

SSDN Peer Learning Charrette Application Template

Please complete this application and submit to Meg Jamison, [meg@southeastsdn.org](mailto:meg@southeastsdn.org). Please submit applications in Microsoft Word format, with 11 point font minimum, and no more than 4 pages. Applications must include the following:

1. Applicant name, city/county, state.
2. Peer learning charrette participants, role, counties/cities, year joined (please list all who plan to participate and explain the reason they were chosen to participate).
3. Location and date of exchange (this can be general if exact details are not known).
4. Budget request (include total amount requested and justification for funding going to third parties like facilitators, etc.).
5. What is the need for this charrette?
6. Topics to be explored, discussed and how participants will work to advance priorities and/or work related to the topic. Please highlight specific elements related to sustainability, equity, resilience, adaptation, mitigation and/or other areas that will be focused on during the charrette.
7. What are the goals and the desired outcome of the charrette? Please share potential benefits to cities, any mentorship opportunities and any opportunity for future work.
8. Meeting preparation: How have and will members be engaged in the planning and preparation for the charrette?
9. Meeting plan and/or agenda: Please include a plan for the meeting and/or an agenda that is detailed with as much specificity as possible.
10. How will you incorporate learning opportunities for members in all stages of their sustainability work? What are the opportunities for mentorship?
11. Please include a budget (SSDN cannot accept budget proposals over $5,000):
12. Please sign the commitment below to reduce the carbon footprint of this charrette.

*As the lead applicant, on behalf of meeting participants, I confirm that our charrette will strive to minimize the carbon footprint of the meeting in any way possible.*

Name:

Signed:

Date: