



COMPLETION GUIDELINES AND INSTRUCTIONS

UNIVERSITY OF NEBRASKA OMAHA (UNO) ORGANIZATIONS

These application guidelines are intended for UNO organizations (e.g., administered through a UNO department, college or division) planning to submit an application for building partner space in the Weitz CEC to house a new or existing initiative, program, or partnership.

INSTRUCTIONS: Space applications are due no later than 4:30 P.M. on or before Friday, Sept. 1, 2017. Both UNO and community-based organizations are required to complete the space application to be eligible for application review.

SECTION 1

OUR MISSION, VISION, AND CORE VALUES

As a potential building partner organization of the Weitz CEC, it is important that each applicant reviews, understands, and aligns with the mission, vision, and values for effective long-term UNO-community collaboration.

WEITZ CEC MISSION: To contribute positively and measurably to the community's quality of life by creating, supporting, and expanding mutually beneficial partnerships, engaged scholarship, and academic and student programming that create tomorrow's leaders and agents of change.

WEITZ CEC VISION: The dynamic programs, initiatives, and partnerships fostered and supported by the Weitz CEC will inspire generations of leaders, groundbreaking solutions, and synergetic collaborations that will transform our community and campus into world-class metropolitan partners.

WEITZ CEC CORE VALUES: Each applicant's ability to align with the core values of the Weitz CEC's UNO and Community partnership spaces is a key factor in determining their eligibility and priority to be a Weitz CEC building partner. Applicants seeking building partner space in the Weitz CEC must indicate how they will address the eight core values of the Weitz CEC, as described below.

- **DIVERSITY:** The Weitz CEC actively seeks to represent the many diverse ideas, backgrounds, and cultures that comprise Omaha and the UNO community. It encourages nonprofit, government, educational, and private UNO and community organizations to apply for space. Applicant organizations should indicate how they will contribute to the spirit of diversity in the Weitz CEC through their presence and actions.
- **CIVIL AND OPEN DIALOGUE:** Diversity of thought fosters innovation and creativity. The Weitz CEC is a space where all opinions are heard and diverse ideas are not only respected but also encouraged. Applicant organizations should indicate how they intend to contribute to this atmosphere of civil and open dialogue if housed in the Weitz CEC.
- **A WELCOMING ATMOSPHERE:** The Weitz CEC values everyone who uses the building and shows that by creating an environment that is clean, easy to access, filled with friendly faces, comfortable for all, and meets people's physical needs. Building partner organizations contribute to this atmosphere by respecting the shared space nature of the Weitz CEC.

- **COLLABORATION:** More than simply sharing space, collaboration implies that applicant organizations will actively seek ways to work with UNO and their Weitz CEC neighbors to achieve common goals and community benefit. We will place significant value on organizations that are committed to working to identify, address, and solve problems facing our metropolitan area and that have a demonstrated history of working collaboratively in our community, or the clear potential to do so in the future. Potential applicants must be committed to being visible and present residents of the building. While all Weitz CEC residents have outreach and engagement as part of their missions, inter-building and campus relationships cannot occur when building occupants are not present. Successful building partner organizations are those that attend Weitz CEC building partner events and building events, have reasonable office hours, utilize the building for informal and formal meetings, etc.
- **COMMUNICATION:** The Weitz CEC encourages thoughtful, respectful, and transparent communication between all individuals who use the building, including community partners, faculty, staff, and students. The dynamic environment of the Weitz CEC is energized and ever-changing, with new partnerships, initiatives, and activities frequently arising from co-location and new connections. We give preference to potential new partner organizations that are open to organizational learning, new interactions and open channels of communication with the UNO community, their Weitz CEC neighbors, and the broader metropolitan community. This includes, but is not limited to sharing news and lessons learned from the Weitz CEC experience through UNO public relations materials, social media, and organizational communications.
- **RECIPROCITY:** The Weitz CEC is a portal through which the community and UNO can exchange resources, ideas, and solutions. Through reciprocal relationships, community and UNO organizations interact with and benefit from each other. For UNO partners, reciprocity is defined by openness to community input, values, and knowledge; mutual respect; and open communication. UNO partners in the Weitz CEC serve as vital contacts and ambassadors to building partners and serve as models for collaboration throughout the community. Ways UNO partners can connect include:
 - Supporting student internships and/or capstones, fieldwork, theses, or dissertations with community implications
 - Leading service learning opportunities
 - Providing expertise to nonprofit, government and educational organizations
 - Engaging students and fellow faculty in research and consultation
- **CONTINUOUS IMPROVEMENT:** Basing decisions for improvement on direct feedback and concrete data ensures that organizations have positive impacts on the community. The Weitz CEC leadership hopes that community and university partners will grow in many different ways, but mostly that all partners will be better equipped to serve the Omaha community as a result of being in the Weitz CEC. Building partners are encouraged to engage in capacity building activities that take place in the Weitz CEC as appropriate, as well as share skills and network to ensure a work environment where all organizations flourish.

