



## **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 registered 501(c)(3) DC 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, interior design, space planning, and more. Clients are required to pay a fee to the Washington Architectural Foundation, and must acknowledge the Foundation/CDS on all project and promotional material.

If your project is approved, the Foundation will set up the first meeting with your organization at the District Architecture Center. We will then 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

**Questions? Contact the Foundation at [www.aiadc.com/waf](http://www.aiadc.com/waf) or call 202.347.9403.**

## Project Application Form

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.:
  
3. How will your organization and/or community benefit from this project?
  
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 being 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 of at least \$500 will be assessed depending on project scope and organization size. 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 \_\_\_\_\_

501(c)(3) Organization's Tax ID \_\_\_\_\_

### Return completed application to:

Rachel Simonson, Foundation Outreach Coordinator  
[rsimonson@aiadc.com](mailto:rsimonson@aiadc.com)

Washington Architectural Foundation  
Community Design Services  
421 7th Street NW  
Washington, DC 20004