

DATE: \_\_\_\_\_

WE Design Atlanta

## APPLICATION FOR DESIGN SERVICES

Organization Name: \_\_\_\_\_

### TYPES OF SUPPORT

Applicants are able to apply for Pro Bono Creative Design Services and Consultation

WE Design Atlanta provides support for the creation and presentation of Graphic materials, Web Design, Interior Design/Redesign, or other art that helps individuals, small businesses and non-profits make the most of design, consulting and collaborative efforts to successfully communicate with clients, donors, and volunteers and to improve the standards of working environments.

\* Applicants may apply for a combination of the above services if they meet the eligibility requirements.

### APPLICATION FEE

A one time non-refundable \$25 application fee is charged to help cover the cost of processing your application. This fee also covers the cost of a WE Design membership for one year.

### PROGRAM REQUIREMENTS

Applicants applying to this category must meet the following requirements:

- A - Organizations with 501(c)(3) status

OR

- B - Organizations currently applying for 501(c)(3) status

\* Please note that newly forming organizations without 501(c)(3) status are required to prove they are currently applying AND must use a fiscal agent. Your fiscal agent must be a nonprofit organization with 501(c)(3) status and ideally should be an organization that is a current or potential project partner. A fiscal agent must be identified at the time of your application submission.

- Maximum annual request: \$5,000 (based on combination of hourly labor, media requirements, production costs, materials and outsourcing)
- Primary goal is to successfully communicate or interact with clients, donors, and volunteers, raise the standards of working environments and/or to function for the betterment of the community.

### THE PROCESS STEPS

1. Application Phase - Complete an application.
2. Analysis and Pairing - WE Design Atlanta staff analyzes your application and pairs you with a designer(s) with relevant experience.
3. Client Meeting - WE Design staff and your WE Designer(s) will meet with you to set expectations, agree on a schedule, and clarify roles.
4. Internal Kickoff Meeting - WE Design staff and WE Designer(s) coordinate and discuss project needs.
5. Design Phase - WE Designer(s) begin creative work on the project.
6. Presentation - Presentation of final to Client; WE Design staff assesses project.
7. Finalization - Client writes a Thank You Letter to the designer (must also provide a copy to WE Design staff); Client produces either a favorable testimonial for designer's use or a referral for additional work.

\*All WE Designers go through a screening process and have proven experience in their specialized field.

**NON-PROFIT ORGANIZATION APPLICATION**

Organization Name: \_\_\_\_\_

Web Site: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Complete Physical Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Executive Director Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

*CONTACT PERSON*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*BOARD CHAIR*

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*ORGANIZATIONAL INFORMATION*

Federal ID # (EIN): \_\_\_\_\_

Date Incorporated: \_\_\_\_\_ Commissioner: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_ District: \_\_\_\_\_

Organization's Annual Operating Budget (based on most recently completed fiscal year):

Organization's Mission Statement or Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NON-PROFIT ORGANIZATION APPLICATION (continued)**

Organization Name: \_\_\_\_\_

What are your Design Service Needs? (for specific list of design services, please see attached Requested Services pages)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief Statement of How these Services will assist your company to meet its goals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- We certify that the information contained in this application is true and correct to the best of our knowledge and belief.
- We certify that the Applicant Organization is a non-profit organization, duly incorporated in the United States, with a functioning board of directors and bylaws.
- We certify that the Applicant Organization is classified by the U.S. Internal Revenue Service, under Section 501(c)(3) of the IRS Code, as a nonprofit, tax-exempt organization donations to which are deductible as charitable contributions under section 170(c)(2) and that the IRS determination is current. If the IRS determination is not current, the organization is required to use a Fiscal Agent.
- We are aware that this is an application and does not guarantee rights to free services.
- The undersigned agrees to defend, indemnify and hold harmless WE Design Atlanta or WE Design and Williams-England Inc., its directors, members, employees, sponsors, volunteers, contractors and assigns against any and all claims, lawsuits, judgments, costs and expenses for personal injury (including death), property loss or damage or other harm for which recovery of damages is sought, suffered by any person or persons.
- No refunds for services rendered.
- Please allow up to 14 days for application process.

