

SPACE TO CREATE COLORADO PROGRAM 2018 Guidelines & Application Process

This document contains program guidelines only. The online Letter of Interest submission will be available on the grant portal February 9, 2018.

This document contains program guidelines only. **New users of the grant portal will need to register for an account, and all users are required to login to the grant portal and complete a pre-qualification quiz.** If you pre-qualify as eligible to apply, you will gain access to the Letter of Interest online application. If you are ineligible, you will receive an automatic email notification. To access the pre-qualification quiz, click here:

www.coloradocreativeindustries.org/manage-your-award

ABOUT COLORADO CREATIVE INDUSTRIES

Colorado is a magnet for creative enterprises and creative workers. Indeed, with almost 8,000 businesses and 186,000 jobs, the creative sector comprises the state's 5th largest employment cluster. Colorado's Creative Industries Division is a state agency within the Office of Economic Development and International Trade, and capitalizes on the immense potential for the creative sector to drive economic growth in Colorado.

Our Mission

The mission of Colorado Creative Industries (CCI) is to promote, support and expand the creative industries to drive Colorado's economy, grow jobs and enhance quality of life.

ABOUT SPACE TO CREATE COLORADO PROGRAM

This collaborative effort of multiple organizations will provide affordable housing and working spaces for creative sector entrepreneurs, artisans and community organizations, as well as position Colorado as the nation's leader in community transformation in rural creative placemaking. The effort is led by the Colorado Office of Economic Development's Colorado Creative Industries, the Colorado Department of Local Affairs (DOLA), the Boettcher Foundation and the project consultant, Artspace.

Space to Create Colorado will advance mixed-use projects that blend affordable live/work space for creative sector workers and their families with non-residential space for creative enterprises and organizations that serve a critical community need. Nine projects will be initiated in rural, small town and mountain communities in Colorado in eight regions of the state by 2020. Each project will be customized to meet community needs. The first Demonstration Project will take place in Trinidad and future sites are being determined through a competitive process which began in 2016. Regions of the state are prioritized based on readiness, public will, commitment of local resources, and housing demands.

For the complete 2016-2020 Space to Create timeline for all regions of the state, [click here](#).

For more information, refer to [Frequently Asked Questions click here](#).

ELIGIBILITY

Colorado communities and municipalities in the Northern Mountain DOLA region are eligible to submit a Letter of Interest beginning on February 9, 2018. The Letter of Interest will close on March 15, 2018 at 4 pm. [Click here for link to DOLA regional map](#)

APPLICATION PROCESS IN BRIEF

This is a two-phase application process. The first phase is for eligible communities in the Northern Mountains DOLA region to submit a Letter of Interest for Space to Create Colorado. Letters of Interest must be submitted online by March 15, 2018 at 4:00 p.m. No late applications will be accepted.

The second phase of the process will begin with the Space to Create Steering Committee reviewing the Letters of Interest. The Steering Committee will select and invite up to five communities to apply for the Northern Mountain DOLA region Space to Create Colorado program. The Space to Create Full Application information will be provided to communities selected to advance by the Space to Create Steering Committee.

DEADLINES

The Letter of Interest and Full Application will only be accepted online. See the deadlines below. No extensions will be granted.

Round 4, Northern Mountains DOLA Region	
Friday February 9, 2018, 1:00 p.m.	Online Letter of Interest portal available
Thursday March 15, 2018, 4:00 p.m.	Deadline to Submit Letter of Interest
Late March to mid-Apr, 2018	Preliminary Site Visit (Partner Team Reps)
April 2018	Notification to Communities of Invitation to complete Full Application
Late April 2018	Full Application to Space to Create Colorado due
April/May	Site Visits (Selection Committee)
June	Announcement of Selected community
July	Sign MOU with selected community, and initiation of Community Engagement/Feasibility Phase
August	Completion of Artspace Feasibility Study
September	Launch Arts Market Survey
December	Completion of Arts Market Survey

COMMUNITY REQUIREMENTS FOR SPACE TO CREATE COLORADO

- Lead applicant must be a municipal government in order to be eligible to apply for DOLA matching funds.
- Community must enter into an MOU with local partners to be uploaded with Full Application if community is selected to apply.
- The selected community lead applicant will be required to enter into an MOU with Space to Create Colorado.
- Selected community must commit a \$35,000 cash match for Feasibility and Arts Market Studies.
- Community lead applicant must designate a point of contact to facilitate planning documents, payments, community engagement, site selection, and general communication.
- Community will identify paid staff from community partners to facilitate public engagement meetings for Feasibility Study and Art Market Study, marketing of Art Market survey, and communication of this process with community groups.
- Community must prove capacity and willingness to contribute to project predevelopment and capital expenses.

