

**CEC Long-Term Space Application for New Community Building Partners**

**(For Community Organizations Not Currently in the CEC)**

**May 3, 2019**

**General Information:**

This application is for community organizations seeking office space in the Barbara Weitz Community Engagement Center at the University of Nebraska at Omaha. Community organizations housed in the CEC are referred to as "community building partners," pay rent based on the amount of office space they occupy, and are expected to collaborate with UNO and other CEC partners while renting the space. Current CEC community building partners seeking to renew their leases should not complete this application. Rather, they should complete the **CEC 3.0 Long-Term Space Application for Existing Community Building Partners**. The CEC Long-Term Space Application for New Community Partners is intended for community organizations (e.g., a community non-profit organization) wishing to submit an application for building partner space in the CEC in order to house a new or existing initiative, program, or partnership for a minimum of 6 months. UNO-based organizations seeking space in the CEC will be eligible to apply for space through a different application process that will be announced later this summer.

**Potential applicants should be aware that available space in the CEC is currently limited. The CEC will accommodate new organizations selected for community building partner status as space becomes available. In addition, once spaces become available, they may not be adjacent.**

Before completing this application, potential applicants must:

1. Review the "**Barbara Weitz Community Engagement Center Supplemental Information for First-Time Applicants**" to ensure eligibility and understanding of the CEC's unique focus, mission and values.
2. Discuss their interest in submitting an application in advance with Heike Langdon, the CEC's Manager of Possibilities, via her contact information located at the bottom of this document.

**APPLICATION REQUIREMENTS:**

Please answer all questions for Sections 1 – 3 below in a separate document, using cut and paste if desired. All attachments, including those listed in Section 4, must be submitted in PDF format. The total page limit for Sections 1 - 3, (inclusive) is five (5) pages or less, single-spaced if desired.

**SECTION 1: ORGANIZATIONAL DEMOGRAPHIC AND CONTACT INFORMATION**

Please provide the following information. Enter N/A for non-applicable items.

- Legal organization name and federal ID number:
- Year that the organization was established:
- Type of organization (e.g. non-profit organization/type (e.g, 501(c)(3), 501(c)(4), etc.), community collaboration, government initiative, institution of higher education (if not UNO), etc.):
- If applicable, identify the sub-initiative(s) (e.g. specific program, initiative, partnership, etc.) that would be based out of the CEC space:
- CEO/Executive director's name, email, telephone/cell phone, and mailing address:
- Specify if the organization has a board of directors, advisory committee, or other:
- Name of chair/president of board of directors, advisory committee, or other (please attach a complete board/advisory committee list as required in Section 4):
- Contact person for this application, along with contact's phone number and email address, if different from CEO:

**SECTION 2: ORGANIZATIONAL NARRATIVE**

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Please address the following questions and sub-questions:

1. Please give a brief description of the applicant organization/program, its mission and culture, and its target population. If activities in the CEC will be limited to a specific program, project or facet of the organization's overall mission, please describe what activities will take place in the CEC.
2. Does your organization have a strategic plan? If so, please describe how any specific goals or objectives identified in the plan are relevant to this application. Please attach a copy of your organization's most recent strategic plan (see section 4). If there is no strategic plan, please explain why.
3. How would you describe your organization's current financial health? What is the nature of your current funding sources (gifts, grants, endowment, annual fundraising campaigns, etc.)? Are there any significant funding changes, increases or challenges expected in the next three years? Please address how derived cost savings and/or benefits from being in the CEC will support your overall community efforts and mission. Please attach your organization's most recent financials (current year budget, balance sheet, current financial statement) as required in Section 4.
4. What are your organization's capacity building or organizational growth needs? What benefits will your organization gain from being in the CEC in this regard? Are there any capacity building resources or strengths your organization might offer to other building partner organizations or staff?
5. What are the specific interests that draw your organization to the CEC, outside the benefit of office space? In answering this question, please address the three following components:
  - a. How will UNO benefit from your organization's presence in the CEC and how will your organization benefit from being on a university campus? How do you foresee your organization participating in service learning, community service, faculty/departmental partnerships, internships, etc.? Give specific examples in this regard. Please provide descriptions of your organization's past or present collaborations with UNO of this nature, if any.
  - b. How will your organization benefit from potential collaborations with current CEC building partners? (See the [CEC website for a current listing of current building partners](#). How has your organization collaborated with other organizations in the past? How will you apply these lessons learned to the CEC experience?
  - c. Please explain how your organization's placement in the CEC will benefit your organization as well as contribute to the CEC mission and its values (see [Supplemental Information for First-Time Applicants](#)).

