



# COMMUNITY SPACE APPLICATION

**DUE NO LATER THAN 4:30 P.M. ON OR BEFORE FRIDAY, SEPTEMBER 1, 2017**

This application is intended for community organizations (e.g., a community non-profit organization) seeking space in the Weitz CEC for a new or existing initiative, program, or partnership.

Please review the application's Completion Guidelines and Instructions for Community Organizations. You may cut and paste sections 1 through 3 into a separate word document for submission. If you provide any attachments for section 4, they must be in PDF format.

## SECTION 1

### ORGANIZATIONAL DEMOGRAPHIC AND CONTACT INFORMATION

Please provide the following information. Enter N/A for non-applicable items. *(maximum 1 page, single-spaced)*

- Legal name of organization and federal ID number (501(c) 3):
- Year organization was established:
- Type of organization (e.g. non-profit organization, community collaboration, government initiative, institution of higher education [if not UNO] etc.):
- Sub-initiative (e.g. a sub-initiative meaning a specific program, initiative, partnership, etc. that would be based out of the Weitz CEC space):
- Name of Executive Director/CEO, email, work/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:
- Organization's contact person(s), if different than Executive Director/CEO
- Organization's contact phone number(s) and email address(s):
- A list of the staff who would be housed in the Weitz CEC, including name(s), title(s), and email(s):

## SECTION 2

### ORGANIZATIONAL NARRATIVE

Please address the following questions and sub-questions. *(maximum 3 pages, single-spaced)*

- Give a brief description of (1) the applicant organization/program, (2) its mission and culture, and (3) its target population. Please describe the organizational activities or project(s) that will be based in the Weitz CEC.
- How will your organization benefit from the collaborative nature of the Weitz CEC? Be specific. Please address how derived organizational savings and/or benefits could support your overall community efforts and mission.
- How might UNO benefit from your organization's presence in the Weitz CEC? Give specific examples. If there are past collaborations with UNO (service learning, community service, faculty partnerships, internships, etc.), please elaborate.

- Does your organization have a strategic plan? If so, are there any relevant goals or objectives identified in the plan you would like to highlight? What are your organization’s capacity building needs? What benefits can be derived from being in the Weitz CEC in this regard? Are there any capacity building resources your organization might offer to other building partner organizations or staff?
- In general, how could other Weitz CEC building partner organizations (those currently housed in the Weitz CEC) potentially benefit from your organization’s presence? \*
- Please explain how this organization or program’s placement in the Weitz CEC will contribute to the Weitz CEC mission and each of its values (see guidelines for a definition of each value).

[\\*Click to view a list of current building partner organizations.](#)

## SECTION 3 SPACE REQUEST NARRATIVE

Please provide exact information for each of the following questions and sub-questions. *(maximum 1 page, single-spaced)*

- How long (in months or years) do you estimate the organization will need the requested space?
- How many people and separate spaces will your organization need? What type of spaces are preferred and why (e.g., private office, semi-private office, open cubicle)?\* Who (name, if known, and role) will occupy the spaces, and how often will they be used (daily, shared, drop-in, etc.) If more than one space is requested, do the spaces need to be adjacent or can they be separate from one another? Is there anticipation of growth or diminishing need while the organization is in the Weitz CEC? Will space be needed or in continued use throughout summer?
- What are desirable or undesirable adjacencies in the building? For example, what type of partner organizations or resources would you ideally like to be placed next or near to, if any?
- Please provide any pertinent additional information, if any, about the organization that you were unable to address in the questions above.

**\*PLEASE NOTE:** Initial space agreements will not exceed 3 years, with an annual review of mutual outcomes.

[\\*Click to view the rental fees for different office spaces and building partner amenities.](#)

## SECTION 4 APPLICATION ATTACHMENTS AND/OR SUPPORTING DOCUMENTS

Please attach any other supporting organizational documentation or information (e.g., strategic plan, annual report, recent newsletter(s), etc.). (Limit attachment to 10 pages total in PDF format only).

### FOR ADDITIONAL INFORMATION PLEASE CONTACT:

#### SARA WOODS

Executive Assistant to the Senior Vice Chancellor for  
Community Engagement at UNO  
Director, Barbara Weitz Community Engagement Center  
402.554.3914  
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#### HEIKE LANGDON

Manager of Possibilities,  
Barbara Weitz Community Engagement Center  
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#### REQUIRED

All potential applicants must do one of the following:

1. Discuss their interest in submitting an application in advance with Heike Langdon
2. Attend an informational workshop on Wednesday, Aug. 16 at 3:30 P.M., in the Weitz CEC OPPD Community Dialogue Room 231. [Click for directions to park.](#) RSVP to [unoccec@unomaha.edu](mailto:unoccec@unomaha.edu).



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