

# THE NONPROFIT CENTERS | NETWORK

## Consulting Intake Form

*Thank you for your interest in NCN's consulting services. To help align your needs with our expertise, please fill out this quick intake form, and we will follow up with you within 1-2 business days via email. Our focus is on sharing resources – physical space and back-office services and social purpose real estate. Please email the completed form to [leena@nonprofitcenters.org](mailto:leena@nonprofitcenters.org)*

### 1. General Information

Name of contact	
Phone number	
Email	
Job title	
Organization	
Physical address	
Website link (if applicable)	
Other Partners (if any)	

### 2. Permission to be added to NCN's mailing list - mark with an X

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Already on It

### 3. Category of services interested in - mark with an X

<input type="checkbox"/>	Shared Space
<input type="checkbox"/>	Shared Services
<input type="checkbox"/>	Both
<input type="checkbox"/>	Other

*If Other, please indicate the category:*

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### 4. Project Phase - mark with an X

<input type="checkbox"/>	Exploration or In Development of new center or shared services project
<input type="checkbox"/>	Existing Center or Services program – seeking additional support, expansion, moving, etc.

*(continue on next page)*

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**5. Services Desired – check all that apply with an X**

	Creating a Vision and Building Buy-In (Meeting Facilitation & Consensus Building)
	Understanding Demand and Determining Cost (Data Collection & Analysis)
	Understanding Expenses/Revenue (Financial Modeling & Analysis)
	Building Governance and Decision-Making Structures (Meeting Facilitation & Consensus Building)
	Full Feasibility Study (includes all of above, as long as the 1 <sup>st</sup> two steps show demand to proceed)
	Creating a Development Budget, and Understanding Financing
	Building and Managing a Development Team
	Support for Lease and Licensing Terms
	Reviewing Shared Space Plans
	Drafting Shared Space/Service Program Policies & Creating Collaborative Infrastructure
	Additional Operational Support (Text box Field)

**6. Anticipated funding sources for NCN's services – mark all that apply with an X:**

	Self-funded
	Philanthropy
	Combination of Philanthropy and Self-funded
	Not Sure
	Other

*Comments for "Other" under Funding Anticipation:*

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**7. Short Description of Need and Current Status of Shared Space or Shared Service Program:  
(3-5 sentences)**

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