every four months, with a final report at the end. The professional team will assist the award group in identifying next steps, cost estimates, and potential funding sources to support the successful completion of the PDSA project.