



UNO SPACE APPLICATION

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

This application is intended for University of Nebraska Omaha (UNO) organizations (e.g., administered through UNO departments, colleges, or divisions) 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 UNO organizations. You may cut and paste sections 1 through 3 into a separate word document for submission. If you wish to 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)*

- Applicant organization name, type (program, initiative, partnership, etc.), and year established:
- Director(s) or leader(s) of the organization, including name(s), title(s), and email(s):
- Name of home UNO department:
- Dean or Director of UNO home department:
- Specify if the organization has a board of directors, advisory committee, or other:
- Name and contact information for chair of board of directors or advisory committee, (if applicable):
- Organization's contact person(s):
- Organization's contact phone number(s) and email address(s):
- Organization's current UNO campus address, or mailing address, if different:
- Any faculty, staff, personnel, members, or volunteers who will 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 description of (1) the applicant organization/program, (2) its mission and culture, a brief history, and (3) its target population, including any community collaborations occurring in the past.
- Please explain the organizational activities or project(s) that will be based in the Weitz CEC.
- Considering the vision of the Weitz CEC, how will your organization/program benefit from the collaborative nature of the Weitz CEC? Be specific.
- What other benefits will your organization, unit, and UNO derive from being in the Weitz CEC? Are there any capacity building resources your organization might offer to other building partner organizations or staff?

- How will your organization contribute to the stated values of the Weitz CEC building? Be specific.
- Address how derived organizational savings and/or benefits could support your overall community efforts and mission.
- How will the Weitz CEC, UNO, and community building partner organizations* benefit from your organization/program being housed in the building? Do you already have external partnerships in place? If so, describe their history and any future plans.

[*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 your organization will need the requested space in the Weitz CEC? Be specific, noting that office space in the Weitz CEC is not intended to be permanent office space.*
- How many people and separate spaces will your organization need in the Weitz CEC? Are all of these spaces needed now? What type of spaces are preferred and why (e.g., private office, semi-private office, open cubicle)?* Who will occupy the spaces, and how often (daily, shared, drop-in, etc.)? Will the spaces need to be adjacent or can they be separate from one another? Is there anticipation of growth while the organization is in the Weitz CEC?
- What are desirable or undesirable adjacencies in the building? For example, what type of 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 section 4 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
swoods@unomaha.edu

HEIKE LANGDON

Manager of Possibilities,
Barbara Weitz Community Engagement Center
402.554.2565
halangdon@unomaha.edu

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 unocec@unomaha.edu.



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