

Appendix I**CAPACITY BUILDING****Request for Services****What is the “Capacity Building” Program?**

The Planning and Development Services Department provides direct support to neighborhood groups who desire to improve their organizational capacity. This program assists residents who want to organize a neighborhood association or an established neighborhood association/community group that wishes to re-energize its organization. Groups receive the services of a neighborhood planner who addresses inquiries related to organizational development and provides resources for educational and leadership development opportunities. Program resources include:

- ✓ **Neighborhood Organization/Reorganization and Registration Assistance** - This service includes Cyber-Hood, Non-profit Partners referrals, Leadership Training referrals, and Self-Help materials. Two neighborhood organization meetings can be advertised through the Planning & Development Services Department.
- ✓ **Goals and Strategies Reports** - Planning staff conducts on-site workshops to assist neighborhood groups in developing strategies to address current issues. This program enables neighborhood groups to identify commonly agreed upon goals, to prioritize them, and to create strategies to build a *livable* community. The report serves as a “blue print” of what communities can do for themselves to improve their neighborhood.

Who can request Capacity Building Services?

A group of residents, neighborhood associations, and community organizations are eligible to request services for the Capacity Building Program.

Questions?

If you have questions about the preparation of your services request form, please call 207-7873. The application also may be found on the Planning and Development Services Department’s website (www.sanantonio.gov/planning/neighborhoods.asp)

For more information about these services, please call 207-7873.

Service requests will be received in person from 7:45 a.m. - 4:30 p.m. or through the mail. Additional information will not be accepted after the form is submitted. Incomplete forms will not be reviewed.

Please provide one copy of the application and necessary attachments.

By Mail:	Neighborhood & Urban Design Section Planning and Development Services Department City of San Antonio P.O. Box 839966 San Antonio, TX 78282-3966
In Person:	Development and Business Services Center, 1901 S. Alamo, 2 nd Floor, Suite 235

Applicant organizations may be contacted to arrange a brief interview to discuss the request for services.

Please print or type. All questions on the form must be answered as completely and accurately as possible.

GENERAL INFORMATION

Name of Applicant: _____
 Contact Person: _____
 Mailing Address: _____ Zip: _____
 Phone (day/night): _____ Email: _____

Service Request for: *(please check the services you are interested in receiving)*
 Neighborhood Organization/Reorganization and Registration
 Goals and Strategies Report

QUALIFYING INFORMATION (scored)

1. Planning Team

The Planning and Development Services Department encourages organizations to include all stakeholders such as neighborhood associations, community organizations, residents from throughout the area, area institutions, businesses, and property owners in their planning efforts. By completing the following table, the applicant is identifying the stakeholders who will be able to participate in the planning process. Please attach an additional page as needed. *(maximum score: 10 points)*

	Organization Name	Contact Name & Phone #
Neighborhood Association (s)		
Community Group(s)		
Homeowners		

Renters		
Non-resident Property owners		
School (s)		
Churches, other religious groups		
Business (es)		
Other		

2. Proposed Boundaries

Please attach a map showing the proposed boundaries of your planning area. A hand drawn map using an existing street map is fine. *Note: A neighborhood area typically encompasses about one square mile and includes enough population to support an elementary school. Special study areas may focus, for example, on the development around a particular intersection, along key corridors, or adjacent to a major project. Higher points will be awarded to planning areas that are of a sufficient size relevant to the proposed project. The Planning and Development Services Department may work with the group to alter the proposed planning area boundaries. (maximum score: 10 points)*

3. Critical Neighborhood Issues or Opportunities

What are the three most critical issues or opportunities facing your neighborhood? List only three. (Example: a major new development that could change the character of the neighborhood, a public improvement project) Applicants with more pressing issues or opportunities will be awarded higher points. *(maximum score: 20 points)*

- 1.

- 2.

3.

4. Neighborhood Projects

Please list and briefly describe any significant public projects, private investments, and/or planning efforts that have occurred within the proposed planning area within the past few years. Please attach an additional page if needed. Applicants with a greater number or larger scale of current projects will be awarded higher points.

(maximum score: 10 points)

1.

2.

3.