



Office of the Lt. Governor ~ Department of Culture, Recreation and Tourism ~ Office of Cultural Development

# Louisiana Cultural Districts Application

## ANNUAL APPLICATION DEADLINE: March 1 \*

Applications must be in the office, not postmarked, by the deadline  
Email, mail, or hand deliver signed application with attachments to:

Email to: [gHamilton@crt.la.gov](mailto:gHamilton@crt.la.gov)

Mail to: Cultural Districts	Physical address for hand delivery:
Attention: Gaye Hamilton	Attention: Gaye Hamilton
Office of Cultural Development	Office of Cultural Development
PO Box 44247	1051 N. 3 <sup>rd</sup> Street, Rm. 405
Baton Rouge, LA 70804	Baton Rouge, LA 70802

\* There is one annual application review cycle.

If an application is not received by the deadline it may be resubmitted the following year.

For questions, 225-342-8161, [gHamilton@crt.la.gov](mailto:gHamilton@crt.la.gov)

### Application Process Timeline

- March 1      Application due
- March 2-15    Applicant provides any additional application information needed
- March        OCD reviews applications
- April         OCD issues conditional approval of the Cultural District, or returns the application for more information, or declines to approve the application
- April-June    Districts implement Promotion Plans and provide Business List
- By July 1     Notification to Certify districts whose Promotional Plans and Business Lists are in place
- Jul 1         Effective Date of eligibility for sales tax exemptions and historic tax credits

Timelines may be adjusted at the discretion of CRT.

## Cultural District Name/Location

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*Name of Proposed Cultural District*

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*Location of Cultural District (city and parish)*

### I. APPLICANT CONTACT INFORMATION

#### A. Local Governing Authority Contact

The Local Governing Authority (LGA) applying for certification of a Cultural District is the municipality OR the parish OR the consolidated government in which the Cultural District is located. The Designated Liaison must be completed for all applications.

<b>1. Contact for Municipal Governing Authority: (elected official)</b>		
Name:		
Title	Agency	
Mailing Address:		
City:	State: LA	Zip Code:
Phone:	Fax:	
Email Address:		
<b>2. Contact for Parish Governing Authority: (elected official)</b>		
Name:		
Title	Agency	
Mailing Address:		
City:	State: LA	Zip Code:
Phone:	Fax:	
Email Address:		
<b>3. Designated Cultural District Liaison</b>		
Name of the contact person designated to act on behalf of the Local Governing Authority		
Name:		
Title	Organization/Agency	
Mailing Address:		
City:	State: LA	Zip Code:
Phone:	Fax:	
Email Address:		

**II. PHYSICAL DESCRIPTION**

Though a district’s size and shape are not restricted, they are important considerations. Refer to the Application Procedures on Pages 3-4 when determining the Cultural District boundaries.

**A. Boundary**

Provide a concise written description of the proposed Cultural District using start and end points, using street names and directions that fully describe the designated geographic area. Use visible physical features whenever possible, or specify if the boundary is on a non-visible feature or property line. If the description will not fit space below, attach a separate document.

**Maps provided should match the description exactly.**

**B. District Information**

Does the proposed district align with other existing districts, such as a Main Street District, Downtown Development District, National Register or locally designated Historic District, etc.?

Yes. If yes, please name it/them:

No. If no, please explain why not:

**C. Feature Data**

Provide estimates, as accurate as possible, of the following features in the proposed Cultural District using geographic systems, municipal data, Census data, surveys, and general knowledge.

- \_\_\_\_\_ Louisiana Senate District number(s)
- \_\_\_\_\_ Louisiana Representative District number(s)
- \_\_\_\_\_ City Council District number(s)
- \_\_\_\_\_ Parish Council/Police Jury District number(s)
- \_\_\_\_\_ Geographic area (in square miles)
- \_\_\_\_\_ Population
- \_\_\_\_\_ Total number of buildings
- \_\_\_\_\_ Approximate age of the majority of buildings
- \_\_\_\_\_ Number of commercial buildings
- \_\_\_\_\_ Number of residential buildings
- \_\_\_\_\_ Number of occupied buildings
- \_\_\_\_\_ Number of vacant buildings
- \_\_\_\_\_ Number of commercial businesses

Indicate the approximate percent (%) of businesses that fall into each of these categories:

