

application process

The first step for a non-profit organisation, community group or individual wishing to obtain design services Architects for Peace (arch-peace) involves sending a completed *organisation and project profile* to Architects for Peace pro-bono for consideration. The *profile form* is the second page of this document.

You will be contacted within two weeks of sending your completed *profile form* so that a time can be arranged for an interview and a site visit (if applicable). In this interview your project requirements and brief will be discussed to enable an **arch-peace pro-bono** representative to review the project and determine the nature and extent of design assistance required.

Following this meeting your application will be presented by the **arch-peace pro-bono** representative to the **arch-peace** pro-bono panel for approval. Should your application prove successful a project agreement letter will be sent; if your application is unsuccessful, **arch-peace** will endeavour to advise you of other options to consider in seeking appropriate alternative design services for your project. Once signed by both parties an **arch-peace** project team suitable for your design requirements will be appointed.

The application process is outlined in the flow chart below:



criteria for considering applications for assistance

When **arch-peace** receive applications for assistance, the application will be considered against the following criteria:

- Will the project help arch-peace achieve its vision?
- Is arch-peace able to provide the necessary skills, expertise and resources?
- Will the proposed project benefit the community served by the applicant?
- Whilst arch-peace is primarily focused on offering services to community organisations, individuals may also be considered on a case-by-case basis.
- Both the Client and the proposed project operate on a not-for-profit basis
- The Client has a clear understanding of the scope of the project and a demonstrated ability to fund the proposed project (or a clear plan of how funding will be secured)
- The Client is not currently receiving fee-based architectural services and/or does not have an existing relationship with an architect or architectural firm.

organisation profile

Are you an (please tick): Individual Group Not-for-Profit

Organisation/Name:

Address:

Phone:

Fax:

Email:

Project Contact:

Title: Mr/Mrs/Ms/Miss/Dr/other

First Name:

Last Name:

Phone:

Fax:

Email:

Does your organisation have not-for-profit status? yes no

Please specify the organisation "Incorporated Association" number or ABN:

Briefly describe your organisation, mission, and services:

project profile

Project Title:

Project Location:

Project Type: New construction Renovation Other:

Write a brief general description of the scope, size and nature of the project:

Estimated Project Budget:

Has an architect or other design professional been approached in regards to this project? yes no

Is funding available for the project works? yes no

If so, what funding has currently been allocated to the project?

What other avenues are being followed to obtain project funding?

Arch-peace uses its website www.architectsforpeace.org to promote pro bono projects and call for volunteers. Do you consent to arch-peace posting information about this project on its website? yes no

Thank you for taking the time to complete this application form. Please return it to probono@architectsforpeace.org or to the mailing address on page 1 of this form. A member of arch-peace will be in touch with you to discuss the project in more detail. Please contact probono@architectsforpeace.org if you have any questions.