

Gathering Places Project

A Pomegranate Center and Tully's Coffee partnership to
build community gathering places

Request for Proposals

Released March 14, 2011

Information Workshop March 21, 2011

Applications Due April 15, 2011

Selection Announcement April 30, 2011

Overview

Every neighborhood deserves gathering places where people can meet, linger, chat and celebrate. That is why Pomegranate Center and Tully's Coffee are joining forces to ignite a movement to create gathering places in communities across the country, starting here in the greater Seattle area.

We are embarking on a RFP (Request for Proposals) process, to find communities in greatest need of a public gathering place. These gathering places can be outdoors: gardens, natural or urban parks, amphitheaters, shelters or street improvement, or they can be indoor spaces: community centers, libraries, or any other public spaces where people can gather.

With the support of Tully's Coffee, three selected communities will receive services and materials from Pomegranate Center to plan, design and build a neighborhood gathering place – places that bring people together to strengthen our communities.

These selected communities will receive training, community engagement expertise, design assistance, building materials and construction management over the course of 2011. Each gathering place will be hand-crafted with local energy and materials, art-filled and unique.

It's going to happen fast! Between May 1 and December 31, 2011 we'll help you and your community work together to plan, design and build your gathering place where you can meet friends, play with your kids and connect with your neighbors.

ABOUT POMEGRANATE CENTER

Pomegranate Center—based in Issaquah, Washington—is an internationally recognized leader in developing neighborhood gathering places and is a leading nonprofit devoted to community-generated design and development. For the past 24 years, we have helped neighborhoods and cities build community, build places and build leaders. Through our unique community building model, Pomegranate Center has helped hundreds of communities throughout the Pacific Northwest and across the country transform places, strengthen social cohesion and inspire community-building leaders.

ABOUT TULLY'S COFFEE

Established in 1992 in Seattle, Washington, Tully's® is known and valued for handcrafted quality and the distinctive, deep-roasted coffee flavor of the Pacific Northwest. Tully's aspires to be part of the community of coffee. With a strong presence in grocery chains, club stores, offices, and retail stores across the U.S., we bring our passion for coffee to a wide customer base, while remaining the friendly coffee expert. We support vibrant local communities through our employee volunteerism program, our in-kind donations program, and through grantmaking in our employee communities and key geographies.

About the Grant

WHAT WE BRING

Pomegranate Center's experienced team will partner with your community in a comprehensive eight-month program, which includes:

- Six hours of community building training for your project leaders, including how to:
 - Wire your project for success from the very beginning
 - Create meaningful community participation
 - Generate and prioritize ideas
 - Turn ideas into actions
- Experienced facilitators who will ensure meaningful community participation, with an emphasis on creativity and developing a project that includes many perspectives
- Skilled professionals who translate your community's ideas into design concepts, create professional construction drawings and navigate the permitting process for you
- A team of seasoned project, design and construction managers working side-by-side with your community to build your neighborhood gathering place

WHAT YOU BRING: The Matching Requirements

Pomegranate Center will work with your community, not for your community. Your community's collaboration with Pomegranate Center is the key to the project's success.

Applicants must bring a minimum of 700 hours of community involvement to the project. We know – it seems like a lot! But when broken down, it's very doable.

Community participants can contribute hours in four ways:

1. **Be part of the leadership team:** Typically group of 3-5 people who complete application and work with Pomegranate Center to kick-start the project planning
2. **Join the steering group:** Group of 10-15 key stakeholders who assist with community meeting planning and outreach throughout project
3. **Volunteer as community members:** Residents who participate in community meetings, design workshops and building workshops
4. **Become Public Space Rangers:** Professionals from the design, construction and fabrication fields who donate project relevant skills and expertise to the project design and construction. For example: architects, landscape architects, engineers, fabricators, artists and builders.

Let's take a look at how these three groups contribute to the match requirement:

GROUP	ACTIVITY	ESTIMATED HOURS
Leadership Team	Helps identify and recruit steering group of 10-15 key stakeholders	15
Steering Group	Steering group meetings (5 2-hour meetings)	100-150
	Community outreach activities (for events and sharing information over course of project)	20-30
	Trainings (10-15 people, 8 hours of training)	80-120
Community Members	Participation in community meetings: (average of 30-50 residents per meeting; 2-3 meetings, 2 hours each)	120-300
	Volunteer during gathering place construction (over 3-5 days)	200-700
Public Space Rangers	Training (3-8 people, 4 hours)	12-32
	Participation in design workshops, plan development and construction drawings	80-100
	Participation during gathering place construction	75-100
Total		702-1542

We will give preference to communities who can identify and recruit Public Space Rangers for the project. In addition, groups can show commitment to the project with financial contributions (from individuals, businesses or foundations) and in-kind contributions (building materials, food for volunteers, etc).

