



Pier 28, The Embarcadero
San Francisco, CA 94105
Tel: 415-905-1611
Fax: 415-905-1610
www.rebuildingtogethersf.org

FACILITY RENOVATION APPLICATION

- **What is Rebuilding Together San Francisco?**

Rebuilding Together San Francisco, RTSF, a nonprofit organization, preserves and repairs the homes of low-income, elderly, and disabled San Franciscans, and renovates nonprofit community facilities like childcare, youth and senior centers, schools, and homeless shelters so they may better serve their facility users. *

In community facilities volunteers with RTSF work under the direction of architects and designers to make building improvements that help the community agencies function more efficiently, as well as help them to motivate and retain staff, volunteers, and clients. Hundreds of skilled and unskilled volunteers give their time on the last weekend in April to create brighter, warmer, and safer environments.

- **How do I apply for Rebuilding Together SF's services?**

Please complete the attached two page application and mail it to:

Rebuilding Together SF
Pier 28, the Embarcadero
San Francisco, CA 94105

- You will be contacted by a representative from RTSF to evaluate your proposed renovation and perhaps to set up a facility visit between November 2010 and January 2011. The representative will tour your facility with you and discuss possible repairs.
- By early-March 2011, you will receive a letter indicating whether or not your facility has been accepted for the program.
- If your agency is selected for Rebuilding Day, we ask that at least one agency representative attends the Facility Orientation Meeting in late March.
- **Rebuilding Day 2011: Saturday April 30th.**

**We can provide services to religious facilities only where social services are provided on a non-sectarian basis and on the premises, such as homeless shelters, nutrition programs for low-income residents, etc. If you need further clarification, please call our office.*

Rebuilding Together San Francisco 2011 Facility Renovation Program Application

Date: _____

Please type or print clearly and return this application by our deadline date of December 15th, 2010.

Name of Agency / Organization: _____

Address of site to be renovated: _____ Zip code: _____

Cross streets of the site: _____ and _____

Mailing address (if different from renovation site): _____

City: _____ Zip Code: _____

Your name: _____ Position: _____

Your Agency Contact for the Rebuilding Together Project: _____

Position: _____

Telephone (day): _____ Alternate Tel. Number: _____

Fax: _____ E-mail: _____

Agency Web Site Address: _____

Is your agency: (circle one) private, public, governmental or nonprofit? (Please attach proof of tax status).

Whom do you serve in the community and how do you serve them? _____

How many clients do you serve annually? _____ How long has the agency existed? _____

What is your annual budget? _____

What are your major sources of funding? _____

Does the agency own the building? _____ If not, what is the length of the lease? _____

Name of building owner: _____ Telephone Number: _____

IN 30 WORDS OR LESS, PLEASE DESCRIBE YOUR MISSION: (Please attach 2 copies of any brochures, pamphlets or newsletters about your program.).

RTSF 2011 Facility Renovation Program Application (Continued)

What are the improvements that the agency would like to have done? **Please list improvements in order of importance**, and whether or not you consider the work to be extensive. This is to help RTSF get an idea of your proposed project.

Brief Work Description

How does this space serve the agency’s clients/programs? _____

How will the proposed improvements impact your program? _____

Can the facility accommodate 50+ volunteers on a one-day project? Yes _____ No _____
If not, about how many people? _____

Can the facility provide volunteers coffee and a snack and/or lunch? Yes _____ No _____

Can your facility be closed for renovation on Saturday, Rebuilding Day? Yes _____ No _____

Can your clientele/staff (or past clients) be involved in the renovation? Yes _____ No _____

Would your staff have any concerns if the project spanned more than one day? Yes _____ No _____

Does the contact person for your organization have decision-making authority? Yes _____ No _____

What resources, if any, can the organization provide to aid in the renovation (funds, materials, skilled volunteers, etc.)?

Please include any other comments you wish to make here.

Where did you hear about Rebuilding Together’s Facility Renovation program?

Signature _____

Date _____

Please return this completed application with proof of tax status by December 15th-2010 to:

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Thank you for your interest in Rebuilding Together!