ADDITIONAL GUIDANCE

PLACE OVER SPACE

The Weitz CEC seeks building partner organizations that demonstrate an authentic and clear need to be in the building. Each applicant should be seeking an obvious benefit from being in the Weitz CEC that goes beyond the need for physical office and meeting space. The Weitz CEC is a place where university and community organizations work side by side in a collaborative environment, rather than simply sharing office space. Organizations seeking to be located in the Weitz CEC should indicate how they will benefit from being part of the Weitz CEC environment and how they will contribute positively to its success.

ORGANIZATIONAL HEALTH

Organizations seeking placement in the Weitz CEC should have a history of effective leadership and operations in terms of a board of advisors or directors and/or management team. Applicants should provide evidence of the following within their application:

- Strong leadership and strategic thinking
- Financial viability
- Transparency in governance
- Flexibility in problem solving to resolve operational challenges

SECTION 2

DUE DATE AND SUBMISSION REQUIREMENTS

DUE DATE

Space applications are due no later than 4:30 P.M. on or before Friday, Sept. 1, 2017.

SUBMISSION PROCESS

Please email the completed application to unocec@unomaha.edu. Sections 1, 2, and 3 may be submitted in Microsoft Word or Adobe PDF. Section 4 must be submitted in Adobe PDF.

FUTURE SPACE APPLICATIONS

Future UNO and community partner applications for space will be accepted on a rolling application basis with future deadlines to be announced. To learn about future space applications, please join our email list by filling out this [online form](#).

SECTION 3

REVIEW PROCESS

Space applications will be reviewed by a subcommittee of the Weitz CEC Building Advisory Committee. **Finalists will be interviewed by subcommittee members in September 2017, with decisions for this round made by October 2017.**

Subcommittee recommendations will be submitted to the Sr. Vice Chancellor for Academic and Student Affairs for final approval.

SECTION 4

ELIGIBILITY INFORMATION

The following types of UNO organizations are eligible to apply:

- New or existing university programs
- Collaborative initiatives involving more than one UNO program
- Collaborative programs involving UNO departments and one or more community partners (with the UNO entity having a regular presence in the Weitz CEC, otherwise the application will be treated as a community application)
- Individual/teams of faculty and/or staff

PLEASE NOTE: As of August, 2017, the Weitz CEC, in collaboration with the UNO Office of Civic and Social Responsibility, will use a different application process for UNO student organizations seeking space in the building. This application will be released in the fall of 2017. Please contact Heike Langdon (information below) to be placed on our email list.

TYPES OF ORGANIZATIONS NOT BEST SUITED FOR THE WEITZ CEC:

Because of the open nature of Weitz CEC office space, the Weitz CEC is not generally well-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 Weitz CEC's meeting and workshop spaces, organizations that offer regular and frequent training or classes as part of their mission may not find the Weitz CEC a suitable home, as the ability to schedule multiple spaces on a daily or weekly basis is not possible.

Finally, organizations viewing the Weitz CEC purely as office and meeting space, instead of as a rich opportunity for expanded campus and community collaboration, are not a good fit. Successful applicants and residents of the Weitz CEC are those who share the Weitz CEC's unique vision and who embrace the potential the Weitz CEC offers their organization.

SECTION 5

ADDITIONAL INFORMATION AND FOLLOW-UP

Occupancy agreements, rental agreements and/or contracts will be developed in consultation with the Weitz CEC program administrator and approved by appropriate representatives of the partner organization and UNO administration. External organizations selected for the Weitz CEC 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. Organizations selected for the Weitz CEC will meet with building staff to finalize their space, furniture, office layout, and resource needs.

PLEASE NOTE: As of August 2017, there are few remaining parking stalls in the Weitz CEC underground parking garage (Lot Q). UNO cannot guarantee Weitz CEC parking garage space for new Weitz CEC building partner organizations as part of the rental agreement. However, ample parking is available for new Weitz CEC building partner organizations in UNO's west parking garage. Weitz CEC building partners may be placed on a waiting list for openings in the Weitz CEC parking garage. All parking fees and regulations are determined by UNO Parking Services, and will be the responsibility of the building partner organization or individual. New building partners will have the opportunity to discuss payment and parking options during the on-boarding process.

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.

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

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