Thank you for your interest in participating in the South Carolina Community Planning Assistance Program. As a priority of the South Carolina Chapter of the American Planning Association (SCAPA), the South Carolina Community Planning Assistance Team (SC CPAT) initiative focuses broadly on addressing community planning issues that may otherwise go unaddressed. SC CPAT projects seek to foster community education and civic engagement. The program is designed to bring planning resources and opportunities to communities with a demonstrated need for assistance and to strengthen the ability of local residents and other community stakeholders to influence or determine decisions that affect their quality of life. The SC CPAT is a pro bono program, meaning that the program provides the time of planning experts to a community without compensation. However, the community may be expected to raise funds to cover travel expenses and accommodations.

When preparing your submission, please keep in mind that your project should be as focused as possible in scope. The scope of SC CPAT projects is limited due to the constraints of time and resources provided by SCAPA and the volunteer experts. While experts spend time preparing for a project before they arrive in the community and additional time completing project elements after they leave, actual time spent in the community is generally approximately two to three days, plus an initial visit by the Team Leader and SCAPA to meet with stakeholders. While thorough preparation of briefing materials before a Team’s site visit is a tremendous help, your project must be achievable within a limited amount of time.

**APPLICATION INSTRUCTIONS:**

Please complete all sections listed on the following pages. For Item 12, Additional Required Items, attach all items as appendices and include cover pages for each new section. Incomplete sections or missing items may result in automatic denial of an application.

Applicants seeking to submit their project should complete and submit this application and the non-refundable application fee ($25.00) by the deadline posted on the website (<http://scapa.org/community-planning-assistance-teams-cpat/>). Electronic submissions of all materials are preferred by uploading completed applications to the SCAPA website (<http://scapa.org/community-application-form/>). If applicants are unable to upload the application, applications (including the application fee) may be sent to the address below. Mailed applications must be postmarked by the application deadline. Checks should be made payable to “South Carolina Chapter of the American Planning Association.”

SCAPA – Planning & Community Development

ATTN: Jeff Parkey

PO Box 8002

Anderson, SC 29622

Your application is used by SCAPA to select among competing requests for community assistance. The quality of your submission is not the primary selection criteria. However, SCAPA’s ability to commission a team of experts to successfully address the issues and needs of your community may be limited by the care and thoroughness of the submission.

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| **1. Title of Project** |
| *Provide a short name for your project. For example, Andersonville Transportation Project: Connectivity, Community, & Coordination. This should be the title/main heading of your submission.* |
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| **2. Brief Summary of Project** |
| *Provide a short standalone paragraph (3-5 sentences) summarizing and outlining the key points of your community’s project/issue.* |
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| **3. Description of Project/Statement of Problem**  |
| *This section will serve as the main body of your application. We encourage you to include images and maps to define the study area and highlight any key issues. The following guidelines and questions should be used when writing your statement.*1. *Describe the issues affecting your community that influence or have led to the need for community assistance. Include the degree to which the problem is recognized by leadership and the community, and the obstacles (social, political, economic, physical, etc.) to addressing and overcoming these issues.*
2. *Describe how this project will build on past efforts or advance current work within the community. Please describe any approaches used and the level of success they had or are having.*
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| **4. What types of expertise are you most interested in receiving?** |
| *For example, urban design work, site planning, economic development planning, transportation planning, implementation assistance, capacity building, etc.* |
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| **5. From your perspective, why would a team of expert planners from around the State provide a more effective result than hiring consultants or using other resources? Why is your community in need of pro bono services?** |
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| **6. Outcomes – please discuss what your community expects to achieve from receiving assistance. What plans do you have to maximize the opportunity and follow through with the project and the Team’s work?**  |
| *CPATs are short-term community initiatives that frequently work to help build momentum around a community’s vision or strategy. The following questions should help guide your thoughts on this section:*1. *What are the major objectives of your project?*
2. *How do you plan to leverage the Team’s work to achieve the goals of the project and community?*
3. *How will you attract local media and gain public attention for your project?*
4. *What do you imagine will be different after the Team’s work is completed?*
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| **7. Description of Major Stakeholders** |
| *List the major stakeholders in your community such as government agencies, major property owners, private sector participants and relevant community groups. What is their role in this project? In what ways will they work with APA South Carolina (SCAPA) and the Team? What kinds of resources will they provide? Will they have representatives who meet with the Team during their visit? How will they follow-up after the project? Please include any relevant websites and contact information.* |
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| **8. Community Capacity/Partnerships \*not required, but encouraged** |
| *SCAPA encourages diverse community participation. Potential partners may include: local businesses, business improvement districts, the chamber of commerce, nonprofit organizations, educational institutions, regional councils of governments, municipal/county governments, among others. Their participation may come in various forms, including the incorporation of the CPAT into a studio or class project, student volunteers during the Team’s visit (particularly those with skills in drawing or GIS and other design software), and meeting space.**SCAPA understands that this is not possible for every community to have partnerships due to reasons of proximity. Partners often include schools of urban and regional planning, urban design, architecture, landscape architecture, environmental studies, economics, business administration or other relevant disciplines related to your project. If you are planning any partnerships for your project, please include the following: name of partner institution; partner contact Information; and description of partnership.* |
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| **9. How did you hear about SC CPAT?** |
| *Please tell us how you learned about the SCAPA CPAT Program.* |
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| **10. Primary Contact Person** |
| *The primary contact person will be the main community resource for SCAPA and the Team. This person will be responsible for connecting SCAPA and the Team to stakeholders and building community involvement. The primary contact person will help organize local logistics for the Team’s visit, collect and organize materials for the Team briefing book, among other project tasks as needed.* |
| Name: |
| Title: |
| Company/Organization: |
| Address, City, State, Zip Code: |
| Email Address: |
| Phone Number: |
| Short description of how the contact represents or speaks for the interests of the community: |
| **11. Availability** |
| *When would you like to conduct the project? The target dates focus on the Team’s visit to the community, which is typically two to three days. If there are any strategic dates for the Team’s visit that may assist the goals of the project, such as a conference, a community event that may boost media attention, etc., please explain. Please include multiple dates, if possible. Below is a sample timeline of a typical project to help you think through the scheduling of your project. Project timelines will be worked out with SCAPA upon official selection.** *Review and Selection of SCAPA*
* *Initial Site Visit by Team Leader and SCAPA*
* *Team Visit to Community*
* *Follow-Up and Final Report*
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| **12. Additional Required Items (to be attached as appendices):** |
| * **Project Study Area Map** - show the boundaries of the study area. Most projects focus on the scale of a neighborhood or project site, but projects can be larger, if appropriate.
* **Letters of Support** – provide at least three letters of support from major stakeholders. Letters should state reasons why the project is important to the community and why SCAPA community planning assistance is needed. Include the contact information of each letter’s author.
* **Budget** – draft a budget and budget narrative for the project (see page 7 for guidance).
* **Multi-media Materials** – include any maps, pictures, planning documents, graphic illustrations, newspaper articles, tourist brochures, chamber of commerce materials, demographic information, history, form of local government, regional context, geographical/topographical information, etc. that will help give SCAPA a better understanding of your project. Note: materials for this item may be provided as a CD or DVD if necessary.
* **Application Agreement** – complete and sign the application agreement on page 8 of this document.
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**EVALUATION OF APPLICATIONS**