WHAT WE'LL CREATE TOGETHER

Through this unique grant, we'll guide your community in working together to design, build and celebrate a local gathering place, created especially for your neighborhood.

This grant will support projects that are intimate "neighborhood" scale — community gardens, shelters, small amphitheaters, natural playscapes or spaces that feature a mix of these. We will also consider compelling cases for indoor multi-use public gathering spaces, like libraries and community centers, that would be transformed/retrofitted with community-crafted artistic additions like murals, benches, gateways, etc. This grant does not fund the planning of large-scale park plans or major construction projects.

WHO CAN APPLY?

We encourage diverse groups representing a neighborhood or community to apply. In fact the selection committee will favor projects that include representatives from differing sectors. Partnerships are encouraged! Successful past projects have included partnerships such as a grassroots neighborhood group, a Parks Department and a school board; or a foundation, a nonprofit and a municipal agency. Get creative!

Examples of groups that can apply:

- Neighborhood groups
- Municipal agencies
- Civic institutions: libraries, community centers, churches
- Nonprofits

Projects from the following communities are eligible:

Bainbridge Island	Kirkland	SeaTac
Bellevue	Medina	Seattle
Bryn Mawr-Skyway	Mercer Island	Shoreline
Burien	Newcastle	Tukwila

Have a question about whether your community would qualify within these geographic boundaries? Contact Katya at 425-557-6412 or katya@pomegranate.org.

WHAT THIS GRANT WILL NOT SUPPORT

- This is a service and materials grant – no cash will be granted to the selected projects or communities
- Funding for private projects that serve only a select group; the project must serve the entire community
- Projects that can't be completed in 2011
- Projects that don't provide matching community energy

CRITERIA & REQUIREMENTS

We will review applications closely to determine each project's readiness, including:

- Appropriate site: Neighborhood indoor or outdoor space within the eligible communities (see Who Can Apply? section above)
- Active leadership: A group committed to seeing the project through completion
- Community participation: Diverse community involvement with ample volunteers willing to participate in community meetings and build the gathering place
- Ability to keep on schedule (Complete project by December 31, 2011)
- Willingness to be trained and work with Pomegranate Center's time-tested community building model

APPLICATION TIMELINE

Return two copies of the completed application by 5pm on April 15, 2011 by mail or delivery to Pomegranate Center.

Steps in the process to consider:

- Informational workshop: Learn about Pomegranate Center, grant guidelines and application details and have your questions answered: Monday, March 21, 2011 at 12pm and 5:30pm; 2100 Building, 2100 24th Avenue South, Seattle. RSVP to Caitlin@pomegranate.org or 425-557-6412
- Application: We will only accept applications submitted by email, mail or delivery by 5pm on April 15, 2011. Visit www.pomegranate.org to download the application form
- Interview and site visit: Finalists will receive site visits from the selection committee during the week of April 25, 2011
- Award announcement: All candidates will learn the status of their proposal by 5pm on April 30, 2011
- Letter of Intent and MOU: Selected projects will receive a letter and Memorandum of Understanding from Pomegranate Center about the partnership by May 7, 2011. Signed letters must be returned by May 15, 2011
- Project Beginning: Selected projects' first meeting will be scheduled for the first two weeks of May 2011

CONTACT

Questions and clarifications: Katya Matanovic, Managing Director
katya@pomegranate.org, 425-557-6412

FAQ

Why are there training requirements?

Pomegranate Center has spent 24 years developing effective methods for engaging communities in productive ways. This project is a jumping-off point for community participation. Our hope is this will be the first of many successful projects your community takes on. We aim to leave you with stronger community leadership.

Why does the project move so quickly?

A lot can happen in a short amount of time. Many people have disengaged from the community process because it is time consuming and doesn't seem to go anywhere. Our gathering space projects demonstrate that results can happen quickly, effectively and include many voices.

Who manages the project?

Pomegranate Center will act as the project manager. However, our model is to create as many opportunities as possible for community-based leadership.

Where is the funding coming from?

Funding for this project comes from a grant from Tully's Coffee.

We have lots of ideas. Is there someone we can talk to about the project before applying?

You bet. Contact Katya at 425-557-6412 or katya@pomegranate.org with your questions no later than April 4.

Can we apply for more than one project?

Absolutely. If your neighborhood has more than one project that you believe to be a good fit please fill out a separate application for each.

If we are selected, when do we start?

Once the award recipient has been selected (April 30, 2011) the project will start immediately. We expect the steering group to convene during the first two weeks of May 2011.

How do you review the applications?

A selection committee comprised of Pomegranate Center staff, board and advisors will review the applications using a standardized point system.

What if we don't reach our matching requirement during the course of the grant?

The Pomegranate Center team will work closely with you and the steering group to ensure that your community match is met. We will check in with you monthly to ensure you are on track and work with you to find alternative community participation strategies if needed. We take this part of the grant seriously and will look for applicants who do, as well.