

## CONNECTICUT CULTURAL DISTRICTS – APPLICATION CHECKLIST

<b>ASSESS READINESS</b>	
<b>DETERMINE MUNICIPAL READINESS</b>	
Confirm if your municipality is eligible by reviewing the Standards & Criteria	
Assess the inventory and location of cultural assets in the community	
Submit a Letter of Intent to establish a Cultural District to your Designated Regional Service Organization	

<b>FORM A MUNICIPAL CULTURAL DISTRICT</b>	
<b>REQUIRED STEPS TO FORM A MUNICIPAL CULTURAL DISTRICT</b>	
Municipality (town, city, borough, consolidated town or city or borough)	
1 or more Cultural Districts	
Cultural District must: <ul style="list-style-type: none"> <li>▪ Be in Connecticut</li> <li>▪ Have defined boundaries</li> <li>▪ Be walkable and accessible</li> <li>▪ Have cultural facilities and assets</li> <li>▪ Should have public infrastructure and amenities</li> </ul>	
Municipality must hold at least one community input meeting in order for people to learn about the proposed Cultural District and goals	
Municipality must vote to approve the Cultural District by passing a resolution following the community input meetings	
Resolution shall include: “to promote the educational, cultural, economic and general welfare of the public through the marketing of arts and culture attractions, the encouragement of artists and artistic and cultural enterprises and the promotion of tourism.”	
Once approved, the municipality must establish a Cultural District Commission in one of three ways: <ul style="list-style-type: none"> <li>▪ Create a new Board/Commission in accordance with local charter requirements</li> <li>▪ Assign to an existing Board/Commission and create an Advisory Council subcommittee reporting to the existing Board/Commission</li> <li>▪ Assign Cultural District oversight to an existing Board/Commission, if that Board or Commission can meet the community representation requirement.</li> </ul>	
Once appointed, the Commission may exercise any power and perform any duty necessary or desirable for the purpose of carrying out the provisions of this section, including (but not limited to): <ul style="list-style-type: none"> <li>▪ Consulting/collaborating with DECD and the DRSO for assistance with marketing, advocacy, and other efforts</li> <li>▪ Applying for or soliciting and accepting any grant, contribution, gift, bequest, device or other donation from any source</li> </ul>	



**To apply to become a state-recognized Cultural District, the applicant must electronically submit the following documents to your DRSO, who will then submit your application for review by DECD/CT Office of the Arts.**

<b>TO APPLY TO BECOME A STATE-RECOGNIZED CULTURAL DISTRICT</b>	
<b>DOCUMENTS REQUIRED TO BECOME A STATE-RECOGNIZED CULTURAL DISTRICT</b>	
Letter of Endorsement from Chief Elected Official	
Copy of Resolution from municipal governing body	
List of Cultural District Commissioners and their relevant role/category, as per representation guidelines	
Master Map of Cultural District	
List of cultural assets, including cultural events held at locations within the proposed Cultural District	
List of municipal resources that will support and/or benefit the Cultural District (ex. tax credits, incentives, etc.)	
Official legal documents re: zoning overlays or ordinances relevant to the Cultural District, such as existing Arts or Historic District (if applicable)	
Marketing materials relevant to the Cultural District	
Supporting section/reference in municipal Plan of Conservation & Development (POCD) and explain how the Cultural District relates to the goals articulated in the POCD, and how Cultural District state designation affects how those goals will be accomplished	
<b>SUPPORTING DOCUMENTS (IF AVAILABLE)</b>	
Existing complete cultural resources inventory/map	
Maps of any existing districts, such as an Arts District or Historic District	
K-12 Arts Curriculum Education information: number of arts teachers in the middle and high schools; Does the district have an Arts Curriculum coordinator, or a teacher that has time dedicated to fill that role?	
List all relevant municipal commissions and committees that will interface with the Cultural District Commission due to the nature of their responsibilities (ex. Arts Commission, Historic District Commission, Architectural Advisory Committee, Economic Development Commission, etc.). Include list of members, commission budgets, Commissioner qualifications, and if Commissioners receive any training.	
Contact your DRSO for questions and assistance with your application	

**Notice of the outcome of the review will be sent via email to the municipality. Final decisions are made by DECD’s CT Office of the Arts.**