APPLICATION PROCESS

- I. **Letter of Interest:** Letters of Interest including materials listed below are due on or before 4:00 p.m. Thursday March 15, 2018. Applicants must submit the following items in the online application:

A letter of no more than two pages that includes:

1. The name of the applying municipality
2. A narrative that provides information about the community's readiness:
 - Background in creative sector development
 - Reason for community interest
 - Statement of community financial readiness
 - Description of the steering committee or partnership makeup
 - Description of how the public and creative industry representatives will be included in the process
 - Example of completed collaborative community project
 - Description of any prior work completed in identifying need for creative sector work and live spaces
 - Other relevant information such as planning documents that include creative sector and/or housing and commercial space as economic development strategy or priority

II. Space to Create Colorado will invite selected communities to submit a full application.

Notifications will be sent by email to the Point of Contact provided in the Letters of Interest. Applicants may request assistance from Space to Create Colorado staff.

III. Full Application for Space to Create: Those communities invited to apply must submit application materials online on or before Thursday, April 26, 2018 at 4 p.m. Applicants must submit the following information through the online grants portal:

- A. Summarize the goals of Space to Create for your community. (1000 word limit)
- B. Describe the organizational structures of the partners submitting this application for Space to Create. (500 word limit)
- C. Describe how the partners plan to engage the community in the Space to Create process. (500 word limit)
- D. Describe how the community has budgeted funding for the matching funds of \$35,000 for Feasibility Study and Arts Market Survey. (500 word limit)
- E. Describe the economic development resources available to support the Space to Create project. For example, Urban Renewal Authority, BID, DBA, Enterprise Zone, Housing Authority, Council of Governments, other (750 word limit)
- F. Describe the time and capacity of city staff to provide project management for Space to Create. How will the city staff work with other community organizations in facilitating public meetings, marketing of Art Market Survey, and provide communication between local and state organizations? (750 word limit)
- G. Submission of current Municipal Budget
- H. Attach the following documents:
 1. Memorandum of Understanding between the lead applicant and the local partner organizations.
 2. Resolution from city government that endorses the application and pledges matching funds of \$35,000 for Feasibility Study and Arts Market Survey.
 3. List of Steering Committee members, including names, title, and affiliation.
 4. Letters of support. Include three letters of support from local partners. Combine letters in one file and upload as one document.
 5. List of available property with site control status. You must save the Excel form to your desktop, complete it and upload it to the online system as part of your support materials.
 6. Creative Industries Asset map for your community. The map should include:
 - Creative businesses, both for-profit and non-profit
 - Public gathering places such as plazas and parks
 - Historical sites, buildings and/or districts

- Public Art
 - Available property listed in attachment 5.
7. Up to, but no more than three additional items which strengthen the case for selection of the community for the Space to Create program.

Completed Application Checklist

1. In what county is the applicant community located?
2. Who will be the lead contact? Name, title, email, phone
3. Are there community financing tools in place? Examples: Urban Renewal Authority, Business Improvement District, or Economic Development funding?
4. Is the community in the Colorado Main Street or Creative District program?
5. Are there properties, lots, or historic property within the community that are available for development?
6. Has the community completed a private/public project that has been initiated by the public? Who provided the leadership for the project? Give an example.
7. Has the community held public forums about the Space to Create Project? When? Outcomes? Who was the organizer?
8. Has the community measured their creative sector workforce? What was the outcome? Can you provide evidence or data?
9. Is there an Art or Creative Industry non-profit membership organization in the community that represents or provides services? Provide the website address.
10. Has the community completed a Creative Industry Asset map? If available please include online link.
11. Is there evidence in planning documents or municipal government endorsements where creative economy has been identified as an economic development strategy and priority for the community?
12. Who are the local partners in your community's application for Space to Create Colorado? Please list, organization, director/contact, email.

ONLINE APPLICATION SUBMISSION

Only online applications will be accepted. New users will need to register for an account on the Community Grants Portal, and all users are required to login to the portal and complete the online application. Detailed [instructions](#) for registering and using the online grant system should be reviewed prior to beginning your application. All support materials will be uploaded into the online system. No hard copies of the application or support materials will be accepted.

For additional help on using the online grant system, use the Application Tools section of Creative Industries' website at <https://coloradocreativeindustries.org/award-management/>. For technical assistance with the grant portal, contact Sami Wells at 303-892-3802 or Sami.Wells@state.co.us.