



Challenge Grant Guidelines and Application

The 2010 DDA Challenge Grants are hereby announced. There will be TWO grant cycles in 2010, one in April and the other in September. This application can be used for either cycle.

Applications are being sought from retailers, property owners, business owners, residents, non-profit organizations, tenants, homeowners, employers and creative investors; all are encouraged and welcomed!

The Colorado Springs Downtown Development Authority (DDA) Board of Directors is seeking creative projects that will enhance one or more of the goals from the Imagine Downtown Plan, thereby adding to the vibrancy of Downtown Colorado Springs. Examples of appropriate projects might include, but are not limited to, façade improvements, streetscape enhancements, creating public space, constructing outdoor art, adding more retail and residential users to downtown, improving security in Downtown, etc.

ELIGIBILITY

- Applicants must be located within, doing business within, or proposing a project/event within the legal boundary of the DDA. The DDA map and legal boundary can be found at www.downtown80903.com.
- Projects must be launched within 2010.
- Applicants must demonstrate ability to meet a \$1 for \$1 match from the grant. (Thus, grant awards will never exceed 50 percent of the overall cost of a project.)
- Grantees must agree to sign a Memorandum of Understanding and a Challenge Grant Agreement.

CRITERIA

Grants will be awarded based upon the project's merit in advancing the goals of the Imagine Downtown Plan. Projects must demonstrate a benefit to the general public and be completed within a reasonable timeline. The entire Imagine Downtown Plan can be viewed at www.downtown80903.com. Abbreviated versions of the plan can be emailed upon request.

GRANT SIZES/STRUCTURE

Typical grant sizes will be \$2,500 to \$25,000, so applicants are advised to take this into consideration when stating the amount they seek.

GRANT WORKSHOPS

Grant writing workshops will be offered. Please call for dates and times.

APPLICATION PROCESS

- DDA Challenge Grant Applications may be downloaded at www.downtown80903.com or picked up at: Downtown Partnership, 111 South Tejon Street, Suite 309, Colorado Springs, CO 80903. We are happy to fax or email you one as well.
- Fill out the DDA Grant Application, include all required and appropriate attachments, and submit to the Downtown Partnership by the deadlines shown on the application form. Five complete copies of the submittal are required, one of which must be unbound. Incomplete applications will not be accepted.
- Grant notification will be made by letter. Funding will be made available upon completion of the project, site inspection if applicable and submission of ALL paid invoices. Submission of a grant reimbursement report is required.
- For questions on the DDA Challenge Grants, call Jacque Stanley at 719-886-0088.

TYPES OF PROJECTS FOR DDA CHALLENGE GRANT SUPPORT

(see www.downtown80903.com for more about the goals of the Imagine Downtown Plan; projects should advance one or more of these goals)

- **Residential:** Examples include façade improvements, street-level plantings and landscaping, exterior and/or streetscape improvements visible from the public way that advance the Imagine Downtown Plan
- **Retail:** Examples include new facades, exterior signage improvements, marketing programs with a public component.
- **Entertainment, Culture and Sports:** Examples include new Downtown cultural events, sports attractions, film and movie events.
- **Public Streetscape Beautification:** Examples might include alleyway improvements, public art, landscaping/streetscaping additions.

DDA CHALLENGE GRANT APPLICATION

Applicant: Individual/Business/Organization _____

Contact name _____ Phone _____

Email _____ Fax _____

Address _____

Project location (if different than address above) _____

Amount of grant requested _____ Total project cost estimate _____

Explain your proposed project and timeline (500 words or fewer): _____

Describe how your project will benefit the public and advance the goals of the Imagine Downtown Plan (500 words or fewer):

How will funds be matched? _____

Required Attachments:

1. Five complete copies of application, one of which must be unbound, and one electronic copy emailed to jacquestanley@downtowncs.com
2. Project budget – income and expenses
3. Cost Estimates - Include copies of all cost estimates used in calculating total project cost
4. If applicable, before pictures (if awarded, digital photos will be required) conceptual drawings of completed project, material samples, renderings or other pertinent schematics

Application form and attachments must be received by one of these two cycle deadlines:

CYCLE ONE: 4 p.m. April 23, 2010 (for grants to be awarded May 11, 2010)

CYCLE TWO: 4 p.m. September 24, 2010 (for grants to be awarded October 12, 2010)

Drop off or send to the offices of the Downtown Partnership of Colorado Springs, 111 S. Tejon St., Ste. 309, Colorado Springs CO 80903. For questions, contact Jacque Stanley at 719-886-0088.