



## **Application for Community Profile Vision or Master Plan Assistance**

**Application Deadlines: August 15, 2009 and January 15, 2010**

UNH Cooperative Extension is offering assistance to communities in New Hampshire for getting the public involved in community decision-making.

Through two programs, the Community Profiles and Master Plan Visioning, UNH Cooperative Extension's community assistance program works with a limited number of communities to help them organize, facilitate community planning and public visioning forums. Applicants for either program are selected based on the community's readiness to start working on public involvement activities and willingness of local decision-makers to participate.

**The fee structure is based on population and is as follows:**

**town/city population of 2499 or less: \$500 fee**  
**town/city population of 2500-9,999: \$750 fee**  
**town/city population of 10,000-24,999: \$1000 fee**  
**town/city population of 25,000 or more: \$1250 fee**

Fees will cover technical assistance from UNH Cooperative Extension to:

- help form the community-based steering committee who manages all of the details of the event;
- facilitate the event;
- train community facilitators to manage small group work at the event;
- provide follow-up for up to 1 year to the project/action groups formed as a result of the event, including follow-up meetings and a one-year celebration to determine success.

To learn about what communities can achieve with the assistance of UNH Cooperative Extension, please visit our webpage at: <http://extension.unh.edu/CommDev/CACPAP.htm>

If you have questions about the Community Profiles or Master Plan Visioning programs, please feel free to contact Michele Gagne via phone or email.

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## What is the Community Profile program?

The Community Profile is a process by which communities take stock of where they are today and develop an action plan for how they want to operate in the future. The process provides a method for citizens to affirm community strengths, find collaborative approaches to meet challenges creatively, and manage change. One of the major outcomes of the Community Profile is more citizen participation in the community and the affairs of its government.

The Community Profile takes about four to six months to plan and organize, and a weekend (usually a Friday evening and all day Saturday, but a one-day Saturday format is also available) to implement. There are two distinct parts of the Profile, planning/preparation and the event itself. The planning is critical to the success of the Profile. The participants must represent a broad cross section of the community so the process is not perceived as an attempt by a specific group to impose its wishes and values upon the community. This must be avoided to ensure success of the process.

## What is the Master Plan Visioning program?

In order for a community to complete a Master Plan update, a visioning process should be conducted with the community to determine what citizens want their community to look like 10 or more years down the road. UNH Cooperative Extension helps to organize community forums and workshops and think through possible data collection activities as communities work to update these Master Plans.

### **For both programs, the first step is:**

A Steering/Master Plan Committee is then formed to do the following:

- Make public announcements (press releases, cable television announcements, flyers, posters, etc) to inform citizens who wish to participate.
- Make arrangements for a date, site and refreshments. Often local schools can be used at little or no cost. Local volunteer or church groups or businesses may be willing to provide food. Organize Friday night pot luck dinner.
- Research and contact funding sources if needed.
- Identify and invite a broad cross section of residents to participate. Everyone should be represented.
- Identify facilitators and arrange for facilitator training.
- Evaluate process, develop structure and plan for follow-up support of identified projects.

## **How to Apply for the Community Profile or Master Plan Visioning Program**

Before you complete the application form:

1. Please contact us directly to discuss your application and timeline.
2. We encourage you to contact your local county Cooperative Extension office to discuss your timeline and the ability for that office to help support your project. *This will strengthen your proposal if you have support your local county Extension office.*

