



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 August 2011 and December 2011. The representative will tour your facility with you and discuss possible repairs.
- By January 2012, 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 March.
- **Rebuilding Day 2012: Saturday April 28<sup>th</sup>.**

*\*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 2012 Facility Renovation Program Application

Date: \_\_\_\_\_

Please type or print clearly and return this application ASAP or by our deadline date of August 31<sup>st</sup>, 2011.

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 1 copy of any brochures, pamphlets or newsletters about your program.).**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RTSF 2012 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**

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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.)?

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Please include any other comments you wish to make here.

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

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Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this completed application with proof of tax status by August 31<sup>st</sup> 2011 to:**

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Pier 28, the Embarcadero  
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***Thank you for your interest in Rebuilding Together!***