



Receiving Support through MotiveSpace

Many Nonprofits and Community Based Organizations (CBO's) have high-need and strong project concepts, but lack the capacity, support, or professional resources needed to launch them. The steps below outline the process for receiving discounted building-related services through MotiveSpace. Organizations unsure of how to secure pre-development funding should read "Raising Pre-development Funding," an excerpt from the MotiveSpace PlaceMakers guide.

1. **DISCUSS.** Meet with MS Executive Director or Leadership Member to describe initial project concept, community benefits, and project need. Leadership member determines initial project feasibility and timeline; requests next steps as appropriate.
2. **WRITE.** CBO submits written proposal including short narrative and any supporting documentation (1 paragraph each):
 - a. Project description.
 - b. Community benefits.
 - c. Funding strategies.
3. **REVIEW.** Board reviews proposal via email; discusses at monthly meeting. One opening for proposal review/month. If project is deemed high feasibility and MotiveSpace has the capacity to assist, member is invited to subsequent Board meeting.
4. **PRESENT.** Leadership Member of Organization requesting support presents to MotiveSpace Board for high level discussion about right placement. Is this a MotiveSpace-supported project? MotiveSpace-incubated? What level of support does the project need, and what is MotiveSpace currently able to provide?
5. **DIG IN.** ED works with CBO representatives to craft a scope of work covering project need. Board may recommend that the CBO builds partnerships with other community members. Board may require that some funding is secured at the outset of project to cover required due-diligence.
6. **FORMALIZE.** Draft and formalize agreements: Professional Service Agreements and/or Memorandum of Understanding describing project scope, intention, values; relationships between CBO and MotiveSpace. For most projects this will be an hourly agreement allowing MotiveSpace to proceed with budget and work-plan development.
7. **KICK-OFF!** MotiveSpace project manager begins work after agreements are clarified and signed. MotiveSpace and CBO work together to draft detailed scope of work, project schedules and work plans for project in pre-development stage. Pre-development covers concept, budget, partnership development and feasibility analysis until project financing can be packaged and regular construction draws, permanent financing and additional funding becomes available.