

USDN PARTNER NETWORK APPLICATION

NEW PARTNERSHIP APPLICATION

Partner Networks interested in establishing a partnership with USDN can apply to the USDN Partner Network Program on a rolling basis by submitting an application packet to Mia Arter at miaarter@usdn.org and Maggie Ullman at maggie@ullmanconsulting.net. The official program begins February 2017 so it is preferred that applications are submitted by February 1, 2017. Carefully read all of the program element descriptions above and eligibility requirements to ensure the application is prepared to be accepted. *Note: Regional Networks that participated in the 2016 USDN Regional Network Pilot Program will use the guidelines in the [Annual Recommitment Statement](#) section of this program description to apply to the 2017 Program.*

The Application Packet needs to include the following:

1. **Letter of Interest to include:**
 - a. Network Name
 - b. Names and contact information of Partner Network Coordinating Committee (PNCC) liaisons and commitment to participate in PNCC calls.
 - c. Network website if applicable
 - d. Summary statement of network origins and brief history.
 - e. Brief description of why the network is interested in participating in the USDN Partner Network Program.
 - f. **Optional Program Element Preferences**
 - i. Will your network use the USDN.org website?
 - ii. Will your network contact GPP to discuss fiscal sponsorship?

2. **Supporting materials for the six adopted Network Best Practices** preferably in MS Word or Google Docs format.
 - a. Vision Network Purpose, Goals, and Vision
 - b. Network Governance and/Steering Committee Structure
 - c. Network Communications Plan
 - d. Network Annual Meeting Plan
 - e. Network Membership Guidelines
 - f. Network Annual Work Plan

3. **Partner Network Membership List.** Please provide a list and contact information for all active¹ network members. The preferred format is MS Excel or Google Sheets. PDFs will not be accepted. Please use this sample template for the column headings:

First Name	Last Name	Community	Email Address	USDN or Non USDN Member Community	PNCC Liaison	Network Steering Committee
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¹ Active membership constitutes individuals who have participated in the network via a call or face to face meeting in the last 12 months.

Andre	Smith	Anytown, USA	andre@anytown.gov	Non USDN Member	Yes	No
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USDN staff will respond within 30 days of receipt of the application packet with further information about the application and/or any questions. Once accepted into the program, USDN will: enroll appointed members in Partner Network Coordinating Committee (PNCC) calls, provide information about USDN grant programs, and provide the timeline for the Partner Network member survey. Networks that opt in will be contacted about setting up USDN.org accounts for Partner Network members.

ANNUAL RECOMMITMENT STATEMENT

**NOTE- Networks that participated in the 2016 Regional Networks Pilot Program will use these guidelines for the 2017 program.*

Partner Networks that would like to continue participating in the Program in the coming year will submit a Recombitment Statement each winter to USDN. Recombitment Statements can be sent via email to Mia Arter at miaarter@usdn.org and Maggie Ullman at maggie@ullmanconsulting.net. In 2017, the deadline to submit this statement is February 1st.

This Recombitment Statement must include:

1. **Email Notice:** An email confirming the network intention to participate in the Program during the following year and notice of any changes to the PNCC liaisons
2. **Updated/Adopted Best Practice Materials (if applicable).** Any updated Network Best Practices or other eligibility documentation.
3. **Optional Program Element Preferences**
 - a. Will your network use the USDN.org website?
 - b. Will your network contact GPP to discuss fiscal sponsorship?
4. **Updated Partner Network Membership List.** Please provide a list and contact information for all active² network members. The preferred format is MS Excel or Google Sheets. PDFs will not be accepted. Please use this sample template for the column headings:

First Name	Last Name	Community	Email Address	USDN or Non USDN Member Community	PNCC Liaison	Network Steering Committee
Andre	Smith	Anytown, USA	andre@anytown.gov	Non USDN Member	Yes	No

Note: Networks from the Pilot Program that did not complete 100% of the Pilot Program requirements need to submit the remaining materials before they can be accepted into the 2017 Program. Their Partner Network benefits will be suspended until this final documentation is submitted.

ELIGIBLE NETWORKS

The Urban Sustainability Directors Network (USDN) defines a Regional Network as a member-driven network of local government sustainability professionals sharing similar geographical, cultural, and economic context. Regional Networks are

² Active membership constitutes individuals who have participated in the network via a call or face to face meeting in the last 12 months.

organic and structure themselves based on mutual interest and shared challenges. They can be a conglomerate of local governments sharing state boundaries, can span multiple states, or can share political environments.

Regional Networks considering a formal relationship with USDN meet the following criteria:

- The network supports local government sustainability professionals who routinely collaborate across departments and throughout their communities to advance local government sustainability goals;
- The network must represent North American communities;
- The network must have adopted the six Network Best Practices referenced in this document and be able to submit supporting documentation to USDN;
- The network must include active membership from at least 3 USDN members and 4 non USDN members;
- The network must have 12 or more active members to demonstrate a network base; and
- Be willing to complete an annual survey of their members through USDN.

As mentioned in the background section of this document, USDN may consider using this program design to pilot relationship dynamics with networks other than Regional Networks such as the Exchange and/or CNCA. Consideration for eligibility of other networks will be addressed at that potential future time.

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