

New Mexico MainStreet Service Request Form



Organization

This is an application to receive organizational development assistance from the New Mexico MainStreet Program.

Each box checked represents an individual technical assistance consultation, some of which may require multiple site visits. Annual technical assistance may be requested in each of the MainStreet Points once per fiscal year (July 1 - June 30). The organization should have a selection process in place to choose the appropriate training(s), workshops, or on-site consultations that will sustain and strengthen the local MainStreet organization. *NOTE: Our professional consultant staff is often already booked 6-8 weeks in advance.*

WORK PLAN

YES NO

Does this request relate to a project on your organization's annual work plan?

If **yes**, please attach a copy of the relevant page(s) of your work plan. If **no**, please provide a justification for requesting services that are not on your work plan.

OTHER PLANNING DOCUMENTS

Identify any other planning documents to which this request relates:

- Downtown Master Plan
- DPAC
- BBER
- Annual Assessment
- Resource Team Report

Please attach a copy of the relevant page(s) from each of the document(s) checked above.

Check the appropriate category of assistance that you require.

ORGANIZATION TRAINING

- Board Orientation
- Board President/Committee Chair Training
- Organization Committee Training
- Staff Orientation/Mentoring

ORGANIZATION PLANNING

- Mission and Vision Statements
- Goal-Setting Session
- Work Plan Facilitation
- Annual Planning Retreat
- Strategic Planning Retreat

RESOURCES DEVELOPMENT

- Operational Fund-Raising
- Project Fund-Raising
- Grant Writing Assistance

OPERATIONS

- Corporate Documents (Articles, bylaws)
- IRS Tax Status/Forms
- Non-Profit Management
- Personnel Management

OUTREACH

- Public Relations Strategies
- Organizational Image (logo, letterhead)
- Electronic Communication (website content, Facebook, e-news)
- Brochures (Organizational, Membership)
- Other Organizational Collateral Materials
- Building Effective Partnerships

VOLUNTEER DEVELOPMENT

- Team-Building
- Volunteer Recruitment, Training, Retention and/or Recognition

NAME OF ORGANIZATION

MainStreet Organization Name _____ Date _____

CRITERIA

The New Mexico MainStreet Program offers organizational development assistance to spur economic revitalization in the heart of the community, by contributing to increased interest, activity and commerce on Main Street. Please indicate how this assistance will aid that effort.

TIME FRAME

Please indicate when you would like the assistance to take place. _____

ADDITIONAL COMMENTS

SIGNATURES

MainStreet Manager

MainStreet Board President

Organization Committee Chair

PLEASE RETURN THIS FORM TO: (MAKE COPIES AS NEEDED)

Economic Development Department
New Mexico MainStreet Program Director

Joseph M. Montoya Building
1100 St. Francis Drive

Santa Fe, NM 87505-4147
Fax: (505) 827-0407

New Mexico Economic Development Department