

## APPLICATION TERMS

WE Design Atlanta

Please Read This Sheet Carefully

Name of Organization \_\_\_\_\_

1. WE Design Atlanta Pro Bono assistance is available to non-profit organizations and newly forming non-profit organizations with a fiscal agent. If your non-profit status becomes defunct or is in jeopardy of becoming defunct so that you no longer qualify for Pro Bono design services, you must notify WE Design Atlanta immediately. We will require any organization to reimburse WE Design Atlanta for the volunteer designer's time should the organization misrepresent one's circumstances. By signing this document you acknowledge and represent that you qualify for Pro Bono design services and understand that you will be held liable for any fees incurred by your assigned designer should you misrepresent your status.

2. By signing this document you understand that a one time \$25 non-refundable application fee is charged to help cover the cost of processing your application. This fee also covers the cost of a one year membership (please view the membership benefits form for more information. This fee may be paid by cash, check or money order and covers the cost of any future applications processed within one year. You are also aware that based on the qualified services value determined in your approval letter you will be responsible for the associated Administrative Fee (services under \$100 = no fee, services valued between \$100-\$500 = \$50 Administrative Fee, services valued between \$500-\$1500 = \$150 Administrative Fee, services valued between \$1500-\$2500 = \$300 Administrative Fee, services valued between \$2500-\$5000 = \$500 Administrative Fee. This fee is charged to help cover the cost of processing your placement with a qualified designer, provide facilities, necessary programs and/or materials pertaining to your design service needs. Please speak to us about available payment schedule if unable to afford the aforementioned Administrative Fees. There may be other costs associated with materializing your design services so please discuss any potential costs with your volunteer designer before he or she begins work on your behalf. Qualified candidates can request up to \$5000 in design services annually. If an organization is qualified for a greater amount than actual services used, that amount will be available until the end of one year from application date.

Example: An organization qualifies for \$500 in design services but only uses \$250 of services value; one may request to apply the remaining \$250 at a later date (service values expire one year from application date).

3. **PLACEMENT WITH A VOLUNTEER DESIGNER USUALLY TAKES TWO TO THREE WEEKS.** We make our best effort to find a volunteer designer for every qualified and eligible applicant, but cannot guarantee that a volunteer designer will be able to help you. You will be notified by phone when a volunteer designer or designers has agreed to provide you with Pro Bono assistance. We will advise you of his/her phone number at that time. It is very important that you notify us of any changes of address or telephone number immediately.

4. **IT IS YOUR RESPONSIBILITY TO CONTACT THE DESIGNER PROMPTLY.** If you do not contact him/her within 3 days of being assigned, we will assign that designer to another applicant. If, despite your efforts, you are unable to make contact with your assigned WE Designer, let us know immediately.

5. If for any reason or at any time you no longer need the assistance of a WE designer or you encounter any problem, please contact WE Design Atlanta immediately.

## APPLICATION TERMS (continued)

Please Read This Sheet Carefully

6. YOU ARE RESPONSIBLE FOR ANY OUT-OF-POCKET EXPENSES including printing, publication, any media related to fabrication, delivery, installation, products, etc. in relation to your design. You do not pay for the designer's time. Be sure to discuss potential expenses with your volunteer designer.

7. The designer or designers that are assigned to you will only handle the specific services assigned. If you require additional assistance, you must reapply to WE Design Atlanta. Non-profit organizations can apply for a maximum of \$5000 in service value annually but are responsible for any applicable Administrative Fees.

8. Please notify WE Design Atlanta if you choose to become a paying client of your WE Designer for any additional services.

9. In order for you to receive future design services, WE Design Atlanta requires that you send a thank you letter to your assigned designer or designers, with a copy to WE Design, after services have been rendered. In addition, your organization must provide a testimonial or referall to your volunteer designer. Failing to do so will result in your ineligibility to receive further assistance through our program.

10. Please remember that your volunteer designer is generously donating his or her time to help you with your design service needs. It is imperative that you be prepared when calling (i.e. having contract ready, correspondence organized, etc.). Always be respectful of his or her schedule.

I, \_\_\_\_\_, hereby acknowledge that I have read, understand, and agree to the above.

Signature of Individual or Representative of Non-Profit Organization

Date \_\_\_\_\_

Director \_\_\_\_\_

Name of Organization \_\_\_\_\_