Community Outreach Group for Landscape Design
APPLICATION FOR DESIGN WORK

ORGANIZATION'S NAME: ________________________________ DATE: ______________

CONTACT INFO — NAME: ________________________________

ADDRESS _____________________________________________

PHONE _______________________________________________

EMAIL ________________________________________________

PROJECT LOCATION: ____________________________________

Please provide answers to the questions below to find out how COGdesign can best work with your organization. If your application is approved, COG will match you with a designer/s who will use this information to help inform how we can best meet your project goals.

1. SITE OWNERSHIP
   Owned by the organization
   Owned by local municipality
   Owned privately
   Ownership is currently undetermined

2. PROJECT BUDGET
   Funding is in place
   Funds need to be raised
   Funding currently undetermined

3. PROJECT GOALS:
   What type of landscape do you envision — passive/active park, playground, community garden, seating area, community meeting space, shade trees, food forest, other?

   _______________________________________________________

   _______________________________________________________

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4. SITE HISTORY:
   Please provide any relevant history of use of the site:

   _______________________________________________________

   _______________________________________________________

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5. SITE CONDITIONS (CURRENT):
   Existing park, school, municipal building, church yard, other: _______________________________________________________

   _______________________________________________________

   _______________________________________________________

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6. DEMOGRAPHICS:
   What are the demographics of the neighborhood — age, gender, ethnicity, income, special needs, languages spoken, etc…?

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PO Box 380275  Cambridge, MA 02238  781.642.6662  info@cogdesign.org
7. MAINTENANCE:
Are there any plans in place to maintain the project? Please describe plans, staffing and/or equipment needs: _______________________

__________________________________________________________________________________________________________

8. PERMITS & REVIEWS:
Are you aware of any permits or municipal reviews which may be needed? Please describe, if known? _______________________

__________________________________________________________________________________________________________

9. TEAM:
Please include your team members’ contact information (ie members willing to volunteer their time):

NAME: __________________________________________ DATE: _________________

NAME: __________________________________________ DATE: _________________

NAME: __________________________________________ DATE: _________________

10. AGREEMENT:
By signing below you allow COG to use photos, issue press releases and provide other communication about your project to our supporters and the general public.

NAME: __________________________________________ DATE: _________________

There is no fee to apply. However a ‘contract fee’ of $50 to $250 (based on your organization’s budget) is required upon signing a Scope of Work contract with COG designers - usually a month into the process. The designers draw up the contract and review it with you before anyone signs.

If you have questions please look at the FAQ section on the website. Or email us at info@cogdesign.org.

Thank you for your application!