### **SECTION 3: SPACE REQUEST NARRATIVE**

Please provide exact information for each of the following questions and sub-questions.

1. How long (in months or years) does the organization estimate it will need the requested space? Please note: initial space agreements will not exceed 3 years, with an annual review of mutual outcomes.
2. How many people from the organization will immediately move into the CEC and how many separate spaces will the organization need to accommodate them? What type of spaces (e.g., private office, semi-private office, open cubicle) do you prefer and why? Who (name, if known, and role) will occupy them, and how often will they be used (daily, shared, drop-in, etc.)? If requesting more than one space, do the spaces need to be adjacent or can they be in separate areas?
3. Please describe your plans for the office space your organization will be occupying. What type of activity (administrative, program-focused) will take place there?
4. Is there anticipation of growth or diminishing need while the organization is in the CEC? Will space be needed or in continued use throughout summer?

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5. What are desirable or undesirable adjacencies in the building? For example, what type of partner organizations or resources would the organization ideally be next to or near, if any? Are there any organizational concerns about being near a specific partner or type of organization?

**SECTION 4: REQUIRED APPLICATION ATTACHMENTS**

Please include the following with your application as PDFs: 1) the organization's most recent financials (current year budget, balance sheet, current financial statement); 2) the organization's most recent strategic plan (if your organization does not have a plan, please explain), and 3) current board listing. Please note that failure to provide all required attachments will result in the disqualification of your application.

**DUE DATE AND SUBMISSION REQUIREMENTS**

**DUE DATE:** Space Applications are due no later than 5 P.M. on or before Monday, June 10, 2019.

**SUBMISSION PROCESS:** Please email the completed application, including required attachments (Section 4), in Adobe PDF form to [unocec@unomaha.edu](mailto:unocec@unomaha.edu).

**FUTURE SPACE APPLICATIONS:** Future UNO and Community-based space applications for long-term space will take place in December 2019 and June 2020.

**REVIEW PROCESS**

A subcommittee of the CEC Building Advisory Committee will review all applications. **Finalists will be interviewed by the subcommittee, which will conduct interviews in June 2019, and will make decisions by July 2019.** The subcommittee will make its recommendations to the Senior Vice Chancellor for Academic Affairs.

**ELIGIBILITY INFORMATION**

For the purposes of this application, the CEC considers the following categories to be "community organizations" that are eligible to apply via this application for space in the CEC:

- Nonprofit organizations or grass-roots organizations that may be seeking nonprofit status
- Multi-agency collaborations focused on a project for public benefit
- Government projects or initiatives
- Micro-enterprise (must have a major social entrepreneurship or public good/benefit component)
- Institutions of higher education (including other NU campuses), early childhood, K-12 and/or K-16 initiatives
- Philanthropic initiatives, programs or organizations

**TYPES OF COMMUNITY ORGANIZATIONS NOT BEST SUITED FOR THE CEC:** Because of the open nature of CEC office space, the CEC is not generally suited for organizations that intend to provide direct or confidential services to clients, e.g., advising, counseling, treatment, one-to-one training, etc.

Because of the extensive internal and public demand for CEC's meeting and workshop spaces, organizations that offer regular and frequent training or classes as part of their mission may not find the CEC a suitable home, as it is not possible to schedule multiple spaces on a daily or weekly basis.

Finally, organizations looking at the CEC as purely office and meeting space, and not as a rich opportunity for expanded campus and community collaboration, are not a good fit. Successful applicants and residents of the CEC are those that share the CEC's unique vision and are already committed to the potential it offers their organization.

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**ADDITIONAL INFORMATION AND FOLLOW-UP**

Occupancy agreements, rental agreements and/or contracts will be developed in consultation with the CEC program administrator and approved by appropriate representatives of the partner organization and UNO administration. **Before moving in, new community building partners will be required to provide a Certificate of Insurance with limits of \$1,000,000 per occurrence and \$3,000,000 aggregated naming the Board of Regents of the University of Nebraska as an additional insured.** Once UNO receives the certificate of insurance, new building partners will meet with CEC building staff to finalize their space, furniture, office layout, and resource needs.

**SPACE AND PARKING LIMITATIONS:**

Currently, there are no parking stalls immediately available in the CEC underground parking garage (Lot Q). Employees of new partner organizations seeking a parking stall in the CEC garage may ask to be placed on the Lot Q waiting list. Ample parking is available for new CEC building partner organizations in UNO's west parking garage. UNO Parking Services determines all parking fees and regulations. Parking fees are not included in CEC building rent.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT:**

***Sara Woods***

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or

***Heike Langdon***

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