

**STATE OF CONNECTICUT CULTURAL DISTRICT PROGRAM**

<b>ASSESS READINESS</b>	
<b>DETERMINE MUNICIPAL READINESS</b>	<input type="checkbox"/>
Assess the inventory and location of cultural assets in the municipality	<input type="checkbox"/>
Confirm if your city or town is eligible by reviewing the <a href="#">Standards &amp; Criteria</a>	<input type="checkbox"/>
Submit a letter of intent to establish a Cultural District to your <a href="#">Designated Regional Service Organization</a>	<input type="checkbox"/>

<b>FORM A MUNICIPAL CULTURAL DISTRICT</b>	
<b>REQUIRED STEPS TO FORM A MUNICIPAL CULTURAL DISTRICT</b>	<input type="checkbox"/>
Municipality (town, city, borough, consolidated town and city, consolidated town and borough)	<input type="checkbox"/>
1 or more Cultural District	<input type="checkbox"/>
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>• Or should have public infrastructure and amenities</li> </ul>	<input type="checkbox"/>
Municipality must hold at least one community input meeting in order for people to learn about the proposed Cultural District and goals	<input type="checkbox"/>
Municipality must vote to approve Cultural District by passing a resolution following the community input meeting(s)	<input type="checkbox"/>
Resolution includes: “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.”	<input type="checkbox"/>
Once approved, municipality must establish a Cultural District commission in one of three ways: <ul style="list-style-type: none"> <li>• Create 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 the Board or Commission can meet the community representation requirement.</li> </ul>	<input type="checkbox"/>
Once appointed, commissions 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 commissioner and DRSO for assistance with marketing, advocacy and other efforts</li> <li>• Applying for or soliciting and accepting any grant, contribution, gift, bequest, devise or other donation from any source</li> </ul>	<input type="checkbox"/>

**To apply to become a state-recognized Cultural District, established Cultural Districts must electronically submit the following documents to your DRSO that will submit your application for review by DECD.**

<b>TO APPLY TO BECOME A STATE-RECOGNIZED CULTURAL DISTRICT</b>	
<b>REQUIRED DOCUMENTS TO BECOME A STATE-RECOGNIZED CULTURAL DISTRICT</b>	<input type="checkbox"/>
Letter of endorsement from Chief Elected Official	<input type="checkbox"/>

Copy of Resolution from the City Council/Board of Selectmen (see sample resolution)	<input type="checkbox"/>
List of Cultural District Commissioners and their relevant role/category as per representation guidelines	<input type="checkbox"/>
Master Map of Cultural District	<input type="checkbox"/>
List of cultural assets, including cultural events held at locations within the proposed Cultural District	<input type="checkbox"/>
List of municipal resources that would support and/or benefit the Cultural District (ex. tax credit, incentives, etc.)	<input type="checkbox"/>
Official legal documents on zoning overlaps or ordinances relevant to the Cultural District, such as existing Arts or Historic District (if applicable)	<input type="checkbox"/>
Marketing materials, if relevant to the Cultural District	<input type="checkbox"/>
Supporting section/reference in municipal Plan of Conservation and 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	<input type="checkbox"/>
<b>SUPPORTING DOCUMENTS (IF AVAILABLE)</b>	<input type="checkbox"/>
Existing complete cultural resources inventory/map, if available	<input type="checkbox"/>
Maps of any relevant existing districts, such as an Arts District and/or Historic District	<input type="checkbox"/>
K-12 Arts Curriculum Education information –Number of art/s 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?	<input type="checkbox"/>
List of all relevant town committees and commissions that will interface with the Cultural District Commission due to the nature of their responsibilities, ex. Arts Commission, Historic District Commission, and/or Architectural Advisory Committee. Include list of members, commission budget, their qualifications, and if commissioners receive any training.	<input type="checkbox"/>
Contact your DRSO for questions and assistance with your application.	<input type="checkbox"/>

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<b>SITE VISIT</b>	
Following submission of application by the DRSO to DECD, a site visit will be scheduled. The site visit has three parts:	
1. A meeting with the chief elected official and/or designee and/or other relevant municipal employees	
2. A walking tour of the proposed Cultural District	
3. A meeting with the Cultural District Commission/Committee members and appropriate stakeholders to hear about the goals, objectives and plans for the Cultural District	

**Notice of the outcome of the review to the city or town will be sent via email. Final decisions are made by DECD's CT Office of the Arts.**