

# FY26 Cultural District Designation Letter of Intent (LOI)

## Topics Covered in LOI

- Applicant Information – Review the contact information we have on file and check the attestation boxes.
- Third Party Managing Entity (if applicable)
- Co-Applicant Invitation
- Place
- District Partnership Team

## Supporting Documents to Gather for LOI

- Third Party Management Agreement (if applicable)

## Table of Contents

This Table of Contents contains all tabs, sections, and questions you will have to answer in the Letter of Intent (LOI). The full LOI preview below contains all questions with their instructions, field options, and character limits.

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The following is a text-based representation of the Letter of Intent (LOI) for the FY26 Cultural District Designation program, which can be accessed through the [Grants Portal](#).

All required questions are marked with a red asterisk (\*). All questions include a description of what type of response is asked for in the Grants Portal (numeric value only, text response with/without character limit, dropdown menu, etc.).

**Please note that the LOI must be completed and submitted through the Grants Portal by the application deadline of March 31, 2028 at 11:59PM.**

## Applicant Information

### Third Party Managing Entity

\* Do you have a third party managing entity?

- Dropdown menu
- 1. Yes
- 2. No

**The following questions only apply to organizations who select “Yes” to the previous question and have a third party managing entity.**

**Third-Party Managing Entity:** In order to complete the application, you must invite the third party managing entity to be a “Co-applicant”.

### Co-Applicant Invitation

If there is a co-applicant for this application, click on the button below to begin inviting the co-applicant.

#### Invitations

- **Instructions:** To invite a co-applicant, click the add button below, enter the co-applicant’s first name, last name, email address, and select the Co-Applicant role.
- To cancel an invitation, click the delete button to the right.
  - Button

Prefix	First Name	Last Name	Email	Role	Status
text response	text response	text response	text response	Co-Applicant	Draft

**End of questions specific to organizations with a third party managing entity.**

## Place

### City/Town Information

The city/town name and address in your organizational profile serve as the contact information for the city/Town that is applying for designation. You are considered the municipal contact for this application. Please be sure your individual profile information reflects that.

**\* Population of City/Town**

- Numeric value only

### Cultural District Information

**\* Proposed Name/Title of District**

- Text response, 100 characters

### District Partnership Team

Complete the following for each organization involved in the management of the district.

Partnerships should demonstrate functional representation across the following sectors, which may be fulfilled by overlapping roles or existing entities. Organizations and individuals forming the partnership should include representatives of the following:

- City or town staff
- Local Cultural Council
- Cultural and/or Arts organization(s)
- At least one artist who lives and/or works in the proposed district
- For-profit creative business (i.e. gallery, dance school)
- Chamber of Commerce or Local business association/collective

- Economic/Community Development or Planning Department

A city or town may elect to include additional entities. This will be dependent upon the available assets of the cultural district, and may include representatives of the following:

- Local or regional tourism bureau
- Historic Preservation Commission
- Overlapping or aligning place-based district entity (i.e. BID, TDI District, Main Streets org., Historic District, TIF, etc.)
- Tribal government or other tribal representation
- Leisure industry, including hotels and similar businesses
- Education institutions

### **Organization**

- Text response without character limit

### **Contact**

- Text response without character limit

### **Address**

- Text response without character limit

### **City, State, Zip**

- Text response without character limit

### **Partner Type**

- Dropdown menu
  1. City or town representative
  2. Local Cultural Council
  3. Cultural organization
  4. Artist
  5. Organization that represents artists
  6. For profit creative business
  7. Local business
  8. Chamber of Commerce
  9. Tourism representative

10. Historic preservation
11. Hospitality representative
12. Educational institution
13. Other: Please describe

**Other Partner Type**

- Text response without character limit

**Email**

- Text response without character limit

**Role and qualifications**

- Text response without character limit

**\* Chief Elected Official Name**

- Text response without character limit

**\* Chief Elected Official Title**

- Text response without character limit

## District Management

**District Management****\* 3rd Party Management Agreement**

- The agreement must be signed by the appropriate municipal representative and 3rd party entity. A financial management section outlining fiscal oversight, responsibilities and reporting must be included in the document. [View a sample agreement.](#)
  - File upload field
    - Maximum file size: 2 GB