

Revised: 11/17/22

COMMUNITY DESIGN ASSISTANCE CENTER

College of Architecture, Arts, and Design
Virginia Tech

Application for Planning or Design Assistance

CDAC Mission: The Community Design Assistance Center assists communities, neighborhood groups, and non-profit organizations in improving the natural and built environments through design, planning, and research. Through the integration of the learning and working environments, the Center will execute projects that link instruction and research and share its knowledge base with the general public.

Applications should be typed and provide the information requested below.

Upon receipt, the applications will be reviewed to determine whether the proposed project is in keeping with the Design Center's mission. If so, a site visit will be scheduled to discuss the project further. Please note that incomplete applications may cause a delay in review, or may not be reviewed. The Design Center does not provide cost estimates for construction nor do we develop construction drawings. There is a charge for CDAC's services (see page 3 for more details).

If you have questions, please call Elizabeth Gilboy, Director at (540)231-5644.

Date: _____

Name of Organization: _____

Type of Organization:

_____ Public: town, city, county, special district

_____ Non-profit

Name/Title of Contact Person: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Website: _____

How did you hear about the Community Design Assistance Center?

PROJECT SERVICE AREA (please check all that apply):

Who will be served by this project? Approx. how many? Approx. % low income?

_____ Members of the organization _____ _____

_____ A specific target group _____ _____
What group? _____

_____ Entire neighborhood _____ _____

_____ Entire town or city _____ _____

_____ Other (please specify) _____ _____ _____

Staff Use Only:

Date Received _____

Received by _____

Project # _____

PROJECT OUTLINE:

Project Type: (check all that apply)

- Architecture**
- Landscape Architecture**
- Planning**
- Interior Design**
- Other** (please specify): _____

Please give a description of the project (i.e.: nature of the project, location and approximate size of the site), how it would be of benefit to the community and to the students who would work on it at the Design Center. Detailed information will help us in project selection. Please feel free to attach 8 1/2" X 11"/14" or 11" X 17" copies of the site boundaries, photos, maps or anything else that would help us to visualize the project area.

Project Title: _____

Project Description:

(attach another page if necessary)

DESIRED PROJECT TIMEFRAME:

What is the time frame required for the completion of tasks by the Design Center?
(Please note that the Design Center is able to oversee only a certain number of projects at any one time so if your application is approved, it may take us several months to schedule a site visit. Please plan accordingly).

PRIVATE SECTOR:

Is this project currently being bid to the private sector?

FUNDING:

Costs for CDAC projects typically include administrative oversight, student wages, materials, travel, and university overhead. Costs for any given project are determined after an initial site visit (**no charge for initial visit**).

What is the group's approximate yearly budget? \$ _____
How much has been set aside for conceptual work on this project? \$ _____

Please note that Design Center work is conceptual in nature. The skills of a professional may be needed to further refine designs, create construction documents, and to implement projects we undertake.

The Design Center does NOT prepare construction drawings or cost estimates.

Please mail or email the completed application to:

**Elizabeth Gilboy, Director
Community Design Assistance Center
101 South Main Street
Suite 2 (0450)
Virginia Tech
Blacksburg, VA 24060**

Email: egilboy@vt.edu