### **Belknap County**

36 County Drive, Laconia NH  
Phone: 527-5475/ Fax: 527-5477

### **Carroll County**

73 Main Street PO Box 1480, Conway NH  
Phone: 447-3834/Fax: 447-5192

### **Cheshire County**

800 Park Avenue, Keene NH  
Phone: 952-4550/Fax: 358-0494

### **Coos County**

629A Main Street, Lancaster NH  
Phone: 788-4961/Fax: 788-3629

### **Grafton County**

3855 Dartmouth College Highway, Box 5,  
N. Haverhill NH  
Phone: 787-6944/Fax: 787-2009

### **Hillsborough County**

Room 101, 329 Mast Road, Goffstown NH  
Phone: 641-6060/Fax: 645-5252

### **Merrimack County**

315 Daniel Webster Highway, Boscawen  
NH  
Phone: 796-2151/Fax: 796-2271

### **Rockingham County**

113 North Road, Brentwood NH  
Phone: 679-5616/Fax: 679-8070

### **Strafford County**

268 County Farm Road, Dover NH  
Phone: 749-4445/Fax: 743-3431

### **Sullivan County**

24 Main Street, Newport NH  
Phone: 863-9200/Fax: 863-4730

3. Complete the application. The deadlines for the 2008-2009 timeframe are August 15, 2008 and January 15, 2009. *We strongly recommend you involve at least one municipal board in providing information for this application.*



## Community Profile or Master Plan Visioning Programs

### *2008-2009 Application Form*

Town Name \_\_\_\_\_

Name of Primary Contact Person \_\_\_\_\_

Affiliation (*e.g.*, town board, community organization, concerned citizen, etc.)  
\_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone: (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Email: \_\_\_\_\_

Please check the community assistance program you are applying for:

- Community Profile
- Master Plan Visioning

Please check the time frame for which you're applying:

- August 15, 2008
- January 15, 2009

Is there a group or committee that is putting forth this application?

- Yes

If yes, what is the name of the group/organization? \_\_\_\_\_

- No



**B. Please list other organizations/groups/programs your community currently working with on related projects and/or will be working with in 2008-2009.**

- Plan NH
  - Minimum Impact Development
  - Main Street Program
  - Master Plan update consultants/Regional Planning Commission
  - OTHER (give details)
- 

**C. How did you hear about the UNH Cooperative Extension Community Assistance/Profiles program?**

- From another community (which one?) \_\_\_\_\_
- Newspaper article
- Office of Energy and Planning website
- Local Government Center publication
- UNH Cooperative Extension email/ mailing
- UNH Cooperative Extension website
- Other (please describe): \_\_\_\_\_

**D. Now we'd like some background information about your perceptions of the community you're applying for. This information will help provide a baseline prior to the program you plan to implement to help evaluate what changes occurred as a result of participating in the program. The information you provide will not be shared with anyone other than UNH Cooperative Extension.**

**Please check off in the ONE box below each question where your community stands on the following:**

**Health and Well-Being**

1. Are a variety of recreational opportunities available to community residents of all ages? (e.g. walking/hiking trails, gymnasiums, ball fields/courts, swimming, etc.)
  - A variety of recreational opportunities are available to meet the needs of community residents.
  - Although some recreational opportunities are available, they do not satisfy all of the residents' needs.
  - Few if any recreational opportunities are available to meet the needs of community residents.

2. Does your city/town's Master Plan have provisions that support walkability? (*e.g.* safe pedestrian/bike routes, non-motorized transportation options, investment in public parks and recreation lands, etc.).
  - The Master Plan has provisions that support walkability.
  - The Master Plan mentions walkability, there are no provisions in the plan that support it.
  - The community does not have a Master Plan or it is not current (within the last 10 years).
  
3. Are there educational and outreach programs addressing healthy food and nutrition that are available to community residents of all ages? (*e.g.* nutrition seminars, family nutrition programs, school nutrition education, etc.)
  - A variety of educational and outreach programs addressing healthy food and nutrition are available to community residents of all ages.
  - Some educational and outreach programs addressing healthy food and nutrition are available to community residents of all ages.
  - Few if any educational and outreach programs that address healthy food and nutrition are available to community residents.

## **Economic Opportunity**

4. Does your community have a committee(s) or organization(s) that addresses local economic development issues and/or priorities? (*e.g.* Main Street program, local Chamber of Commerce)
  - Yes
  - No
  
5. Does your community have an up-to-date economic development plan (perhaps as a component of the Master Plan)?
  - Our community has an up-to-date economic development plan.
  - Although our community has an economic development plan, it is more than 5 years old.
  - Our community doesn't have an economic development plan.

6. Does your community's mix of housing types accommodate a diversity of housing needs? (e.g., low income housing, workforce housing, apartments, assisted living, senior housing)
- Our community's diverse mix of housing types accommodates a wide range of housing needs.
  - Our community's mix of housing types accommodates some housing needs.
  - Our community has very limited housing options.

