**PROPOSAL COVER SHEET**

(If legible, you may hand write this part of the proposal)

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Fiscal Lead Applicant Name:

Street Address:

City:

State: Zip Code:

Main Phone: Fax:

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District Name:

District Description (one-liner):

District Leadership Street Address (if different):

City:

State: Zip Code:

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Fiscal Lead Applicant Executive Director:

Phone: Email:

Primary Contact Person (if different):

Phone: Email:

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Grant Applying for: Cultural District Launch Funding

Total Proposal Request (may not exceed Maximum Grant Amount): $

Total FY 2019 Fiscal Lead Applicant Budget: $

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I certify that the information provided in this application is true.

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| --- | --- |
| Fiscal Lead Executive Director Signature | Date |

|  |  |
| --- | --- |
| Project Lead Executive Director Signature (if different) | Date |

**FISCAL LEAD APPLICANT BOARD OF DIRECTORS**

(If legible, you may hand write this part of the proposal)

You should have a Board of Directors with at least 7 members. We encourage representation from low-income residents and neighborhoods.

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| --- | --- | --- | --- |
| Name | Years on Board | Home Neighborhood | Job or Relevant Experience |
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**PROPOSAL NARRATIVE**

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1. **Cultural District Organizational Structure**
2. Describe the District. Include its geographic area, demographics, and a brief overview of your mission and goals for its residents, businesses, organizations and visitors.
3. Summarize your District’s initial stabilization priorities using the following goal categories:
	* Cultural Heritage Conservation (previously known as Historic Preservation)
	* Tenant Protections
	* Arts and Culture
	* Economic and Workforce Development
	* Land Use
	* Cultural Competency
4. Describe any other priorities identified by the District community or Advisory Board that fall outside of the six categories listed above.
5. In which of the following areas could your District staff and/or community benefit from additional training or information?
	* Planning Department training or information on historic preservation tools, zoning and land use, design guidelines, project entitlement process, and development agreements
	* MOHCD training or information on affordable housing opportunities and DAHLIA, and Below Market Rate and homeownership programs
	* Arts Commission and Grants for the Arts opportunities and initiatives
	* City workforce development programs
	* City small business and economic development programs
6. Describe the District’s current organizational infrastructure.
7. Summarize your District’s organizational infrastructure priorities (or goals) over the next 14 months using the following categories:
	* Office Space or Program Space Needs
	* Leadership Training
	* Fiscal Management
	* Fundraising
	* Cultural District Governance Structure Development
	* Other
8. **Financial Management**
9. If you are using a fiscal sponsor:
	* Are they a City-approved supplier/vendor?
	* How long have you worked with them?
	* Do you plan to continue in this structure over the next two years?
	* Describe how your Cultural District program coordinates with your fiscal sponsor.
10. Did you have a District program budget prior to this grant opportunity? If yes, what is your current annual budget?
11. Do you have other direct grants for District infrastructure and programs? If yes, provide amounts and funding sources.
12. What type of accounting system do you (or your fiscal sponsor) use (e.g. QuickBooks)?
13. Summarize your District’s financial management priorities (or goals) over the next 14 months (e.g. diversifying revenue, training staff).

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1. **Governance**
2. Describe the District’s current oversight, governance and/or Advisory Board structure. Include a brief overview of its history and evolution to what it is today.
3. List the District’s Advisory Board (or equivalent) members and their affiliation(s).
4. How do you select your Advisory Board members?
5. Do members have term limits? If yes, describe.
6. Does your Advisory Board have formal by-laws? If not, describe your decision-making process.
7. How often does your Advisory Board meet?
8. Describe any committees or working groups under the Advisory Board.
9. Do you have an Executive Committee that includes a Chairperson (or Co-Chairpersons)? If yes, describe its function.
10. **Cultural District Manager**
11. Describe your vision for the Cultural District Manager.
12. Share a draft job description.
13. Who will supervise and/or oversee the work of the Cultural District Manager?
14. What supervisory structure(s) will be in place once the Manager is hired?
15. **CHHESS Report Development**
16. Describe or list any reports and/or engagement processes that could inform or be a starting point for your District’s CHHESS Report.
17. What are the current knowledge gaps that you would gather from the community to inform your District’s CHHESS Report?
18. Describe your vision for hiring consultants to complete the CHHESS Report. If you have a consulting firm or individual in mind, include their name(s).
19. **District & Community Communications and Engagement**
20. Describe the District’s current communications and community engagement strategy for residents, businesses, organizations and visitors. Include your key partners and relationships with other entities in, or affected by, the District.
21. Summarize your District’s current challenges with communications and community engagement.
22. At present, how can a resident get involved with and stay aware of your District’s activities?
23. Summarize your District’s communication priorities (or goals) over the next 14 months. How will you engage the various groups of people impacted by your District?
24. **Launch Project in the District**
25. Describe your launch event(s). Include details such as goals, location, activities, etc.
26. **Other (if applicable)**
27. If grant funds will support other work priorities besides the four described in this RFP, describe them in detail.
28. **Project Budget Worksheet**
29. Complete a Project Budget Worksheet, including budget items for both your grant proposal and your full Cultural District program.