

Statewide Cultural District Program

Indiana Arts Commission

Before You Begin

Please read the entire application before starting.

Please note the following:

- The system auto-saves after every 100 characters typed or every time you click into a new question; however there is also a "Save" button at the bottom of the page.
- If you copy and paste from an outside document into the online system, be sure to keep track of character limits (including spaces). We recommend that you do not use formatting tools, because the formatting will likely not transfer to the response area when pasted into the online system.
- If you do not provide an answer for one of the required questions, you will not be able to submit your application.
- Remember to click "Submit Form" when you are finished. Once your application has been submitted it is no longer available for editing.

If you have questions:

- Regarding any areas of the application content, please contact the [Program Manager](#) at 317-232-1279.
- If you experience technical issues with the online system, please contact the [Grants Manager](#) at 317-232-1278.

Applicant Profile - Additional Information

Region Number

In what IAC Region is your county located? Follow this [link](#) to determine your region number. Enter the Region Number below.

Character Limit: 2

Congressional District*

Click [HERE](#) to find your Congressional District and representatives (you will enter your organization's address).

Character Limit: 2

State Senate District*

Click [HERE](#) to find your state district for Senate (this question) and House (question below).

Character Limit: 2

State House District*

Character Limit: 2

Applicant Profile - Partner to Municipal Governing Authority

If applying jointly, complete the following. (The applicant should be the municipal governing authority.)

Joint Application*

Are you applying jointly? If "Yes," answer the questions below for the partner organization. If "No," skip to the next section.

Choices

Yes

No

Partnering Organization Name

Character Limit: 100

Partnering Contact Person

Character Limit: 100

Partnering Contact Title

Character Limit: 100

Partnering Organization Contact Email

Character Limit: 254

Partnering Organization Street Address

Character Limit: 100

Partnering Organization City

Character Limit: 100

Partnering Organization State

Character Limit: 50

Community Profile and District Identity

Community Profile and District Identity

The purpose of this category is to illustrate the cultural district's **distinct, creative character and strong, lasting connection to the community** using supporting information like demographics, maps, photos and narrative.

Cultural District Name*

Character Limit: 100

Cultural District Location*

Where is the cultural district located (city, county)?

Character Limit: 50

District Summary*

Please enter a 2-3 sentence description of the cultural district. This description needs to be written in the third person and may be posted or used for marketing materials with the Indiana Arts Commission if you are selected to receive a designation.

Character Limit: 400

Uniqueness*

What is unique about your cultural district? What makes it a vibrant cultural hub? How does it reflect the people and traditions in your community?

Character Limit: 5000

Boundary Map Upload*

Please upload a map of the geographic boundaries of your cultural district. Map must be legible, no larger than 11x17, and clearly outline the boundaries of the cultural district. **Please include the map header "Cultural District Boundary Map."**

View a sample [here](#).

Acceptable file type: PDF

File Size Limit: 3 MB

Boundary Narrative*

Use the space below to expand on the uploaded boundary map. What are the major boundaries of your cultural district and how were they determined? How are cultural district boundaries being identified for the public (logos, maps or other visual aids)?

Character Limit: 5000

Geographic Area*

Square blocks or square miles your cultural district covers (indicate blocks or miles):

Character Limit: 100

Cultural District Population*

Population of your cultural district:

Character Limit: 6

Appropriateness for Area*

Why is developing and supporting a cultural district appropriate for the town, city or area in which it is located?

Character Limit: 5000

Designation/Resolution Upload (for a locally designated district)

Local designation can be in process when the state application is submitted, but must be completed before a state designation is approved. **If your cultural district has received a local designation, this question is required.** If your cultural district is pending local designation, skip this question and complete the next question instead.

Upload a copy of the letter or resolution from your cultural district's local or municipal government supporting a local cultural district designation.

View a sample [here](#).

Acceptable file type: pdf

File Size Limit: 1 MB

Designation/Resolution Narrative (For a district pending local designation)

If your cultural district is pending a local designation, this question is required. If your cultural district has already received a local designation, skip this question and complete the question above instead.

Describe where your district is in the local designation process.

Character Limit: 2500

Streetscape Photographs (Required)

Provide up to five streetscape photographs while illustrate the cultural district. Complete **one** of these options: Upload a PDF **or** provide an external link to an online photo gallery.

Streetscape Photographs Upload

This application will only permit you to upload ONE file. Submit up to five photos in a single PDF.

Acceptable file type: PDF

File Size Limit: 6 MB

Streetscape Photographs Link

Provide an external link to an online photo gallery.

Character Limit: 2000

Asset Spreadsheet Upload*

Please download this Cultural District Assets Excel template and submit here. **It's recommended that you complete this template early on**, because the application will require you to expand on the information reported herein.

