



**Application for Planning Assistance Regarding Specific Themes (see below)**  
**Application Deadlines: August 15, 2009 and January 15, 2010**

UNH Cooperative Extension helps New Hampshire communities and organizations engage stakeholders in community decision-making around a variety of topics and themes. Please select one or more of the following themes you would like assistance with.

- |  |  |
|--|--|
| <input type="checkbox"/> Recreation                        | <input type="checkbox"/> Land use                          |
| <input type="checkbox"/> Tourism                           | <input type="checkbox"/> Downtown revitalization           |
| <input type="checkbox"/> Economic Development              | <input type="checkbox"/> Community needs assessment        |
| <input type="checkbox"/> Watershed protection & management | <input type="checkbox"/> Asset-based community development |

The participatory methods may include focus groups, community forums, study circles, key informant interviews, survey questionnaires, asset mapping, and needs assessment. The fee for assistance – which helps offset travel, materials and administrative staff time – is dependent on the specific methods utilized for collecting stakeholder input, the number of methods incorporated, and the level of analysis for interpreting results. Please check which level of assistance you are interested in receiving (note that you may modify this selection subsequent to your application).

- \$250: Community forum **or** a community survey
- \$500: Community forum **and** a community survey (or another participatory method)
- \$750: Two community forums **and** a community survey (or another participatory method)
- \$1000: Combination of 4 or more participatory methods (e.g. survey, forums, focus groups, asset mapping, study circles, etc.)

Support from Extension includes the following:

- Assistance in forming a community-based steering committee to manage the details of the public participation process.
- Guidance in developing the stakeholder participation process and methods.
- Facilitation by trained facilitators at public meetings (if public meeting option is selected).
- Training to community facilitators to lead small discussion groups at public meeting(s).
- Hard copy and/or web-survey questionnaire (if survey option is selected).
- Basic analysis of surveys and other information collected.
- Summary report of community forum(s) and/or survey results.
- Provision of follow-up support for up to 1 year.

To learn more about how UNH Cooperative Extension can help, please visit our webpage at: <http://extension.unh.edu/CommDev/CommDev.htm> If you have questions, please contact:

