

If you believe your charitable organization is a good fit for the Jerry Forbes Centre for Community Spirit we would be delighted to start the application process with you. Please do not hesitate to call us with any questions in advance of getting started with your application.

We start by identifying the Primary Criteria for tenants in the Centre and then continue with the application process online. Once complete we will be in touch with you to complete an interview and learn more about your business.

We will be asking for details; you may consider printing a hard copy of the form to gather your information before completing online.

Primary Criteria

The Jerry Forbes Centre is looking for Organizations that:

- Are Non-profits with founding documents
- Serve Edmonton and/or the Capital Region
- Are open to innovation and collaboration with other organizations
- Are willing to invest in collaborative activities
- Engage volunteers to deliver programs and services
- Demonstrate financial sustainability

Preference will be given to:

- Registered Charities founded three or more years. Non-Profits without registered charitable status may still apply however 90% of our tenants will be registered charities.
- Organizations whose primary focus is in the field of Human Services.
- Organizations whose primary use of office space is administrative in nature.

Organizations that will **not** be considered for tenancy are:

- For-Profit or corporate organizations.
- Organizations set up for political or religious reasons.
- Organizations whose services may present a security risk to other tenants.

If one or more of the primary selection criteria does not apply to your organization we'd still like to talk to you about your possible tenancy. Email us at space@jerryforbescentre.ca call us at 780-440-6359.

Primary Selection Criteria

- You are a Registered Charity with founding documents
- Your organization primarily serves Edmonton and the Capital Region
- Your organization is open to collaboration with other organizations

Organization Information

Organization Name

Address

Mailing Address (if not the same as above)

Contact Name

Position

Phone

Email

Website

Name of Person Submitting (If different than above)

Phone

Email

Incorporation and Charity Information

Incorporation Date

Which Act?

- Societies Act (Alberta)
- Part 9 Companies Act (Alberta)
- Co-Operatives Act (Alberta)
- Agricultural Societies Act (Alberta)
- Part II, Canada Corporations Act
- Canada Not-for-Profit Corporations Act
- Other _____

Date of Most Recent Annual Filing to Alberta Corporate Registry _____

Registered Charity under the Income Tax Act (Canada)? Yes / No

Charitable Number _____

Charitable Registration Date _____

Mission

Vision and Values

Overview of Programs and Services

List and briefly describe the programs that you will provide at the Centre (please include any 'drop-in' visitors as one program if this applies, see examples) . We are looking for Information on:

1. How many people you serve through a program (# Clients),
2. What time of day they run - morning, afternoon, day, evening (Frequency/Duration)?
3. Where do programs take place - in office or offsite (Description and Space Type)?
4. How many people attend (# Clients and # Volunteers)?

All of this helps us understand the traffic flows inside the building as we learn how to share spaces with other tenants. We need to understand foot traffic at reception and parking needs.

Program Name	Description	Space Type	# Clients	# Volunteers	Frequency/Duration	Describe <u>on-site</u> parking ETS needs for visitors
<i>i.e.</i> HEALTH Awareness Education	<i>i.e.</i> 2 hour class on health & wellness, presentation projected from computer to large screen	<i>i.e.</i> Classroom in office or meeting room off-site	<i>i.e.</i> 15	<i>i.e.</i> 3	<i>i.e.</i> First Tuesday each month at 1 to 3 pm	<i>i.e.</i> ETS, Parking, DATS drop- off
Drop-in visitors		Front reception				

Please include 'Drop-in Visitors' as a Program name and the space type as Reception.

Current Tenancy Information (what you have now)

Date Current Lease Expires _____

Current Office Space

Total Square Feet _____ **Cost Annually** _____

Current Warehouse Space

Total Square Feet _____ **Cost Annually** _____

Annual Financials

Please provide the last three years of financial information

Year	Total Revenue	Total Expenses	Net

Space Needs Looking Ahead

ASSUME the following SHARED SPACES are available in the Jerry Forbes Centre:

- Reception, Kitchen, washrooms, a few small meeting spaces and back-office (printer/mailroom)
- 1 Classroom (holds 24 with computer station setups)
- 1 Large Boardroom (holding up to 25)
- 1 Large Volunteer Workshop (approximate 4,000 sf. flexible area) for programs

When filling in your space requirements below: if you need a dedicated meeting space, classroom etc. that is part of your lease, please specify this in the 'Classroom or Other Spaces' and we will learn more details of size required once we receive your application.

New Office Space Needs

Overview of Staffing and Volunteers

We would like to understand the people and transportation needs of your organization.

	Number	How often are they in the office (FT, PT) ?	What type of access to the office do they need?	Parking or ETS needs
Staff				
Volunteers				

Overview of WorkSpace Requirements to Lease

We would like to understand the OFFICE space needs of your organization and a count of each type of space.

Work space Type	Number	Frequency of Use (Hourly/ Daily / Weekly /Monthly/Yearly)
Private Office Space (90-120ft ²)		
Medium Open Workstation (50-75ft ²)		
Small Open Workstation (20-50ft ²)		
Hot desks (Space required on short notice)		
Classrooms, or Other Spaces		
Reception or Other		

(We can learn more about your unique space requirements once we receive this initial information)

Open Area Office Files / Storage Space Needs (if not already included in your office spaces)

Total File Storage / Storage Space

10 ft² each – 2’x4’ horizontal file cabinets or other

Number	Usage

Number of Storage Cupboards (this is very likely secure storage cages in the warehouse to keep the office areas tidy)

10’ x 10’ for tents, signage, displays, etc.

Number	Usage

“Technology” Requirements in your lease space (phones, computer hardware, call centre, server room and other facts such as software MS Office and/or database programs you currently use)

Room Type	Number of Rooms	Typical Frequency and Length of time	Usage
Interview Rooms (2-4 People)			
Small Meeting Rooms (6-8 People)			
Medium Rooms (8-14 People)			
Large Meeting Rooms / Classrooms (up to 25 People)			
Other Room Type			

Cash Handling Needs

How often do you require access to:

Secure count room?

Number	Frequency
	Daily
	Weekly
	Monthly

Money Safe Compartment?

Number	Frequency
	Daily
	Weekly
	Monthly

Warehouse Space Needs

Approximately how much Warehouse Space (in Square Feet)? _____

(N/A if not applicable or already included in Storage Cupboards above)

Provide frequency, type of use & timing details if needed

eg. Building garden sheds on Saturdays; or year round for storage, or Mar 1 to May 30 to sort furniture for delivery

Type of Warehouse Space (i.e. open space, access loading door)	Frequency / Timing (i.e. monthly, March to April, or year round)	Usage i.e. sort, distribute donated clothing

Benefits

What perceived benefits can you see will be gained by your tenancy in the Jerry Forbes Centre?

Your Gifts

How would other agencies benefit by having your organization in the Centre?

What could you bring to the partnership to share? Think of things such as expertise and objects. Consider items such as: inventory of services to share: Do you run a successful social enterprise? What are you most proud of and would share? Would you share items such as a forklift, vehicles or other?

Board Motion

We have a Board Motion demonstrating interest to become a tenant

- Yes
- No
- Board Motion forthcoming

Expected Date of Board Motion _____

Our Jerry Forbes Centre team will be asking you for your 'voice' as we move forward with the Centre. We need to be telling our story of how we will reach our community through so many organizations and their great programs and services. If you have a compelling story and pictures we will be asking for your permission and support as we update our website and brand the Centre for success.

Thank you,