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

Name (please print): \_\_\_\_\_ Title (please print): \_\_\_\_\_

*Second Authorizing Official Signature—Executive Director, General Manager, or Treasurer of the Board*

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

Name (please print): \_\_\_\_\_ Title (please print): \_\_\_\_\_

**NEWLY FORMING NON-PROFIT ORGANIZATION APPLICATION**

Organization Name: \_\_\_\_\_

Web Site Or Planned URL: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Complete Physical Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Executive Director Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

*CONTACT PERSON*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*BOARD CHAIR*

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*ORGANIZATIONAL INFORMATION (Provide this information as soon as possible if not available)*

Federal ID # (EIN): \_\_\_\_\_

Date Incorporated: \_\_\_\_\_ Commissioner: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_ District: \_\_\_\_\_

Newly Forming Organization's Predicted Operating Budget (only for organizations using a fiscal agent):

\_\_\_\_\_

**NEWLY FORMING NON-PROFIT ORGANIZATION APPLICATION (continued)**

Organization Name: \_\_\_\_\_

Fiscal Agent's Organization Name: \_\_\_\_\_

Fiscal Agent's Web Site: \_\_\_\_\_

Fiscal Agent's Complete Mailing Address: \_\_\_\_\_

Fiscal Agent's Complete Physical Address: \_\_\_\_\_

Fiscal Agent's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fiscal Agent's Executive Director Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

*FISCAL AGENT'S CONTACT PERSON*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*FISCAL AGENT'S BOARD CHAIR*

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*FISCAL AGENT'S ORGANIZATIONAL INFORMATION*

Federal ID # (EIN): \_\_\_\_\_

Date Incorporated: \_\_\_\_\_ Commissioner: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_ District: \_\_\_\_\_

Fiscal Agent's Organization's Annual Operating Budget (based on most recently completed fiscal year):

Fiscal Agent's Organization's Mission Statement or Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEWLY FORMING NON-PROFIT ORGANIZATION APPLICATION (continued)**

Organization Name: \_\_\_\_\_

What are your Design Service Needs? (for specific list of design services, please see attached Requested Services pages)

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- We certify that the information contained in this application is true and correct to the best of our knowledge and belief.
- We certify that the Applicant Organization’s Fiscal Agent is a non-profit organization, duly incorporated in the United States, with a functioning board of directors and bylaws.
- We certify that the Applicant Organization’s Fiscal Agent is classified by the U.S. Internal Revenue Service, under Section 501(c)(3) of the IRS Code, as a nonprofit, tax-exempt organization donations to which are deductible as charitable contributions under section 170(c)(2) and that the IRS determination is current. If the IRS determination is not current, the organization is required to use a Fiscal Agent.
- We are aware that this is an application and does not guarantee rights to free services.
- The undersigned agrees to defend, indemnify and hold harmless WE Design Atlanta or WE Design and Williams-England Inc., its directors, members, employees, sponsors, volunteers, contractors and assigns against any and all claims, lawsuits, judgments, costs and expenses for personal injury (including death), property loss or damage or other harm for which recovery of damages is sought, suffered by any person or persons.
- No refunds for services rendered.
- Please allow up to 14 days for application process.

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

Name (please print): \_\_\_\_\_ Title (please print): \_\_\_\_\_

*Second Authorizing Official Signature—Executive Director, General Manager, or Treasurer of the Board*

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

Name (please print): \_\_\_\_\_ Title (please print): \_\_\_\_\_

## REQUESTED SERVICES

Organization Name: \_\_\_\_\_

Which services are you looking to have performed?

Logo Design	Print Collateral Design	Branding / Identity
Advertising Design	Illustration	Photography
Photograph Editing /Retouching	Publication Design or Layout	Custom Font Design
Copy Writing	Web Design	Web Coding
Creative Consulting	Fine Art	Commercial Signage
Website Analytics	Search Engine Optimization	Animation
Interior Design / Redesign	Space Planning	Shopping Services (Interior Design)
Furniture Design	Product Design	Drafting / Architectural Rendering
Set Design	Art Direction / Project Mgmt.	Other _____

Briefly describe any specifics. *i.e., I need an advertisement idea sketched, designed, and published; it must integrate original photography and I have the models but I'll need help finding a place to photograph. I want the photographs edited to look like cartoons and placed on a new non-profit website I will also need designed and coded. The photographs on the website each need to be accompanied by a short paragraph so I will need a copy writer.*

What is the ideal time line for this project? \_\_\_\_\_

What is the projected budget for this project? \_\_\_\_\_

Is the project to be completed all at one time or in stages? \_\_\_\_\_

Person(s) responsible for project decisions: \_\_\_\_\_