



**2019 TAMPA DOWNTOWN SPECIAL SERVICE DISTRICT (SSD) GRANT  
Activate Downtown Micro-Grant Program**

The purpose of the Activate Downtown Micro-Grant Program is to create unique, publicly accessible activations in the public spaces of Downtown Tampa. The proposed projects must enhance the downtown experience via the arts and/or social good. The micro-grant is intended to serve as a flexible source of funding for artists, organizations, small business owners, and/or other groups looking to create projects that typically would not have a traditional funding source.

**Activation:** *the act of enhancing the public realm through sensory experiences (i.e.; art, color, sound, food, play, texture, engagement)*

**I. Award Information:**

This grant program is administered on a **reimbursement basis**. The funds will be provided to the organization upon presentation of receipts to the Tampa Downtown Partnership. The maximum amount an activation project can receive, based on review and approval by a subcommittee appointed by the Special Services District (SSD) Advisory Committee, is a maximum of \$2,500.00 (for applicable expenses). Funds from this program can be used for the proposed project expenses only. Applicants should be prepared, if requested, to make a presentation to the subcommittee. Awards are considered on a “first-come, first-serve” basis and are reviewed quarterly using a scoring rubric.

**Applications must be received on and/or before the following dates to be considered for review:**

<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>
December 12 <sup>th</sup> , 2018	March 13 <sup>th</sup> , 2019	June 12 <sup>th</sup> , 2019	September 11 <sup>th</sup> , 2019

## II. What Can the Grant Funds Be Used For?

The project must be publicly accessible activations in the public realm or ground-level, publicly accessible, open space (i.e.; parks, plazas, sidewalk, etc.). The grant may be used for **design services, labor, materials, and/or permitting fees** related to projects that meet one or all of the following criteria:

- ✓ Relation to the arts
- ✓ Originality/Creativity
- ✓ Mission/purpose
- ✓ Relation to Downtown Tampa
- ✓ Accessibility
- ✓ Playfulness

## III. Application Scoring:

Applications are reviewed and judged using a scoring rubric based on the criteria listed below. A total score of the following items will determine funding eligibility.

### The following specific criteria will be used to gauge the merit of the project/proposal:

1. Project provides quality arts and culture experiences that are relevant for Downtown Tampa and the targeted participants
2. The budget is reasonable and will support full implementation of the project
3. Project is accessible to the public and/or free to attend/participate

### Bonus points will be given to projects that meet the following criteria:

4. Applicant submitted two or more similar project examples of successful projects completed
5. Project is proposed to compliment or relate to an existing Tampa Downtown Partnership program such as Rock the Park, Fourth Friday, etc.

IV. **Eligibility:**

A. Applicant location must take place within the Special Services District (see map)



B. Individuals, organizations, business, and/or property owners may apply. Organizations that are not the property owner for the project and are installing semi-permanent/permanent projects must include written approval from property owner.

V. **Requirements:**

- A. Project must comply with all municipal and state codes and regulations; permitting must be secured prior to grant reimbursement.
- B. Applications must be received between October 1, 2018 and September 30, 2019.
- C. All paid receipts must be submitted to qualify for the reimbursement. Copies of fully paid receipts and proof of payment (cancelled checks, credit card statements,

etc.) must be submitted to the Partnership within six months after the date stated in the recipient's grant approval letter.

- D. The Tampa Downtown Partnership must be credited as a project sponsor upon award of the grant. This includes recognition in all print material and online promotions. For physical installations, recognition must be given on-site via a plaque, signage, or painted acknowledgement. For recognition examples and to obtain the TDP logo, please email [aanderson@tampasdowntown.com](mailto:aanderson@tampasdowntown.com) or by calling (813) 221-3686.

