

New Mexico MainStreet Service Request Form



Organization

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

Each box checked represents a single technical assistance consultation, some of which may require multiple site visits. For State Certified communities, annual technical assistance may be requested in each of the MainStreet Four Points once per fiscal year (July 1-June 30). For Nationally Accredited communities, annual technical assistance may be requested in each of the Main Street Four Points twice per fiscal year (July 1-June 30). Your organization should have a selection process in place to choose the appropriate training(s), workshops, or on-site consultations that will result in positive E.P. committee activity and economic changes occurring in the MainStreet district. Please note that Program Associates may not be able to schedule an immediate on-site visit. Please submit your request ASAP and if you have an urgent need, contact the MainStreet Director at 505-827-0168.

WORK PLAN

YES NO

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

checkbox checkbox

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:

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

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

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

RESOURCES DEVELOPMENT

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

OUTREACH

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

ORGANIZATION PLANNING

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

OPERATIONS

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

VOLUNTEER DEVELOPMENT

- checkbox Team-Building
checkbox 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 Joseph M. Montoya Building Santa Fe, NM 87505-4147
New Mexico MainStreet Program Director 1100 St. Francis Drive Fax: (505) 827-0407

FOR STATE USE ONLY

Authorized by State Director checkbox yes checkbox no

Comments _____