

# What Makes a Good Application?



**Here are a few quick tips to remember when filling out your application to be one of Sedona's Sustainable Neighborhoods:**

- Review the application and questions early so you know the information you'll need to gather and what you'll need to write.
- Be thorough but concise.
- Have a few people read through your answers to proofread and edit your application.
- Make sure to submit your application by or before the deadline of **Sunday, March 10, 2024**. (Don't let last-minute technical difficulties cause stress in your life—submit early! 😊)

Three key criteria will be considered when we review applications: Participation, Planning, and Potential.

- **Participation**
  - A competitive application will show support from the neighborhood and community—for example, signatures and/or letters from individual neighbors, from a neighborhood association, from local businesses and schools, etc.
  - We'll also ask you to tell us about how you gathered those signatures and letters (i.e. nextdoor.com, in-person and door-to-door outreach and conversations, conducting initial interest meetings, etc.).
- **Planning**
  - Ideas for future topics to address and initiatives to plan
  - Competitive applications will include proposed sustainability initiatives, projects, and topics that you would like to address in the neighborhood – anything from increasing recycling rates, to holding a sustainability potluck series, and more. Feel free to refer to the “Goals, Target Areas, Suggested Projects” [brochure](#) for ideas.
- **Potential**
  - We want to have a variety of types of neighborhoods involved in our program: we want neighborhoods where the Sustainable Neighborhood Program will be a springboard for building on and maximizing past successes; and we also want neighborhoods where the Sustainable Neighborhood program will be a catalyst for building and developing a new sense of community and involvement.
  - How you describe where your neighborhood currently fits into that continuum and where you will go from there will help us assess how we can help your neighborhood meet its potential.

**Thank you for your interest in the Sustainable Neighborhoods Program and good luck with your application!** If you have any questions, or need assistance with the application, please contact our staff at [Sustainability@Sedonaaz.gov](mailto:Sustainability@Sedonaaz.gov) or 928-203-5123.

For this year's application and more, visit: <https://sustainableneighborhoodnetwork.org/sedona>



Thank you for your interest in the Sustainable Neighborhoods Program. Please submit your completed application on or before **Sunday, March 10th, at 12AM to ZSchwarz@sedonaaz.gov.**

All written answers must be completed in English

For assistance with this application, please contact Zach Schwarz, Sustainable Neighborhoods Program Coordinator, at ZSchwarz@sedonaaz.gov or call 928-203-5123. City hours are Mon-Thur 7am-6pm. Thank you!

## Sustainable Neighborhoods Application Section 1 of 5

### 1. Applicant Information

Name **Required**

Address **Required**

Phone **Required**

Numbers only, no dashes needed

Email **Required**

# Sustainable Neighborhoods Application Section 2 of 5

## 2. Neighborhood Information

Please describe the approximate boundaries of your neighborhood using street names or prenamed neighborhood names. You may also submit a map outlining your boundaries (not required). If you need help defining your boundaries, contact Zach Schwarz at ZSchwarz@sedonaaz.gov.

We will work with you to finalize the boundaries if your neighborhood is selected.

**Approximate boundaries of my neighborhood are** Required:

**Feel free to attach a map if you have one available. A map is not required.**

Please attach all files to your email submission

**Does your neighborhood have a formal neighborhood organization or homeowner's association? (Select 1 option)** Required

Having a formal neighborhood organization is not required.

Yes

No

I'm not sure

**If "Yes", what is the name of your neighborhood organization(s)?**

**Please describe the predominant type of housing in your neighborhood. (Select 1 option)** Required

Primarily single-family homes or duplexes.

Primarily multi-family residences or townhomes

A mix of housing types

I'm not sure

Other

**Please share any distinguishing features about your neighborhood that you'd like us to know (e.g., a lot of urban agriculture, historic preservation areas, existing community spaces like parks or schools, possible business partners, etc.). Tell us what makes your neighborhood unique!**

## Sustainable Neighborhoods Application Section 3 of 5

### 3. Neighborhood Activity Ideas

Activities (Projects, Workshops, Special Events, or Clubs) you'll complete as a Sustainable Neighborhood must fit into one of the five program goal areas:

- **Energy:** Promotes energy efficiency and encourages the use of renewable energy sources.
- **Air:** Reduces emissions generated in the neighborhood and improves both outdoor and indoor air quality.
- **Water:** Conserves water resources and improves water quality.
- **Land:** Encourages stewardship and conservation of ecosystems and resources.
- **People:** Enhances the social vitality of the neighborhood by encouraging community interaction, partnerships, and outreach programs.

