

HOST ORGANIZATION APPLICATION FORM

DATE OF APPLICATION:

LEAD APPLICANT ORGANIZATION:

CONTACT PERSON:

TITLE/ROLE:

ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

EMAIL:

Statement of problem or issue faced (Maximum 2 pages, not including supporting materials)

Give a brief description of why your organization needs a Technical Assistance Panel (TAP). Discuss the nature of the assignment and the key issues and problems that you would like the panel to address. Include a brief history of the study area as well as any current activities and future plans for the project area. Please attach maps, statistics, proposals, and any other relevant information if necessary.

Questions to be addressed by panel members (Maximum 1 page)

Please list specific question to be addressed by the panel. These questions may be tweaked at a later date, but questions are necessary to determine the scope of the panel. It may be helpful to organize questions in the categories of **Market Potential, Planning and Design, Development Strategies, and Implementation Strategies.**

Management Plan (Maximum 1 page)

Identify the individuals within your organization who will participate in the panel process and their areas of responsibility. Please identify those who will be responsible for the preparation of a briefing book and organization of the briefing session, tour of the study area, on-site panel support, and follow-up.

Host organization information (Maximum 1 page)

Please describe the organization(s) that will serve as the host(s) for the panel assignment.

Please send this form and supporting materials in PDF format to:

Shannon Paterson, ULI BC District Council shannon.paterson@uli.org t. 604 761 8060.