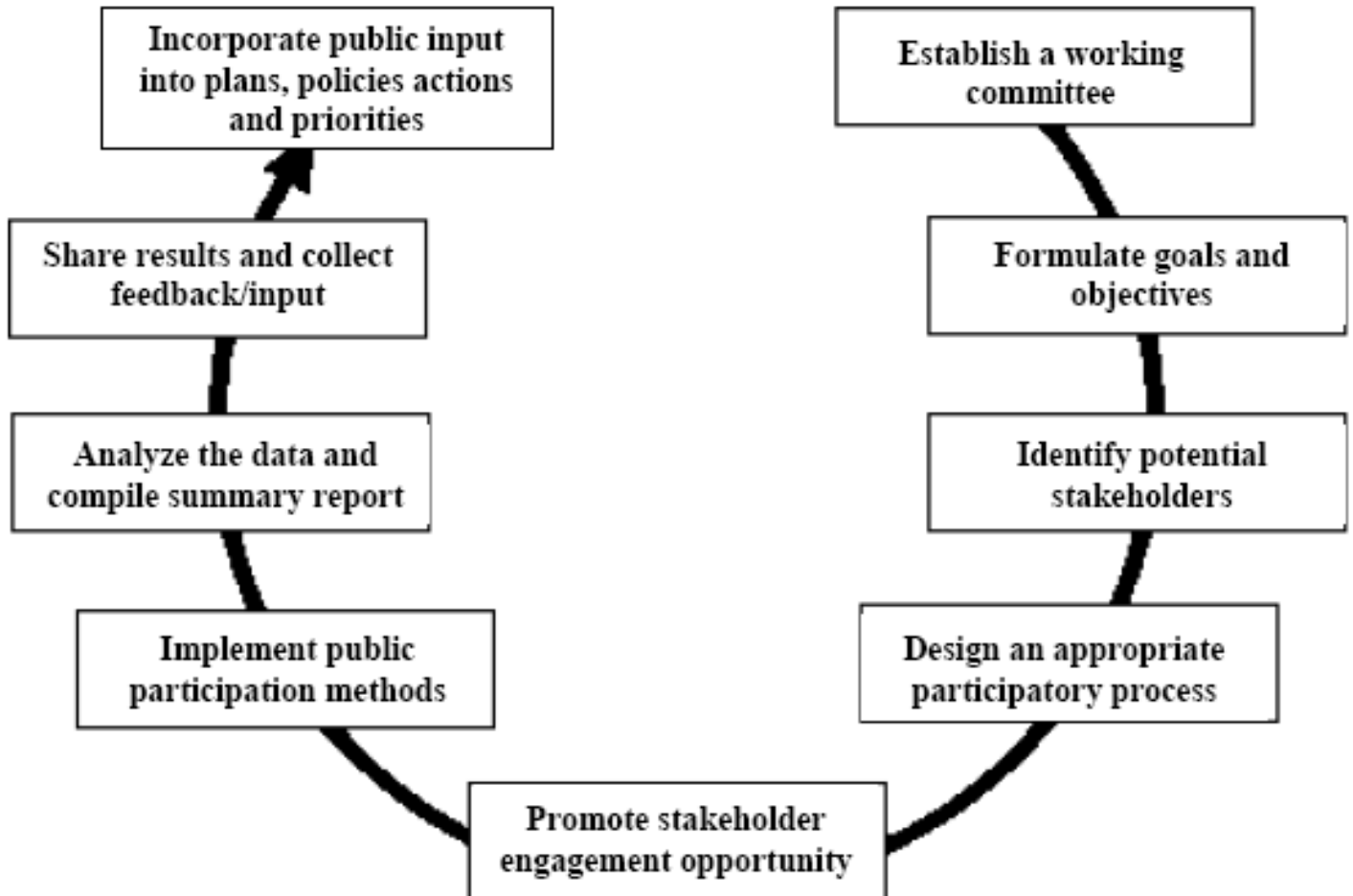
Charlie French  
Community Development Specialist  
UNH Cooperative Extension  
204-B Nesmith Hall, Durham NH 03824  
Tel: 862-0316 Fax: 862-0107  
[Charlie.French@unh.edu](mailto:Charlie.French@unh.edu)

**OR**

Michele Gagne  
Program and Training Coordinator  
UNH Cooperative Extension  
204-A Nesmith Hall, Durham NH 03824  
Tel: 862-5046 Fax: 862-0107  
[Michele.Gagne@unh.edu](mailto:Michele.Gagne@unh.edu)

## The Stakeholder Participation Process

Regardless of the methods incorporated, the following is a general outline of the basic steps for implementing a stakeholder participation process:



## How to Apply for Assistance with Stakeholder Input

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 this application. *It will strengthen your proposal if you have the support of your local county Extension office, though their capacity to assist may be limited given county extension staff members' particular roles and responsibilities.*

### **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 2009-2010 timeframe are August 15, 2009 and January 15, 2010. *We strongly recommend you involve at least one municipal board in providing information for this application.*



## Stakeholder Input and Participatory Planning Assistance

### *2009-2010 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 time frame for which you're applying:

- August 15, 2009
- January 15, 2010

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

- Yes

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

- No

Please check the official community boards and/or other groups actively supporting this application, and provide contact name and phone number/e-mail address for each:

- Select Board \_\_\_\_\_
- Planning Board \_\_\_\_\_
- Conservation Commission \_\_\_\_\_
- Zoning Board \_\_\_\_\_
- Board Subcommittee \_\_\_\_\_  
(*e.g.* master plan, zoning revisions, etc.)
- OTHER (give details: \_\_\_\_\_)

**A. Please use the space provided below to explain why you are applying for assistance developing a process to engage stakeholders in plans, policies and actions. In particular, what goals do you hope to achieve by working with UNH Cooperative Extension? Please be detailed and specific. Use a separate page if necessary.**

**B. Please list other organizations/groups/programs your community currently working with on related projects and/or will be working with in 2009-2010.**

- 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?**

- 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.

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 a 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 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:**

**Michele Gagne, Program and Training Coordinator  
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>**