



Application for UNH Cooperative Extension's Master Plan Visioning Assistance

UNH Cooperative Extension is offering assistance to a limited number of communities in New Hampshire to help them engage the public in the Master Plan development/revision process. Applicants are selected based on the community's readiness to start working on public involvement activities and the willingness of local decision-makers to participate.

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).

- \$1000: Master Plan visioning forum
- \$1500: Master Plan forum **and** a community survey or another participatory method
- \$2000: Two Master Plan forums **and** a community survey (or another participatory method)
- \$2500: Combination of 4 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 forum 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 about how UNH Cooperative Extension can help, please visit our webpage at: <http://extension.unh.edu/CommDev/CACPAP.htm>. If you have questions about Master Plan Visioning Assistance, please feel free to contact:

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UNH Cooperative Extension
131 Main Street 204B Nesmith Hall, Durham NH 03824
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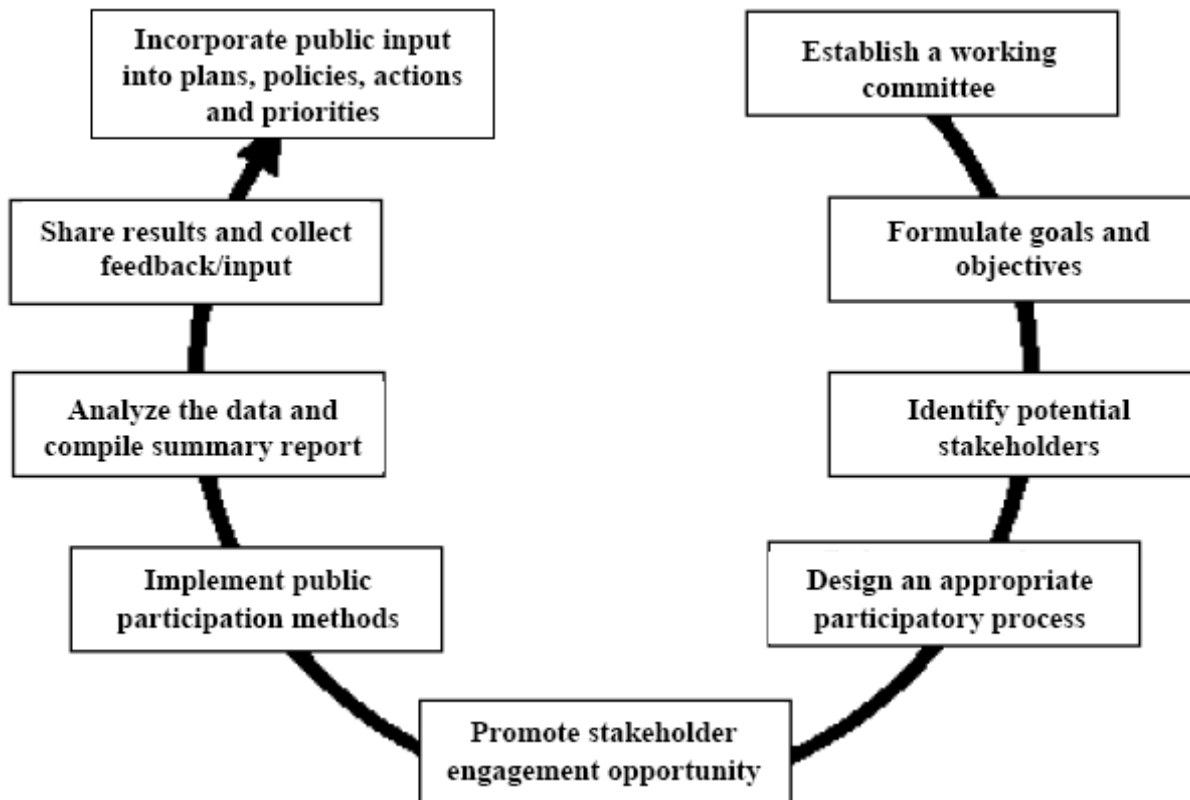
What is Master Plan Visioning Assistance?

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.

The first step to the Master Plan Visioning process is to form a Master Plan Steering Committee. The function of the steering committee is to:

- Provide overall organizational support for the implementation of a community forum(s), survey, and other public participation instruments to collect public input for the Town/City's Master Plan.
- Maintain communication with UNH Cooperative Extension during the planning and implementation stages of the public input process.
- Ensure that all publicity and promotional materials concerning the Master Plan Visioning process contain the following Acknowledgment: **“This event is facilitated by UNH Cooperative Extension in coordination with the City/Town of _____ Master Plan Advisory Committee”**
- Help to evaluate the process.

The basic steps of the community visioning process can be seen visually through this chart:



How to Apply for Master Plan Visioning Assistance

Before you complete the application form:

1. 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

635 Main St. 3rd Floor Suite 1
Laconia NH 03246
Phone: 527-5475/Fax: 527-5477

Carroll County

73 Main Street PO Box 1480
Conway NH 03814
Phone: 447-3834/Fax: 447-5192

Cheshire County

800 Park Avenue
Keene NH 03431
Phone: 952-4550/Fax: 358-0494

Coos County

629A Main Street
Lancaster NH 03584-9612
Phone: 788-4961/Fax: 788-3629

Grafton County

3855 Dartmouth College Highway, Box 5, N.
Haverhill NH 03774-4909
Phone: 787-6944/Fax: 787-2009

Hillsborough County

Room 101, 329 Mast Road
Goffstown NH 03045
Phone: 641-6060/Fax: 645-5252

Merrimack County

315 Daniel Webster Highway
Boscawen NH 03303
Phone: 796-2151/Fax: 796-2271

Rockingham County

113 North Road
Brentwood NH 03833-6623
Phone: 679-5616/Fax: 679-8070

Sullivan County

24 Main Street
Newport NH 03773
Phone: 863-9200/Fax: 863-4730

3. Complete the application. *We strongly recommend you involve at least one municipal board in providing information for this application.*



Master Plan Visioning Assistance

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
- January 15

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.

- 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 Master Plan Visioning Assistance 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 no 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 life-skills)

- 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.

COMPLETED APPLICATIONS SHOULD BE SENT TO:

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

Telephone: 862-0316 Fax: 862-0107

Email: charlie.french@unh.edu

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