### **Cultural and Historic Heritage**

7. Does your community have an active historic preservation committee or historical society?
- Our community has an active historic preservation committee or historical society.
  - Although our community has an historic preservation committee or historical society, it isn't active.
  - Our community doesn't have an historic preservation committee or historical society.
8. Does your town/city's Master Plan specifically identify actions the community could take to preserve cultural and historic resources?
- Yes
  - No

### **Sustainable Environment**

9. Does your community have a committee/organization that effectively addresses natural resources or land protection issues? (e.g. conservation commission, open space committee)
- There is a committee/organization that effectively addresses natural resources or land protection issues.
  - Although there is a committee/organization that addresses natural resources or land protection issues, it is not active or effective.
  - There is not committee or organization that addresses natural resources or land protection issues.

10. Does your city/town seek public input from a diverse mix of community residents around issues that pertain to the natural environment? (e.g. via surveys, public hearings, citizen councils)
- The city/town seeks public input from a diverse mix of community residents.
  - The city/town seeks public input, but only from select individuals.
  - The city/town doesn't seek public input around issues that pertain to the natural environment.
11. Does your community have a Natural Resources Inventory (NRI)? Note: this may be part of the Master Plan.
- The NRI is complete and current.
  - The NRI is either incomplete or it needs to be updated.
  - Although the community doesn't have an NRI, it has discussed conducting one.
  - The community hasn't discussed conducting an NRI.
12. Are residents in your community able to recycle paper, plastic and metal by means of a recyclables pick-up service or a local drop-off site?
- Yes
  - No

### **Social Networks and Civic Engagement**

13. Does your community host annual events or celebrations effective at bringing residents together?
- Our community hosts one or more annual events or celebrations effective at bringing residents together.
  - Although our community hosts one or more annual events or celebrations, they aren't generally effective at bringing residents together.
  - Our community doesn't host any annual events or celebrations.

14. Does your community have informal meeting places where people gather? Please check all your community has:

- coffee shops
- pubs
- local market
- village green
- local parks
- hardware store
- public library
- Other: please list \_\_\_\_\_

15. Does your town/city use a variety of means of sharing information with the public? Please check all your community currently uses:

- newspapers
- Internet
- town register
- public access television
- radio
- newsletters
- Other: please list \_\_\_\_\_

### **Community Services and Infrastructure**

16. Are non-school sponsored activities and programs available to youth in the community? (e.g. YMCA/YWCA, Boy/Girl Scouts, 4-H, other interest clubs)

- There is a broad range of non-school activities and programs available to youth in the community.
- There are some non-school activities and programs available to youth in the community, but they don't meet a broad range of interests.
- Non-school activities and programs aren't available to youth in the community.

17. Does your community offer educational opportunities for adult learners? (e.g. continuing education, GED, ESL, basic lifeskills)

- Our community offers a range of educational opportunities for adult learners.
- Our community offers limited educational opportunities for adult learners.
- Our community offers few, if any, educational opportunities for adult learners.

18. Does your community host activity groups specifically oriented toward senior citizens?
- There are a variety of activity groups that meet the needs or interests or interests of seniors in the community.
  - Although there are some activity groups for seniors, they don't meet all of the seniors' needs or interests.
  - There aren't any activity groups for seniors in the community.
19. Does your town/city have a capital improvements plan that addresses basic infrastructure needs? (e.g. maintenance and construction of roads, recreation facilities, sewer and water lines)
- The city/town has a capital improvements plan that addresses the town's basic infrastructure needs.
  - Although the city/town has a capital improvements plan, it doesn't address many basic infrastructure needs.
  - The city/town doesn't have a capital improvements plan.

**Application Deadlines: August 15, 2009 and/or January 15, 2010**

**COMPLETED APPLICATIONS SHOULD BE SENT TO:**

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UNH Cooperative Extension  
131 Main Street 204 Nesmith Hall  
Durham NH 03824**

**Telephone: 862-5046      Fax: 862-0107**

**Email: [michele.gagne@unh.edu](mailto:michele.gagne@unh.edu)**

**Website: <http://extension.unh.edu/CommDev/CommDev.htm>**