

Technical Assistance Panels (TAP) Application

Lead Applicant Organization: _____

Contact Person: _____ Title/Role: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

Please attach the following required documents to this application:

1. COVER LETTER

Briefly describe your organization and state the need for a Technical Assistance Panel (TAP), including how the proposed TAP meets ULI Toronto's Selection Criteria (below).

2. STUDY AREA SYNOPSIS

Define the study area and provide a one to two-page description including background information, previous development efforts and their outcomes, and current or future plans and activities (both public and private).

3. SCOPE OF WORK

Provide three to four well-defined questions for the panel to respond to during the Panel.

4. DOCUMENTED LEADERSHIP SUPPORT

Provide a letter from the municipality in support of the TAP process, agreement with the criteria outlined in this application, and the program fee. Letters of support from local businesses and/or community-based organizations are encouraged but are not required.

5. PREFERRED TIMING

Please indicate your preferred timing (month/year) for the one-day or two-day TAP, including a brief explanation. Please keep in mind that two-day TAPs require at least a three month lead time. ULI Toronto cannot guarantee delivery of the TAP in accordance with your preferred timing.

SELECTION CRITERIA (in order of importance):

- Strong local leadership capacity, demonstrated by:
 - Advocating for the TAP findings by galvanizing community support; and
 - Facilitating follow-through and implementation of TAP recommendations.
- A clearly defined scope of work, and three to four well-articulated questions to be addressed during the two-day session.
- A clearly defined geographic boundary (a neighborhood, district, corridor, etc.).
- Transferability to other communities in the region.

REVIEW PROCESS

TAP applications are reviewed by the ULI Toronto's Outreach Committee on an ongoing basis. The process will include initial contact by phone and a scheduled in-person meeting with members of the Outreach Committee.



Please return completed applications to:

Alexandra Rybak, Director, ULI Toronto

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Toronto, ON M5T 3A3

Phone: 647-258-0017 Email: Alexandra.rybak@uli.org