



Community Design Program Application

Date: _____

Applicant Group: _____

Project Location: _____

Population: _____

Primary Contact

Name _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Alternate Contact

Name _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Project Information

List of city leaders and community groups that will be involved:

Provide a list of all community groups, organizations and leaders that will be involved and support your project during and after the charrette. This will be your project steering committee. If there are groups that may be opposed to anything presented during this process, please describe those groups and their concerns.

Other organizations you would like to have involved:

List other groups that you could have an impact on achieving your goals.

Assistance Requested and Fees:

Fees for the Community Design Program (CDP) are based on scope of project and not population size. Please note that the fees may change based on the scope of the project. A \$500 non-refundable deposit is required with a submitted application. The application fee is credited to overall cost of project when accepted. With the application fee, the applying community will receive a onetime community assessment by the Iowa Architectural Foundation’s director and CDP project lead. The total cost of the program will be determined from the assessment.

X Program Services*	Fee
Community CDP – Downtown Revitalization (Streetscape and façade improvements) (Minimum façade analysis and re-design includes 10 buildings, add additional buildings @ approximately \$500 per building)	\$5000 – 10,000 depending on scope of services
Community CDP – Way finding (landmarks, gateways, signage), entrance and other corridors, transitions, visual identity and cohesion	Min. \$5,000
Community CDP – Recreational amenities and park improvements	Min. \$5,000
Community CDP – Town Center Concept and Ideation	Min. \$5,000
Regional CDP – Design-Centered Analysis and Recommendations across multiple communities	Min. \$10,000

* If you choose to combine any of these services, fees can be negotiated, depending on scope.

Please list all potential funding sources and their status:

Identify specific potential donors and amounts where possible, cash to be raised (and potential sources), and possible sources of in-kind contributions. You should have a reasonable sense of funding for implementation. Include any government funding and/or grants that have been applied for and their current status. The CDP Team will also offer suggestions as to funding possibilities for implementation in their final report.

Media Plan:

Include an outline of your media plan with a list of local media outlets and contacts.

Strategic Plan:

Have you had a comprehensive strategic plan done by an architecture/engineering entity within the past 5-7 years? If yes, what is the date it was completed? What other community studies have been done?

Project Situation

(Please attach additional sheet(s), if necessary.)

Background:

Include brief history of your community and include economy, demographics, unique attractions or features, and anything else you feel is pertinent. Be sure to include some regional information. Describe past and current trends. Please include historical resources available (photo collections, books, local historians, data/documents, etc.) that may be available to CDP team for project.

Situation/Problem:

Define and describe the proposed study area. Be as specific as possible about the nature and scope of the issues you wish to address. Describe why they are critical to your community. Describe how these issues relate to development concerns at the regional, municipal, and neighborhood level. Identify the barriers (physical, political, socio-economic) that have hindered the community's ability to address its concerns or agree on solutions. Include an assessment of your community's most significant needs. Tell us about any past attempts that have failed to resolve community issues.

Design Objectives:

State the types of assistance being requested. Explain how the community will help you achieve your goals afterward and how this process fits within other community planning and development efforts.

Please return completed application and \$500 non-refundable application fee to:

*Iowa Architectural Foundation
400 Locust Street Suite 100
Des Moines, Iowa, 50309*

Please note: The Community Design Program, at most, provides renderings for illustrative purposes in order to build community support and/or approach potential funding sources. The program does not provide cost-estimates nor does it provide schematics from which to build. These services would require communities to contract with a licensed architectural firm in Iowa.

Proposed Timeline of Community Design Program:

1. There is an initial inquiry and meeting, with community representatives and leadership from IAF's Community Design Program Team.
2. The application is filled out by town representatives and the \$500 application fee is submitted to IAF. Once received, the Iowa Architectural Foundation (IAF) Executive Director contacts the town's representative to set up community assessment visit.
3. The IAF Executive Director and Community Design Program (CDP) leader(s) visit the town to determine scope of project and total fees.
4. The IAF Executive Director submits a memorandum of understanding (MOU) to the community after the assessment visit. This lays out total project costs and design issues to be addressed. Once the MOU is signed, a contract is submitted to the community contact.
5. Upon receipt of contract and 1/2 of the total project fee, a design team of 5-10 professionals is formed to meet the project needs. The design team will consist of all or some of the following: architects, landscape architects, intern architects, ISU architecture students,

graphic designers, community and regional planners, and engineers. The CDP is scheduled following the receipt of the signed contract and payment.

6. The first day of the CDP, the design team meets with the community steering committee for introductions and an initial discussion.
7. There is a walking audit of the focus area where community leadership shares their thoughts, perceptions of the situation and observations.
8. That evening, there is a general community meeting, open to the public. The team introduces their approach and goals, and gains as much information and feedback as possible from local residents, business owners, and community leaders about community issues, hopes and aspirations to be addressed in the CDP. The community meeting includes a SWOC Analysis – Strengths, Weaknesses, Opportunities and Challenges. The broader the participation by stakeholders, the better the study will be.
9. The second day is the actual design charrette, where the CDP team architects and design professionals envision the community as it could be, and using the input from the group meetings held the previous day, create a preliminary presentation focused on the chosen outcomes, such as Downtown Revitalization, Town Center, Gateways or Wayfinding and Signage. It is advantageous for town representatives to be available if needed to help and answer questions. It is necessary to have a space large enough and conducive for the team to do their work, with a secure, high-speed internet connection, since most of this work, both drawing, photo and writing, is conducted on computers.
10. The team members return to their communities, and complete any outstanding work on their own. Within a few weeks, the IAF Executive Director, CDP project leader, and/or members of the design team make a final power point presentation to members of the community. This final presentation is open to the public to stimulate discussion and garner support for the project.
11. Upon receipt of the second ½ of total project fee (typically received at final presentation), the community steering committee receives a copy of the final presentation Power Point and an Executive Summary with long and short-term recommendations.
12. A follow-up survey is submitted to the community by IAF within a year after the close of their Community Design Program.

Community Design Program Client Responsibilities

1. Provide appropriate community presentation space (size depending on expected audience)
2. Provide a large working space with secure and high-speed internet access for design team during site visits.
3. Provide additional requested materials during site visits.
4. Provide meal(s) and lodging for the design team during site visits.
5. Provide media and other promotional efforts to optimize community participation in the project.
6. Provide aerial maps and community ordinances or guidelines related to the design areas to be addressed.
7. Provide historical information or images as needed for reference by the design team for design improvements.
8. Provide official resolution or meeting minutes supporting community participation in this project (for example, City Council or Board of Supervisors resolution, meeting minutes).