Please note there are three tabs to complete: Economic Assets, Cultural Assets, and Cultural Programming. The totals tab will populate automatically.

You may discard and re-upload a new version of the template if you wish to make changes before submitting the application.

File Size Limit: 5 MB

IAC Funding Received*

Does the cultural district or any of the cultural or educational organizations in the cultural district received funding from or participate in programs of the Indiana Arts Commission or one of its regional partners? If yes, please list.

Character Limit: 2500

Cultural Development

Cultural Development

The purpose of this category is to show that your cultural district is a **vibrant center of culture**, sparks the development of cultural assets that are integral to the community, and encourages the exploration of and participation in cultural experiences through arts and culture.

Other Existing District Designations*

Is all or part of your cultural district included in any other district such as Indiana Main Street Program, Historic District, etc.? If yes, please specify.

Character Limit: 1000

Cultural Assets Description*

Please expand on the "Cultural Assets" tab of the Assets Spreadsheet. Please include the following:

1. Is there a dominant type of cultural asset and/or discipline in your cultural district?

2. Have these assets influenced the development of your cultural district? How?
3. If you selected "other" more than twice in the Cultural Assets tab of your spreadsheet, explain why.

Character Limit: 5000

Cultural Programming Description*

Please expand on the "Programming" tab in the Assets Spreadsheet. Include the following:

1. Is there a dominant type and/or discipline of programming in the cultural district?
2. What audiences participate (children, people with disabilities, etc.)?
3. What arts education opportunities are available?
4. If you selected "other" more than twice in the Cultural Programming tab of your spreadsheet, explain why.

Character Limit: 5000

Cultural Assets Map*

Upload a map of your cultural district's cultural assets.

View a sample [here](#).

Acceptable file type: pdf

File Size Limit: 2 MB

Artists in Cultural Development*

How are local artists currently involved in the events, planning and educational activities of the cultural district? Please use examples.

Character Limit: 5000

Community Development

Community Development

The purpose of this category is to strengthen communities through partnerships by **engaging local residents in community-building events rooted in arts and culture**. Community partnerships may include some combination of government, for profit and nonprofit organizations.

Community Support*

Describe the support and involvement of the residents and businesses in the ongoing planning and development of your cultural district. Is there any opposition? If so, please explain.

Character Limit: 5000

Integration with Community Development Plans*

Is your cultural district or are any artists contributing to the formation of the city or town's current community development plan? Does a current community development plan mention or incorporate your cultural district? Please explain why or why not.

Character Limit: 5000

Total Community Population*

Total population of the city or town (or if applying jointly, the larger area) of/in which your cultural district is located:

Character Limit: 10

Community Demographics*

Using census data, municipal data, or surveys, provide estimates for the categories below for the city or town (or if applying jointly, the larger area) of/in which your cultural district is located.

Enter the community demographics estimates as shown. Please include every category used in the example. Enter "0" if a category does not describe any individuals in your community.

Example:

White: 500

Latino/Hispanic: 80

Asian: 30

Black/African American: 150

American Indian/Alaskan Native: 10

Native Hawaiian/Pacific Islander: 0

Two or more ethnicities: 50

Children: 400

Seniors: 300

Disability: 100

Character Limit: 1000

Community Demographic Description*

Please expand on the community demographic data reported above. Does your cultural district reflect the mix of cultures and individuals represented in the city/town in which it is located? Please explain.

Character Limit: 2500

Community Representation*

How are representatives of the greater community currently involved in your cultural district? Does your cultural district have an advisory board?

Character Limit: 5000

Advisory Board Upload (optional)

If your cultural district has an advisory board, please upload a PDF file with the names of members and their affiliations.

Acceptable file type: pdf

File Size Limit: 1 MB

Accessibility*

How is your cultural district identifying and addressing the needs and concerns of people with disabilities and those of other traditionally underserved communities?

An underserved community is one in which individuals lack access to art programs due to geography, economic conditions, ethnic background, disability or age.

Character Limit: 2500

Accessibility Features Map*

Please upload a map that shows all accessibility features in your cultural district that are compliant with the Americans with Disabilities Act (ADA). Please use the header "Accessibility Features Map."

View a sample [here](#).

Acceptable file type: pdf

File Size Limit: 2 MB

Economic Development and Tourism

Economic Development and Tourism

The purpose of this category is for the cultural district to be leveraged as an **integral piece of the community's economic development strategy**. Strategies may include (but are not limited to) tax incentives, building revitalization, tourism strategies, artist housing, etc.

Economic Incentives*

Describe any current economic strategies that support arts and cultural development within your district. Include any incentives the city, county, or local nonprofit or for-profit organizations plans to or currently offers to cultural assets and resident cultural workers. (This could include percent for art programs, tax incentives, loan programs, grants, property tax abatement, etc.)

