

NYC Plaza Program - 2011

Application for Sponsoring Organization

Please read through the Plaza Program Guidelines before completing the application

ORGANIZATIONAL INFORMATION	
Name of Sponsoring Organization:	
EIN/Date of Incorporation:	EIN: _____ Date: _____
NY State not-for-profit status:	Active <input type="checkbox"/> Inactive <input type="checkbox"/> Pending <input type="checkbox"/>
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:	
Community Board(s):	
Neighborhood(s):	

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 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.

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

What are the most pressing internal needs that your organization is currently addressing?

- Staffing Funding Board Participation Management Other

Please explain:

Please provide information on the budget of your organization:

What was the operating budget for FY10? \$ _____

What percent of the FY10 budget was dedicated to: programmatic services/costs? _____%

administrative costs? _____%

*These should add to 100%.

What percent of the FY10 budget was for community/economic development? _____%

*Include economic development staff salaries, materials and programmatic costs.

What is the projected operating budget for FY11? \$ _____

What percent of the FY11 budget is dedicated to: programmatic services/costs? _____%

administrative costs? _____%

*These should add to 100%.

What percent of the FY11 budget is for planning/economic development? _____%

*Include economic development staff salaries, materials and programmatic costs.

	FY10 Actual		FY11 Projected		FY12 Projected	
Governmental Support		%		%		%
Non-governmental Support		%		%		%
Earned Income		%		%		%
Other		%		%		%
Total	100	%	100	%	100	%

For "Other," please specify:

PROPOSED SITE

I. Site Selection

A Plaza site has been determined.

Specific Location (Streets): _____

Community Board (if different): _____

Census Tract(s) (of site only): _____

II. Adjacent Uses

What uses 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: _____

IV. Maintenance of Site

Is your organization willing to maintain and program the plaza? Yes No

Has your organization secured other funds for this project? Yes Amount/Source _____ No

PROJECT SUMMARY

Describe the project that you would like for your community, include potential programming activities. Explain why you believe this site is currently underutilized and how it could be better served for pedestrians.

COMMUNITY INITIATIVE

If there has been community support or locally-based planning efforts for this plaza concept, please explain and attach relevant outcomes. If selected, describe who you would include in the Community Advisory Committee (See Guidelines, Partner Responsibilities, #3 - Outreach, pg 8).

NYC PLAZA PROGRAM APPLICATION SUBMITTAL PROCESS

Return all completed applications to the New York City Department of Transportation.

Please submit the following by e-mail or post mail; e-mail submissions are preferred:

- Applications must be postmarked by Thursday, June 30, 2011.
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, page 3: Financial Information).
- Letters of support (see Guidelines: page 3: Support).
- Conceptual drawings or a summary of relevant outcomes from a public workshop (if one has been developed).
- Photos of the proposed plaza site. Please attach no more than 3 photos.

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.

For questions, please contact:

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