VI. **Restrictions:**

1. If using public property, a City permit must be on file prior to grant reimbursement. Please include a copy of the permit with the grant application, if it has already been processed by the City of Tampa.
2. Grant funds cannot be used for purchase of food or beverages.
3. Grant funds cannot be used for marketing expenses.
4. Grant funds cannot be used as paid salary for staffing.
5. Applicant is eligible for full grant cap funding (\$2,500) once per grant period.
6. Contractors/artists/craftsmen associated with project applicants may be subject to review for total grant cap funding received.
7. Funds cannot be used for previously purchased or retroactive expenses.

VII. **Instructions for Completing Application:**

All applications and support materials must be submitted electronically before the quarterly application deadlines. Paper applications will not be accepted. Deadlines will not be extended, and partial or incomplete applications will be deemed ineligible. An online PDF copy of the application is available at <https://www.tampasdowntown.com/about-us/grants/>.

- Applicant must include two or more supporting documents to explain the project. Documents can include renderings, inspiration images, and detail of full cost of project.
- Applicants are encouraged to submit their applications as early as possible, as the approval process is based on a first-come, first-served basis. Grant application must be submitted before September 30, 2018.

**DELIVER APPLICATION TO:**

**Tampa Downtown Partnership | Ashly Anderson, Senior Design Manager**

[aanderson@tampasdowntown.com](mailto:aanderson@tampasdowntown.com) | 813.221.3686

[www.tampasdowntown.com](http://www.tampasdowntown.com)



## ***2019 Activate Downtown Micro-Grant Application***

### **INSTRUCTIONS**

This application must be written legibly and completed in full on the official application. Please complete each section of the application. Read each question carefully and respond in the space provided. Inquiries for the Tampa Downtown Partnership Activate Downtown Micro-Grant Program Application should be directed to Ashly Anderson at 813.221.3686 or via email at [aanderson@tampasdowntown.com](mailto:aanderson@tampasdowntown.com)

Today's Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location / Address: \_\_\_\_\_

Funds Requested (Max Request is up to \$2,500.00): \_\_\_\_\_

Expected Project Start Date: \_\_\_\_\_ Expected Project Completion Date: \_\_\_\_\_

Organization / Business Name: \_\_\_\_\_

Organization / Business Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Is the applicant the property owner\* ? Yes \_\_\_ No \_\_\_

*\* Property owner signature is only needed for semi-permanent/permanent installations. If the answer is no, your application will also need to be signed by the property owner.*

**PROJECT INFORMATION:**

Type of Project: Public Art \_\_\_ Live performance/ theatre \_\_\_ Activation: Other \_\_\_

**A. Describe project (attach renderings or photos, if needed).**

---



---



---



---



---



---

**B. Describe the expected impact on the public / downtown experience.**

---



---



---

**C. Proposed Expenditures.** List specifically how TDP grant funds will be used. It is important to list all possible items the grant may be used for. Expenditures not identified in the application process and at the time of approval cannot be added later. Allowed expenditures include materials, labor, and permitting costs.

DESCRIPTION OF EXPENDITURES	ALLOCATED EXPENSES		
	Requested Grant Expenses	Additional Project Expenses	Total Project Expenses
<b>Total Budget:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**CERTIFICATION**

*I hereby certify that the information included in this application is correct.*

Applicant Name: \_\_\_\_\_  
(print)

\_\_\_\_\_  
(sign\*)

Organization / Business Name: \_\_\_\_\_  
(print)

Title: \_\_\_\_\_  
(print)

Date: \_\_\_\_\_

**If the applicant is not the property owner, the property owner acknowledges and approves of the project as described within this application by signing below:**

Property Owner Name: \_\_\_\_\_  
(print)

\_\_\_\_\_  
(sign\*)

Title: \_\_\_\_\_  
(print)

Date: \_\_\_\_\_

*\*By signing above, I understand and acknowledge that this application is potentially subject to Florida's public records laws. Therefore, I recognize that this application and any documents presented to the Tampa Downtown Partnership regarding this application for grant funding purposes may be supplied upon request to any parties that request copies.*