

Washington Architectural Foundation
Community Design Services

Project Application Form

Thank you for your interest in Community Design Services (CDS). We are pleased to send you this project application form and look forward to working with you to begin your project.

Community Design Services provides conceptual, preliminary designs to D.C. metropolitan-area non-profits and community groups that cannot otherwise afford professional design services. CDS brings volunteers together to provide this work pro-bono in the areas of architecture, landscape architecture, graphic design, interior design, space planning, engineering, and more. Clients are required to pay a small fee to the Washington Architectural Foundation, generally \$100 - \$500, and must acknowledge the Foundation/CDS on all project and promotional material.

All applications go through a multi-phase approval process including:

- An initial meeting with Foundation staff upon receipt of project application
- A follow-up meeting with a lead project volunteer from the Foundation

Once your project has been approved, the Foundation will set up the first meeting with your Project Manager, who will arrange subsequent volunteer visits depending on the scope of your project.

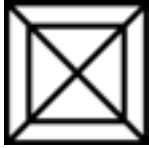
Along with this application submit the following:

- A copy of your organization's tax-exempt status letter
- Up to 10 photos of your project as it currently stands (if appropriate)

All applications should be sent to:

Washington Architectural Foundation/Community Design Services
1777 Church Street, NW
Washington, D.C. 20036

Questions? Call the Foundation at 202.667.1798 or www.wafonline.org



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Organization: _____

Address: _____

Contact/Title: _____

Phone/Fax: _____

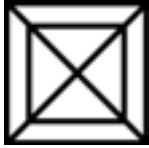
Email: _____

1. How did you hear about Community Design Services?

2. Project location and general description, purpose of project, etc.:

**Add an additional page if necessary.*

3. How will your organization and/or community benefit from this project?



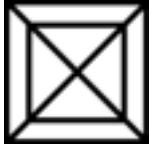
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4. What is your project timeline? Timeframe to begin project?

5. What additional factors (such as staff support, funding, etc.) may affect your timeline?

6. Have any other design professionals and/or government agencies reviewed and/or been consulted about this project? Please list.

7. Should your project move forward from the conceptual work that CDS provides, what is your funding mechanism? Will the conceptual work of CDS be used for fundraising purposes?



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Terms and Conditions of this Application

Community Design Services provides only conceptual work: feasibility and preliminary design services. CDS work is not intended, nor should it be used, for bidding, construction, or permit applications. Neither the Washington Architectural Foundation/CDS nor its volunteers assume any responsibility or liability for the technical accuracy of documents/ drawings or for their unintended or unauthorized usage.

The filing of this application does not guarantee that the project will be accepted. If your project is accepted, any news release or publicity about the project must credit The Washington Architectural Foundation/CDS for its participation.

If this project is accepted, an administrative fee ranging from \$100 - \$500 will be assessed depending on project scope. Additional expenses incurred for the project such as supplies will be billed on a monthly basis for the duration of the project; expenses over \$50 will have client approval prior to expenditure.

Applicant's Statement

The information provided in this application is, to the best of my knowledge, complete and accurate. I have read and understand the terms and conditions under which I am filing this application.

Applicant's signature

Date

Application check-list:

- oCopy of tax-exempt letter
- oPhotos of project

Return completed application to:

The Washington Architectural Foundation
Community Design Services
1777 Church Street, NW
Washington, D.C. 20036
Fax: 202.667.4327

Questions? Call the Foundation at 202.667.1798.