**EQUITABLE NEIGHBORHOODS INTAKE FORM**

Group Name:

Address / Neighborhood:

Website / Social Media:

Referred by:

Contact Person 1:

Phone:

E-mail:

Contact Person 2:

Phone:

E-mail:

Add additional contact information as needed!

**YOUR GROUP**

1. **What are your group’s goals?**

We prioritize work that helps make sure that people of color, immigrants, and other low-income residents who have built our city are not pushed out in the name of “progress.” We work together with our partners and clients to ensure that residents in historically under-resourced areas have stable housing they can afford, places where they can connect and organize, jobs to make a good living, and other opportunities that allow people to thrive.

1. **Who are the members and/or people driving the campaign towards the goal?**

We prioritize working with low-income people, people of color, immigrants, and other traditionally disfranchised groups.

1. **How do you make decisions together?**
2. **Describe relationships between members**. **How long has the group been working together? What brought you together and keeps you together?**

We only work with groups of people with pre-existing relationships with each other, or someone (not us) actively forging those relationships.

1. **What system/structure do you have in place to help make sure the leadership serves the group members?**

1. **Who is the current leadership?**

Include specific names, biographies and explanations of how the individuals serve or otherwise relate to the group

1. **What steps is the group taking or aspiring to take to develop new leaders?**

We work with groups that have a structure for moving towards leadership that is representative of the community already (in terms of race, socio-economic status, longevity of neighborhood residence, etc), or are taking steps in that direction via leadership development of community residents.

**YOUR NEEDS**

1. **What is your group asking the Equitable Neighborhoods practice to do?**

If you are not sure how to answer this question, our website might help you: <https://takerootjustice.org/areas/equitable-neighborhoods/>

1. **What neighborhood do you want our help in?**
2. **Are there any time deadlines we should know about? What are they?**
3. **Have you talked to/worked with another lawyer already? Who? What happened? Why is that lawyer no longer working with you?**
4. **Does your group work with a current TakeRoot Justice partner?**
5. **Has the group or any member worked with TakeRoot Justice (formerly the Community Development Project at the Urban Justice Center) before? If yes, provide us with the details you have about that engagement.**

**YOUR PARTNERS**

1. **Who else is your group working with on the campaign you are asking us to help?**
2. **Are there other groups in coalition with yours or important to achieving your goal? Are you in touch with them? Do you have a plan to get in touch?**

Please attach any brochures, press or other reference materials you have about the group, past campaigns or the specific challenge you want us to help you tackle.