

Announcement Date: November 1, 2007
Registration Date: December 3, 2007
Application Due Date: January 15, 2008

**NEW ENGLAND WOMEN IN REAL ESTATE (NEWIRE)
APPLICATION FOR REAL ESTATE STRATEGY WORKSHOPS
IN SUPPORT OF A NON-PROFIT DEVELOPMENT PROJECT**

New England Women In Real Estate (“NEWIRE”), the region’s leading professional organization promoting the advancement of women within the commercial real estate industry is seeking applications from non-profit sponsors needing assistance with the development of a real estate project (e.g. the development of an affordable housing project or a community development project) that would benefit from a professional real estate team’s professional expertise and guidance.

NEWIRE currently has over 400 members with expertise in all areas of commercial real estate development, including planning, permitting, project management, legal, design, construction, and financial structuring and analysis. The NEWIRE Development Committee’s mission is to identify and organize opportunities for NEWIRE members to provide volunteer services to community development projects. The NEWIRE Development Committee seeks to provide these services to one or more projects a year.

Services Offered

After selecting a project, the NEWIRE Development Committee will meet with the non-profit organization to establish a format for the one-day NEWIRE workshop (such as a charrette, an open discussion forum, or a peer review of project materials prepared for the non-profit by other professionals). The Committee will then (i) assemble a team of volunteers from within the NEWIRE organization whose expertise match the needs of the particular project; and (ii) organize the workshop. At the conclusion of the initial workshop, the NEWIRE team will develop recommendations for the project matters discussed, and, if needed, identify matters to be addressed in one or two more follow-up workshops to be scheduled within six months of the initial workshop. If a follow-up workshop is recommended, the NEWIRE Development Committee will help identify for both the NEWIRE volunteer team and the non-profit organization those action items needed for the next workshop. The NEWIRE Development Committee will organize these follow-up workshops, and, if necessary, bring in additional NEWIRE members with expertise on any newly identified matters.

Application Outline

The requirements for the selected recipient of services are:

- 1. Non-profit corporation**
- 2. An identified project site or sites located within the I-495 corridor**
- 3. A project mission that benefits the community**

In the application, the non-profit organization will explain the potential community development project and identify one or more aspects of its development that could benefit from NEWIRE’s expertise, such as site selection analysis, conceptual design analysis (architectural and engineering), development alternatives and feasibility, budget analysis, and financing options. The non-profit will also identify a person from their organization who will be NEWIRE’s central point of contact responsible for working with the NEWIRE team to:

- Develop the workshop(s) agenda and necessary materials
- Organize appropriate team to participate in the workshop
- Facilitate necessary decisions and approvals to maintain project momentum
- Monitor sponsor action items

Each APPLICATION must address the following information:

Section I--Project Information and Services Requested

1. A description of the project, including site location, project description, and the organization's vision and goals for the project
2. Describe one or more aspects of the development project, or a particular issue with the project that could benefit from a NEWIRE workshop as outlined above, including a list of real estate services desired
3. A statement regarding control of the site
4. A development budget for this project, and describe the potential funding sources
5. A statement regarding community input--what, if any, feedback or outreach has been done in the community regarding the sponsor's plan for the site
6. A statement regarding constraints to the development, such as timing, tax, or title issues
7. A statement as to what you would like to achieve from a NEWIRE workshop
8. A list of real estate professionals that have been engaged or consulted on the particular site or project.

Section II--Organization Information

1. A brief history of the organization, including statement of purpose, and a brief description of the expertise or duties of key employees and/or board members
2. A copy of the organization's annual plan and a one-page description of your capital campaign and fundraising experience
3. A brief history of your real estate development experience
4. If applicable, a description of any NEWIRE members' involvement with your organization
5. Identification of person(s) from the organization who will be responsible for working with the NEWIRE team in planning the workshop

Application Submission

In order for NEWIRE to track interested parties, please register your name and contact information with the NEWIRE office by **December 3, 2007**.

Please submit one original application and eight copies on or before **January 15, 2008** to:

NEWIRE

Attention: Development Committee

229 Berkeley Street, 4th Floor

Boston, MA 02116

Phone: 617-247-2346 Fax: 617-267-7612

laura@newire.org

The NEWIRE Development Committee will hold interviews in January and February, 2008, and will make a selection in February, 2008. It is anticipated that the initial workshop would take place in the spring of 2008. NEWIRE reserves the right to limit the scope of services requested after consideration of applications.

Please contact either of the following members of the Development Committee with any questions:

Toby Kramer: 978-369-7302; toby.kramer@comcast.net

Susan Davis: 617-880-3435; sdavis@riemerlaw.com