- \_\_\_\_\_ Professional and Finance- architect, lawyer, bank, CPA
- \_\_\_\_\_ Service providers- printers, salons, cleaners, service stations, fitness
- \_\_\_\_\_ Retail- grocery, clothing, gift, office, stationery, drug, auto supplies
- \_\_\_\_\_ Restaurants- bars, clubs, fast food
- \_\_\_\_\_ Entertainment- music venues, performance spaces
- \_\_\_\_\_ Arts/Cultural- historic sites, museums, galleries, studio space
- \_\_\_\_\_ Government
- \_\_\_\_\_ Non-Profit
- \_\_\_\_\_ Other (Explain)



**E. Maps**

Please provide legible maps, preferably 8½ by 11, but not larger than 11 by 17 inches. Maps may be in color or black and white.

- 1) Required: A map precisely outlining the boundaries of the proposed Cultural District, showing boundary and major street names, a north arrow, with legible labels
- 2) Required: A map showing any existing National Register, local historic, or Main Street districts
- 3) Optional: A map(s) showing the location of cultural, art, educational, and tourist assets or facilities, or additional information pertinent to the proposed Cultural District

**F. Photographs**

Provide five to ten (10) photographs representative of the district. Number photographs and label the photo content. Optional: A map showing the numbered location of the photographs provided.

**III. PROGRAM OBJECTIVES**

Provide concise narratives to address what the Cultural District will do with regard to the achievement of the objectives suggested in each of the three areas of development listed below. Each narrative is limited to 500 words.

**A. ARTISTIC/CULTURAL PRODUCTS**

How will the district –Promote the arts and support artists?

How will the district –Encourage creativity and cultural activities?

How will the district –Attract artists and cultural industry workers?

Describe potential for artists, housing, studio, and performance space (rental or purchase)

**B. COMMUNITY DEVELOPMENT** – What will the CD do to achieve any of these objectives?

- How will the district –Engage residents?
- How will the district –Provide a sense of community?
- How will the district –Serve as a gathering place?
- How will the district –Identify and strengthen community partnerships?
- How will the district –Develop a positive image for the community?

**C. ECONOMIC DEVELOPMENT** - What will the CD do to achieve any of these objectives?

- How will the district –Capitalize on existing art, economic and social assets
- How will the district –Work to enhance property values
- How will the district –Stimulate the economy through events or additional incentives
- How will the district –Attract tourists

**IV. OUTREACH and ORGANIZATION**

**A. Communication and Promotion**

Provide a concise narrative that describes how the Applicant will manage communications and promotions about the Cultural District. How will the district:

- Provide information to residents, businesses, art organizations, art sellers and property owners about tax incentives?
- Provide networking opportunities for planning and promoting district wide events?
- Promote the businesses, events, and programs to the public?

**B. Organization**

Provide a concise narrative that describes how the district will be organized. There should be a team, organization, or group to set goals for the district, manage planning, communications and promotions. Describe the composition (members) of such a team, how it will be organized and how it will function.

**V. GOVERNMENT and COMMUNITY SUPPORT:**

**A. Evidence of Government Support**

Provide a copy of the signed resolution or ordinance from the Local Governing Authority indicating support for the application to become a Cultural District and acknowledging the local sales tax exemption on sales of original works of visual art. (Sample resolution is available)

**B. Evidence of Community Support**

Provide letters of support from a range of community stakeholders. Describe any support secured from meetings or presentations at community forums, to inform businesses, residents, arts/cultural/civic organizations about the proposed district.

**VI. CERTIFICATION and SIGNATURE:**

As the duly authorized elected representative of the Local Governing Authority, I agree to provide the following to the Office of Cultural Development as described and on the timeline outlined in the Cultural District Guidelines:

\_\_\_\_\_ (initial) **Business List** within 60 days of conditional approval and annual updates when requested each year after a full year of certification

\_\_\_\_\_ (initial) **Annual Report** by the deadline established by the OCD of each year after a full year of certification

I hereby certify that the above information is true and correct to the best of my knowledge. I further certify that the local governing authority with jurisdiction over the proposed cultural district fully endorsed and authorized the application with the understanding that local and state sales tax will be exempt on the sales of original works of art within the boundary of the district.

\_\_\_\_\_  
Print Name of Applicant (Elected Official)

\_\_\_\_\_  
Signature of Applicant (Elected Official)

\_\_\_\_\_  
Date