

# UHEIGHTS

## UHeights Resident Organization Application

With skyrocketing costs in Seattle, many deserving organizations are finding it increasingly difficult to survive. The University Heights Center (UHeights) prides itself on providing over a dozen local organizations reduced rates on space in the unique and historic University Heights Center building. We strive to create a sense of community and belonging among our many resident organizations and programming partners. Becoming a part of UHeights means much more than simply signing a lease. It means you are joining a family of organizations committed to making UHeights a space for ALL--a space for YOU.

We are seeking one or more organizations (or individuals) to take over a lease of one 894 SF room, beginning in May of 2020. There is an opportunity for independent use of the space or to work with two or more organizations in a co-sharing model. A UHeights review team will review each application and select a new resident organization based on several criteria, including the organization's impact, focus on vulnerable or marginalized populations, diversification of our current organizations, and a clear desire to become a part of our community. Our leases are typically 50% below average Seattle rental market rates with an average around \$20/sf.

For more detailed information, questions, or to submit the application, please contact our Associate Director, Mason Wiley (mason@uheightscenter.org or 206-527-4278 ext. 806). **Applications are due on February 7th, 2020 by midnight.**

Name of Organization:

Name of Primary Contact:

E-mail:

Phone:

Locally owned? Y/N

Non-profit? Y/N (if yes, please attach proof of 501(c)(3) status or pending status)

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All questions below were designed to be answered in one word, a sentence, or at most 1-2 paragraphs with a preference of no more than 4 paragraphs. Please answer on a separate page and attach to this page when submitting.

1. What is the history, mission, and vision of your organization?
2. What is your impact on the community in terms of groups served and number of individuals? How do you measure your impact? Further, how does your organization meet a need that is not fulfilled otherwise on the regional or global level?
3. How will your organization add to the diversity of UHeights and how do you see yourself being involved in our community? Does your programming lend itself to being situated in an active community center with 12 other resident organizations?
4. Where is your organization currently located and what are you paying for rent? Briefly describe your current financial position and how moving into UHeights' reduced-rent space would impact your ability to increase your organization's activities when compared to leasing a traditional retail/office space.
5. Would your organization be open to sharing the space with other organizations? Please discuss if you could share the space while your operating (for instance, you only need a couple desks and a small meeting space) or if you could share the space when you are not operating (for instance, you only need the space in the morning). Please give us any other information about your operations that may be applicable to sharing the space (for instance, you need a certain amount of storage, confidentiality, etc.)
6. Do you offer scholarships, tuition assistance, or reduced fees for people with lower incomes? If so, at what value and to how many individuals?

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If the answer is yes to question 5 on co-sharing space with other community groups, please fill in all sections of the below table when you would need the space on a regular basis.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Please initial next to the following:

- If selected, our organization agrees to provide yearly “covenant reports” to UHeights upon request, typically in August. UHeights has a covenant with the City of Seattle that requires yearly reports on the number of individuals served and demographic information of those served (if available). \_\_\_\_\_
- If selected, our organization agrees to provide UHeights with two years of financials, including a yearly financial summary (990 for nonprofits) and a snapshot of your reserves. UHeights may also elect to contact your previous landlord. \_\_\_\_\_
- If selected, our organization will seek ways to interact and collaborate with other resident organizations and/or UHeights programming. \_\_\_\_\_
- Our organization understands that UHeights is a busy place, which may sometimes impede on perfectly quiet enjoyment of our space, regardless of UHeights staff’s best efforts. Intrusion from some students with learning disabilities, noise from concerts, or other disturbances can occur. Should this become detrimental to our work, we will work with UHeights and the offending parties on finding a reasonable solution. \_\_\_\_\_
- If selected, our organization will provide scholarships either to our clients or scholarships to third parties. UHeights maintains a covenant that gives emphasis to providing scholarships to youth. \_\_\_\_\_