SCAPA will conduct the review process of all applications. Applicants will be notified approximately 30 days after the submission deadline. The application evaluation criteria are listed below:

* Clarity of issue(s) to be addressed; the scope of the project is appropriately focused and well defined;
* Commitment and support for project by community and key stakeholders (including partnerships);
* Funding and logistical support available for project;
* Primary contact person’s demonstrated ability to coordinate project from the community perspective; and
* The probability of commissioning a project Team with skills/experience matching the needs of the community.

**BUDGET INFORMATION**

While a budget will ultimately be developed in cooperation with SCAPA, please provide:

* Basic information such as cost of meeting space, hotel accommodations, food and beverage, local transportation, printing, etc.
* What kind of financial support or in-kind donations can your community provide for the project? (For example: meals, hotel accommodations, meeting space, work supplies, etc.).
* If funds are not available at this time, what fundraising strategies will you employ (local donations, partnerships, sponsorships, etc.)? In the past, communities have requested food and beverage from local businesses, meeting space has been provided by local governments, hotels and universities, hotels have given special rates to communities for Team members, etc.

Below is an example that should help get you started in preparing the project’s budget. Any budget format is acceptable. Be as specific as possible and explain any in-kind services or donations in the budget.

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| Line Item |  |
| A. Travel | Traveler | Lodging ($125/night/per person) | Food ($40/day/per person) | Total |
| Team Leader (preliminary visit to community) | 1 night$125.00 | 2 days$80.00 | $230.00 |
| Experts (x5)\*All experts’ time is pro bono | 2 nights$1,250.00 | 3 days ($40/day) Lunch provided to Team by (Community Group) $600.00 | $1,850.00 |
| TOTAL | $1,400.00 | $680.00 | $2,080.00 |
| B. Meeting Space | $0.00 |  |
| C. LocalTransportation | $0.00 |
| D. Printing | $0.00 |
| E. Other | $0.00 |
| TOTAL | $2,080.00 |

**APPLICATION AGREEMENT**

Please read and initial each of the boxes acknowledging that you understand and agree to the following statements:

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|  | I understand that the Community Planning Assistance Team initiative is a pro bono effort. While the South Carolina Chapter of the American Planning Association (SCAPA) provides South Carolina support and a team of subject matter experts, a substantial commitment from the host community in the form of financial resources or in-kind donations (lodging, food, meeting space, etc.) is required to sustain the program. |
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|  | I understand that, as the host community, I am responsible for developing briefing materials for the team of subject matter experts to review prior to, during, and after the Team visit, in consultation with SCAPA. |
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|  | I understand that, as the host community, I am responsible for providing timely review and feedback needed by SCAPA and the team of experts to finalize reports and other project-related materials. |
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|  | I understand that the Community Planning Assistance Team will provide objective, unbiased recommendations based on their consultation with the community. The community retains the authority to implement these recommendations as they see fit. |
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|  | SCAPA seeks to foster lasting relationships with communities, from the beginning of the Community Planning Assistance Team process through implementation and follow-up. |

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Signature of Community Contact Person Date

**Contact Information (Please Print)**

Community Contact Person Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_