

# NYC Plaza Program Application for Sponsoring Organization

Please read through the Plaza Program Guidelines before completing the application

## ORGANIZATIONAL INFORMATION

Name of Organization:		
EIN/Date of Incorporation:		
NY State not-for-profit status:		
Address:		
	City:	
	State:	Zip:
Phone Number:		
Fax Number:		
Website:		
Executive Director/ Paid Staff Head:		
Contact Person and Title:		
Contact's Address:		
	City:	
	State:	Zip:
Contact's Telephone:		
Contact's E-mail:		

## AREA SERVED BY ORGANIZATION

Borough/Neighborhood(s):	
Community Board(s):	
2000 Census Tract(s): ( <a href="http://gis.nyc.gov/dcp/pa/address.jsp">http://gis.nyc.gov/dcp/pa/address.jsp</a> )	

Briefly describe the area served by the organization, highlighting commercial and residential uses, current conditions, activities and trends.

## EXISTING ORGANIZATIONAL CAPACITY

Please provide the following information on your staff:

How many members are on your full staff? \_\_\_\_\_ Number of Full-Time: \_\_\_\_\_ Part-time: \_\_\_\_\_

Below, indicate the number of people on your staff principally dedicated to the following:

Economic Development: \_\_\_\_ Workforce Development: \_\_\_\_ Social Services: \_\_\_\_

Urban Planning: \_\_\_\_ Environmental: \_\_\_\_ Art/Cultural: \_\_\_\_ Other: \_\_\_\_

\*Please attach a list of names and titles of the employees working in community development; include the duration (months/years) that each has been employed with the organization. Please use the template provided on the website.

Please provide the following information about your Board of Directors:

How many members are on your full board? \_\_\_\_\_

How often does your full board meet? Monthly: \_\_\_\_ Quarterly: \_\_\_\_ Annually: \_\_\_\_ Other: \_\_\_\_

Does your board have an active committee structure? Yes No

\*Please attach a list of names and titles of Board Members to your application; include the date (month/year) that each Board Member began serving with the organization. Please use the template provided on the website.

Briefly describe the mission, history, and principal activities of your organization. If the organization has had experience in some type of public space management, please explain:

One example of a successful economic development or community planning initiative undertaken by your organization: \_\_\_\_\_

Please describe the goal, approach taken, and the results of the completed initiative.

Goal:

Approach taken:

Results/Accomplishments



## PROPOSED SITE

### I. Site Selection

A Plaza site has been determined.

Specific Location: \_\_\_\_\_

Community Board (if different): \_\_\_\_\_

There are several potential plaza sites. Specific Locations: \_\_\_\_\_

### II. Adjacent Uses

What uses immediately surround the potential site? Mark all that apply.

Residential: \_\_\_\_\_

Office: \_\_\_\_\_

Retail: \_\_\_\_\_

Industrial: \_\_\_\_\_

Institutional: \_\_\_\_\_

Transportation Related (Train Station/Bus Stop): \_\_\_\_\_

Other: \_\_\_\_\_

### III. Nearby Institutions

What are the largest nearby institutions?

List and name all that apply.

Schools: \_\_\_\_\_

Hospitals: \_\_\_\_\_

Cultural/Arts: \_\_\_\_\_

Government: \_\_\_\_\_

Other: \_\_\_\_\_

## PROJECT SUMMARY

Describe the project that you would like for your community, include potential programming activities:

## COMMUNITY INITIATIVE

If there has been community support or locally-based planning efforts for this plaza concept, please explain and attach relevant outcomes:

## NYC PLAZA PROGRAM APPLICATION SUBMITTAL PROCESS

Return all completed applications to the New York City Department of Transportation via e-mail only.

Please submit the following:

- Applications must be sent by email to [plazas@dot.nyc.gov](mailto:plazas@dot.nyc.gov) by 6:00 PM, Tuesday, August 19, 2008. Mailed or hand-delivered applications will not be accepted. Do not include CD-ROMs, promotional materials, or other extraneous materials. In addition to the application, attach the following documentation:
  - Staff: List of names and titles of the employees working in community development; include the duration (months/years) that each has been employed with the organization
  - Board: List of names and titles of Board Members to your application; include the date (month/year) that each Board Member began serving with the organization
  - Financials (see Guidelines: Financial Information)
  - Letters of support from stakeholders (see Guidelines: Support). Please scan and attach these letters.
  - Conceptual drawings or a summary of relevant outcomes from a public workshop should be provided (if a concept has been developed).
  - Photos of the proposed plaza site. Please attach no more than 3 photos. Each photo should be less than 2MB.

To be eligible, applications must be received by the abovementioned deadline. DOT reserves the right to reject, at its sole discretion, any application received past the deadline. All applicants will be sent confirmation of receipt of their proposals. Award letters are expected to be mailed by September 30, 2008.

For questions, please contact:

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