Please share activity ideas you would like to pursue if your neighborhood is accepted into the Sustainable Neighborhoods Program. Your activity descriptions should address why the activities will have the potential to positively impact your neighborhood. Activities include (Projects, Workshops, Special Events, or Clubs). In addition, please address how the activities are customized to your neighborhood and its unique characteristics. Don't worry so much about telling us HOW an activity will get done, and focus on WHY the activity is important to your neighborhood. No need to get into the fine details; keep it big picture! **Required**

Download the following brochure for activity ideas!. "[Goals, Target Areas and Suggested activities](https://www.sustainableneighborhoodnetwork.org/docs/default-source/sedonadocs/snn-city-of-sedona-ideas-for-projects-brochure.pdf?sfvrsn=eabb2d0f_2)"  
[https://www.sustainableneighborhoodnetwork.org/docs/default-source/sedonadocs/snn-city-of-sedona-ideas-for-projects-brochure.pdf?sfvrsn=eabb2d0f\\_2](https://www.sustainableneighborhoodnetwork.org/docs/default-source/sedonadocs/snn-city-of-sedona-ideas-for-projects-brochure.pdf?sfvrsn=eabb2d0f_2)

**Activity Idea #1**

**Activity Idea #2**

**Activity Idea #3**

If you have more than three activity ideas you would like to let us know about, please type them in a word document and email them to [zschwarz@sedonaaz.gov](mailto:zschwarz@sedonaaz.gov) along with your application. (Please label the document "Extra Activity Ideas".)

## Sustainable Neighborhoods Application Section 4 of 5

### 4. Neighborhood Support and Engagement

The Sustainable Neighborhoods Program works best when there is broad participation from the community. With this program, you can either partner with existing active organizations in your neighborhood or build your own base of support.

**Please select the sentence that best describes your neighborhood. (Select 1 option)** **Required**

There is no correct answer. This question will help us better understand the current dynamic of your neighborhood.

- A) There is currently a high level of community engagement from a diverse group of residents in the neighborhood.
- B) There is currently a moderate level of community engagement from a diverse group of residents in the neighborhood.
- C) There is currently a low level of community engagement from the same few faces in the neighborhood.
- D) Community engagement is nonexistent in the neighborhood.
- E) Other (Please explain below)

**Please answer the following question:** If you answered A or B in the previous question, how will your neighborhood collaborate with this existing community engagement to achieve your sustainability goals? **Required** (Please describe in no more than three sentences)

**Please answer the following question:** If you answered C or D in the previous question, how will your neighborhood work to build engagement to achieve your sustainability goals? **Required** (Please describe in no more than three sentences)

**Please answer the following question:** Please provide examples of how your neighborhood will work to be inclusive in all activities and encourage diversity in program participants. This may include, but is not limited to, engaging residents of diverse race and ethnicity, varying age and generation, various types of housing, and varying socioeconomic background. **Required**

## Sustainable Neighborhoods Application Section 5 of 5

### 5. Neighborhood Signatures

Neighborhood success in this program requires that residents work together to plan, implement, and support initiatives. Strong applications include signatures of support from residents living in all areas of the neighborhood.

A minimum of 20 signatures is recommended (not required), and we encourage you to gather as many as you can! It is also important to get signatures from neighbors who are willing to be a part of your leadership committee (those willing to meet regularly to plan and execute neighborhood activities on an ongoing basis)!

You will want to highlight anyone who is willing to be a part of your leadership committee on the signature form so you can reach back out to them later.

Please find the signature sheets in English and Spanish on the following pages.

Once complete, please scan or take a picture of your signature sheet and attach it to your application email.

**For assistance with this application, please contact Zach Schwarz, Sustainable Neighborhoods Program Coordinator at, [ZSchwarz@sedonaaz.gov](mailto:ZSchwarz@sedonaaz.gov) or call 928-203-5123. City hours are Mon-Thur 7am-6pm. Thank you!**

End of Form.

Don't forget to attach any additional images or documents prior to submitting your application.







