

Application for Community Outreach Credit for Nonprofit Customers

Email completed application to: dwsd-publicaffairs@detroitmi.gov

Alternatively, application can be mailed to:

Detroit Water and Sewerage Department
Public Affairs
735 Randolph Street
Detroit, MI 48226

SECTION I - NONPROFIT CUSTOMER INFORMATION

(Complete all information for DWSD to determine eligibility for this credit and to track the credit process.)

Nonprofit Name:	
Property Owner (if different from nonprofit name above):	
Mailing Address:	
City, State, Zip Code of Mailing Address:	
Phone Number(s):	
Email Address:	
DWSD Account No.:	
EIN or TIN Number:	

DESIGNATED COMMUNITY OUTREACH CREDIT CONTACT INFORMATION

Check if Community Outreach Credit Contact Information is the same as Property Owner

First Name:	
Last Name:	
Mailing Address:	
City, State, Zip Code of Mailing Address:	
Contact Number(s):	
E-Mail Address:	

EXISTING NONPROFIT OUTREACH AND COMMUNICATION METHODS

Nonprofit Website	
Nonprofit Facebook	
Nonprofit Twitter	
Nonprofit Newsletter	
Nonprofit Video Monitors	Circle Yes or No
Other NP communication methods	

SECTION II –DWSD-APPROVED OUTREACH ACTIVITIES

Indicate which outreach activities (OAs) the nonprofit intends to implement. Choose one or more. Review the DWSD Community Outreach Credit informational flier for detailed implementation and validation requirements for each OA.

Outreach Activity (OA) Description, Credit Value, Requirements	Implementing for Credit?
<p>OA #1: Administering a DWSD Customer Awareness Survey</p> <ul style="list-style-type: none"> • Credit Value: \$25 credit/year • Requirements Summary: Distribute the DWSD Customer Awareness Survey to 10 percent of the nonprofit’s Detroit population served or membership, with a minimum of 25 survey responses. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>OA #2: Distributing DWSD Outreach Information</p> <ul style="list-style-type: none"> • Credit Value: \$25 per month upon DWSD verification and approval for required 12-month credit period. • Requirements Summary: Distribute DWSD educational collateral and videos using a minimum of two existing nonprofit communication methods and/or platforms. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Nonprofit Communication Methods and Associated DWSD Outreach Material Needs (Pick a minimum of two for credit; DWSD will provide materials based on selection)</p>	
<p>✓ Nonprofit will distribute printed DWSD educational materials in the facility, via mailings, or at events; hard copies needed from DWSD.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>✓ Nonprofit will share DWSD educational videos in the nonprofit’s facility and/or at events; DWSD video files needed.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>✓ Nonprofit will distribute DWSD educational materials via electronic communication methods (e.g., website, e-newsletter, social media); DWSD digital files of print material needed.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>✓ Nonprofit will distribute DWSD educational videos through electronic communication methods (e.g., website, social media); DWSD digital files of videos needed.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>OA #4: Developing and Sharing DWSD Testimonials</p> <ul style="list-style-type: none"> • Credit Value: \$25 per month for two DWSD-reviewed and approved good news stories; a maximum of eight DWSD-reviewed and approved good news stories during a 12-month period. Maximum of eight per year. • Requirements Summary: Submit good news story provided in the DWSD good news story template. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>OA #5: Hosting DWSD-led Community Outreach Events/Meetings (Subject to approval of DWSD; Maximum of four events per year; DWSD will coordinate with the nonprofit contact to identify and schedule events/meetings as needed.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<ul style="list-style-type: none"> • Credit Value: \$250 one-time credit per DWSD-led event for facility use with 25 event attendees upon DWSD verification and approval; \$50 one-time credit for every additional 25 event participants at each event upon DWSD verification and approval. • Requirements Summary: Participate in a pre-event planning conference call with DWSD to determine event set-up needs. Provide meeting space for 25 or more participants, audio/visual equipment (e.g., screen and electrical access for computer and projector), adequate seating, room set-up services and security if necessary. Track event participants. 	
<p>✓ What is the address of the nonprofit facility for hosting meetings?</p>	<p>_____</p> <p>_____</p>
<p>✓ Can the facility host 25 or more attendees?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>✓ Does the facility have a projector and screen?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>✓ Can the facility host day-time events?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>✓ Can the facility host evening events?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>OA #6: Hosting Nonprofit-led DWSD Community Outreach Events/Meetings Using Trained Nonprofit Staff (Eligibility subject to approval of DWSD; Maximum of two events per month.) Credit Value: \$350 one-time credit per trained nonprofit customer led-event and facility use with 25 event attendees – subject to DWSD verification and approval; \$50 one-time credit for every additional 25 event participants at each event subject to DWSD verification and approval Requirements Summary: Nonprofit customer has received DWSD approved training (or equivalent) necessary to effectively present information on DWSD programs and initiatives. Plan and conduct a DWSD community outreach event or meeting using DWSD provided outreach materials. Submit the community outreach event/meeting agenda and associated DWSD program or initiative information to DWSD for review and approval 10 days prior to the event date.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>✓ What is the address of the nonprofit facility for hosting meetings?</p>	<p>_____</p> <p>_____</p>
<p>✓ Can the facility host 25 or more attendees?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>✓ Does the facility have a projector and screen?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>✓ Can the facility host day-time events?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>✓ Can the facility host evening events?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>✓ Has the nonprofit staff attended a DWSD training or equivalent to achieve eligibility for conducting the nonprofit-led DWSD community outreach event?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p>✓ If yes, please list name and date of training or equivalent, training facilitator/host, as well as training documentation (training website, agenda, presentation) below:</p>	
<p>Name of Facilitator:</p>	
<p>Training Host:</p>	
<p>Date of Training:</p>	
<p>Website for Training Information:</p>	

Nonprofit Certification and Right-Of-Entry:

I certify that the above information is true to the best of my knowledge and that I have read the detailed OA implementation and validation requirements for the selected OAs. By signing below, I agree to allow DWSD staff or its agents to verify the information above and to visit the nonprofit facility if necessary to validate OA implementation according to DWSD requirements.

<p>_____</p>	
<p>Signature of Nonprofit Authorized Representative</p>	
<p>_____</p> <p>Print Name</p>	<p>_____</p> <p>Date</p>

For DWSD Use only:

<p><input type="checkbox"/> Nonprofit <u>eligible</u> for selected Community Outreach Credits based on account status</p> <p>Approved by (sign): _____</p>	<p>Print Name: _____</p> <p>Date: _____</p>
<p><input type="checkbox"/> Nonprofit application <u>approved</u> for selected Community Outreach Credits and credit tracking process initiated</p> <p>Approved by (sign): _____</p>	<p>Print Name: _____</p> <p>Date: _____</p>
<p>NOTES:</p>	