



2025 Minneapolis Community Action Pro Bono Design Workshop

October 22nd and 23rd, 2025

What is HGA's Community Action Program?

HGA's Community Action program was started in 2014 by a group of emerging designers with a mission-driven spirit to provide meaningful grassroots community outreach. Today, HGA's Community Action program commits the firm's resources and time to empower all employees to create an enduring, positive impact within our communities. Through pro bono work, outreach, and volunteerism, we partner with community organizations that allow us to advocate for and elevate the voices of those who need it most. This commitment to community allows us to coalesce our greater company ideals of equity, sustainability, and meaningful engagement.

What is the annual Minneapolis Pro Bono Design Workshop?

The Minneapolis Pro Bono Design Workshop allows HGA staff (architects, engineers, landscape architects, interior designers, lighting designers, graphic designers and artists) to give back to our communities using our professional design skills. Social impact goals for the Design Workshop include partnering with organizations serving communities that have not historically had access to involvement in the design process and working in partnership with design professionals. We strive to partner with community organizations that are aligned with our greater company values of spatial equity and justice in the built environment.

Eligibility

Any community project led by non-profit organizations, neighborhood groups/associations/coalitions and schools within 2 hours of the Minneapolis-St. Paul metro area are eligible and will be given priority over those residing outside that area. This program is intended for community groups who have not yet received funding or other resources for design support thus far for their project.

How to Apply

Application for this year's Minneapolis Pro Bono Design Workshop occurring October 22nd and 23rd, 2025 will open in late July and close end of day August 29th, 2025. Typically, 4-5 project partners are selected each year. If you have any questions prior to submitting your application or would like to discuss your proposal, please do not hesitate to contact Kaitlin by email at kschalow@hga.com. For all applications, we will send an email confirmation that we have received your application for consideration. A preview of the application questions are included at the end of this document for reference.

Applications are done through Qualtrics at https://hga.co1.qualtrics.com/jfe/form/SV_5AB8iBlzcfKr2vQ

Or, scan the QR code below:



What is the selection process and criteria for projects?

All applications will be reviewed by the local Minneapolis Community Action team. If there are any questions concerning your application, we will reach out for clarification. Projects that are selected as finalists will be notified the second week of **September 2025**.

Projects will be selected based on the following criteria:

1. Community Impact- What level of impact will the proposed project have on both the individuals it is directly serving as well as the greater community?
2. Project Need- To what degree will the proposed project fulfill or address an identified social need?
3. Organization's Mission- This is twofold: does the proposed project meet the organization's mission and the people it serves? Do the values of the organization also align with overall HGA goals for the Community Action program?
4. Project Viability & Capacity- What is the long-term viability of the project? Does the organization have a clear action plan for steps after design services are rendered?

If your project is selected, you will be designated a design team from the HGA staff. Team size fluctuates and will be determined based on the overall scope of each project, but teams consist typically of 5-10 team members. Each team designates a project lead responsible for communicating and leading the Workshop effort with organizations.

2025 Workshop Agenda

Week(s) of October 6th & 13th @ Your Organization's Location

Teams meet once on Project Sites during this time, if applicable (*approximately 1-2 hours*)
If a site visit is not required, a virtual meeting will be organized.

Wednesday, October 22nd and Thursday, October 23rd from 9am-5pm in Minneapolis

Teams work with HGA cocreating solutions together. A more detailed schedule of these two core working days and the location will be provided closer to the event. Organizations are asked to have at least 1-2 individuals present during these two core workshop days.

What types of Design Assistance Services are offered?

Working together with your organization, we can help identify and provide visual and decision-making content that will help you make your project vision a reality. Deliverables will vary for each organization based on your particular needs, but common workshop deliverables include diagrammatic floor plans, artistic renderings, sketches, diagrams, assessments, analysis or other documents/supplementary material that will assist your organization in growing support and funding for your project. Please note that workshop design services do not include complete, architectural, or engineered stamped construction documents.

Not everyone is familiar with what design services architects and engineers provide. Therefore, we've included the list below as a catalyst for further conversation. Services and deliverables provided by the Community Action Design Workshop can include, but are not limited to the following:

- Ideation & Visioning Processes
- Community & Creative Engagement
- Conceptual Design Drawings
- Cost Estimating
- Existing Conditions Assessment
- Programming and Space Planning
- Site Analysis
- Sustainability Strategies
- Branding/ Graphic Design/ Environmental Graphics

Frequently Asked Questions

How does the workshop day typically go? What commitment can project groups expect?

The Design Workshop is engrained with a co-creation collaboration model. You will be with us every step of the way, providing feedback and input that will influence the deliverables of the workshop. We ask that at a minimum 1-2 representatives from your organization be present during the entire duration of the workshop on site at HGA. If team members cannot physically be present at HGA the day of the event, alternate virtual meeting options can be accommodated.

Is it a requirement to be a 501(c)3 registered organization?

No. Our priority is making meaningful impact in our communities. Non-profit organizations, neighborhood groups/associations/coalitions and schools can all apply. However, nonprofit organizations applying to the workshop will be asked to provide their EIN identification number for confirmation of their status.

How far along does a project need to be to apply?

Projects can be in different stages of development depending on the deliverables you are looking to achieve out of the workshop. We can support projects that do not have any concepts developed as well as those that have begun the initial planning and conceptualization process. One of the main benefits of the workshop is providing

organizations with conceptual imagery and plans that align with their project vision and can be used for fundraising or grant applications.

If our application doesn't get accepted this year, can we apply in future years?

Absolutely! If your project is not selected the first time around it can be submitted in future years also.

Are your pro bono design services limited to the annual Design Workshop?

Not always. We like to form long-term partnerships with the organizations and groups we work with at the Design Workshop. As a result, in some instances our pro bono relationships extend past the duration of the workshop itself, providing additional content as organizations navigate the fundraising process. However, the annual workshop is always used as the kick-off to a partnership for pro bono services.

FOR REFERENCE ONLY

2025 Community Action Pro Bono Design Services Application

(Provided for reference only- Please apply via the link to Qualtrics or scan the QR code)

Applications are done through Qualtrics at

https://hga.co1.qualtrics.com/jfe/form/SV_5AB8iBlzcfKr2vQ

Or, scan the QR code below:



- 1.** Please provide your organization's contact information.
 - Organization's Name:
 - Name of Organization's Representative:
 - Title:
 - Email:
 - Phone:
 - Mailing Address and Organization's Neighborhood:

- 2.** Type of Organization
 - a. Non-profit
 - b. Neighborhood group/ association/ coalition
 - c. School
 - d. Private sector
 - e. Government
 - f. Other

- 3.** If you are a non-profit, does your organization have 501c3 status?
 - a. Yes, _____(please provide EIN)
 - b. No

- 4.** Please describe your organization's mission, services it provides, and community it serves.
- 5.** Proposed project name:
- 6.** Are there any other partners anticipated for the project? (other organizations, government partners, private funding, fiscal sponsorship, etc.) Who to date has assisted in the process?
- 7.** Please describe your proposed project (current stage of development, location & overall need). How will this project support your mission/ purpose?
- 8.** What is the desired outcome and deliverables from the pro bono (scope of services desired)?
- 9.** How did you learn about HGA's Community Action program?