Character Limit: 2500

Integration with Economic Development Plans*

Explain how your cultural district complements and integrates into the county/municipal economic development plan. Include any ways artists are involved in creating and implementing these plans.

Character Limit: 5000

Economic Development Partnerships*

Describe how your cultural district is coordinating with economic development organizations such as Main Street, Chamber of Commerce, Local Development Corporation, etc.

Character Limit: 5000

Tourism Partnership*

Is the local Convention & Visitor's Bureau partnering in your cultural district? If so, please describe its involvement. If it is not a partner, why?

Character Limit: 2500

Economic Assets*

Please expand on the "Economic Assets" tab of the Assets Spreadsheet.

1. Describe the ecosystem of these economic assets.
2. Is there a dominant type of economic asset in your cultural district?
3. If you selected "other" more than twice in the Economic Assets tab of your spreadsheet, please explain why.

Character Limit: 5000

Marketing*

Describe how you are managing communications and promoting the businesses, local artists, events and programs of the cultural district locally, regionally, statewide and nationally (if applicable).

Character Limit: 5000

Marketing Materials Upload (optional)

Upload up to three examples of cultural district marketing materials.

Acceptable file types: pdf, Word, jpg, jpeg, png

File Size Limit: 3 MB

Visitors*

Please provide an estimated number of out of town tourists to the area and their estimated expenditures. Note the most recent year this data was collected.

Character Limit: 2500

Revitalization*

Are there any examples of recently completed or planned revitalization projects to existing structures in your cultural district? If so, please describe.

Character Limit: 5000

Total Buildings*

Answer the following. **Please label your answers.**

1. Total number of buildings (residential and commercial) in your cultural district
2. Percentage of occupied buildings
3. Percentage of vacant/unoccupied buildings

Example:

1. *Total buildings: 48*
2. *Occupied: 70%*
3. *Vacant/unoccupied: 30%*

Character Limit: 500

Residential Buildings*

Answer the following. **Please label your answers.**

1. Total residential buildings in your cultural district
2. Percentage of occupied residential buildings
3. Percentage of vacant/unoccupied residential buildings

Example:

1. *Total residential buildings: 25*
2. *Occupied: 80%*
3. *Vacant/unoccupied: 20%*

Character Limit: 500

Commercial Buildings*

Answer the following. **Please label your answers.**

1. Total number of commercial buildings in your cultural district
2. Percentage of occupied commercial buildings
3. Percentage of vacant/unoccupied commercial buildings

Example:

1. *Total commercial buildings: 23*
2. *Occupied: 40%*
3. *Vacant: 60%*

Character Limit: 500

Cultural District Management and Planning

Cultural District Management and Planning

Cultural district development includes providing adequate management for the cultural district throughout its lifespan. The cultural district must have a current long range plan for developing and sustaining itself. The purpose of this category is to ensure the **support and growth of the cultural district** by the municipality and the partnering organization.

Goals and Objectives*

List, explain and provide implementation timelines for your cultural district's goals and objectives.

Character Limit: 5000

Evaluation Plan*

Does your cultural district have an evaluation plan? Describe the evaluation metrics used for reviewing growth and explain how those metrics will be used.

Character Limit: 2500

Long-Range Plan Upload*

Upload your current long-range plan for developing, managing and sustaining your cultural district. Include how the plan maintains accessibility to the cultural district for individuals with disabilities.

Acceptable file types: pdf, Word

File Size Limit: 1 MB

Letters of Support*

Upload letters indicating support for and participation in ongoing planning and implementation of your cultural district from all key partners.

File Size Limit: 2 MB

Budget Upload*

Upload the current budget for your cultural district including expenditures and sources of income.

Acceptable file types: pdf, Excel

File Size Limit: 1 MB

Budget Narrative*

Explain in narrative form the proposed budget for management of your cultural district for the next three years. Narrative should complement budget attachment. Provide details on current and future funding sources.

Character Limit: 2500

Cultural District Personnel Upload*

Upload a list of key personnel and their titles and responsibilities. **Be sure to indicate which personnel are paid staff, volunteer, or if any other organizations are contributing staff time to the cultural district's management.**

Acceptable file types: pdf, Word

File Size Limit: 1 MB

Electronic Signature

Important Notes:

- Be sure to review your application for accuracy before submitting. Corrections cannot be made after the submission deadline.
- After submitting the application, an automatic email will be sent to the primary contact. To confirm the application was submitted and/or download a copy of the submitted application, go to the "Applicant Dashboard".

Signature*

Please provide an electronic signature by typing your name in the box provided. Your signature certifies that you have read the guidelines incorporated herein by reference and will comply with all guidelines, including federal and state statutes prohibiting discrimination or physical or mental disability. (Type in the name of your Authorizing Official).

Character Limit: 200

