



## Iowa's Living Roadways Community Visioning Applicant Checklist

Please use this checklist to ensure all application requirements are met and that all materials required for submission are completed:

Read the [Iowa's Living Roadways Community Visioning Information for Applicants](#) document.

- This document can be found at:
  - <http://communityvisioning.org/apply>

Access the online [Iowa's Living Roadways Community Visioning Application](#)

- The application can be found at:
  - <http://communityvisioning.org/apply>
  - [http://www.treesforever.org/Community\\_Visioning](http://www.treesforever.org/Community_Visioning)

Complete each section of the application online:

- Information about your community and the names of any firms that have completed comprehensive planning to date.
- Phone numbers and e-mail addresses for a primary contact person, a local media contact, and eight committee members.
- A project proposal, not to exceed 7,000 characters.
- A description of desired outcomes for transportation enhancements, not to exceed 3,500 characters.
- Issues/opportunities in your community that Community Visioning can address, not to exceed 3,500 characters.
- Separate file uploads, not to exceed 5 MB each, of the following:
  - Letter from the entity committing to the \$2,000 cash or in-kind match.
  - Letter of support from the city government.
  - Letter(s) of support from local businesses and/or organizations.
  - Photos of any areas of concern that Community Visioning may address (optional).

If you are unable to complete the application in one sitting, simply click on Save and Continue Later and enter an e-mail address to receive a link to your in-progress application.

Celebrate the completion and submission of your application!

### **Please note:**

Communities selected to take part in the Iowa's Living Roadways Community Visioning program should be notified by late-September.

### **Have questions or need assistance?**

If you have any questions or require any assistance as you prepare your application, please contact Deb Roman at 319-373-0650, ext. 110, or [droman@treesforever.org](mailto:droman@treesforever.org).