Pennsylvania
Creative Industries
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Creative Districts Application Guide

Thank you for your work to complete the Creative Districts application. Please use the following guide to assemble your application content in advance of the submission deadline of January 15, 2027 at 5PM.

Important Information

- **Letter of Intent (LOI):** In order to be eligible to submit a full application, your organization must have already submitted a Letter of Intent by June 12, 2026 via the Electronic Single Application (ESA) system.
- **ESA System Status:** In order to ensure your application submission goes smoothly, please ensure your account and organization information are fully up to date in the Electronic Single Application (ESA) system. For important information on how to manage your ESA profile, please refer here: https://www.pa.gov/agencies/coa/grant-resources/electronic-single-application.
- **Additional Resources:** Creative District materials

Narrative Section

1. Community Description

Provide a description of the community, including demographics and the cultural, historical, or social characteristics that define it.

- Limit: 3,500 characters (approximately 550 words)

2. Geographic Boundaries Rationale

Provide rationale for the geographic boundaries of the proposed district.

- Limit: 2,100 characters (approximately 300 words)

3. District Uniqueness

Describe what makes the proposed district unique.

- Limit: 2,100 characters (approximately 300 words)

4. Creative and Cultural Events

Describe the existing creative, arts, and cultural community events that have taken place in the last calendar year. Are there any new events currently being planned for the upcoming calendar year?

- Limit: 3,500 characters (approximately 550 words)

Addenda Section – Data & Statistics

Please provide the following statistical data. Where specified, use Census data available at https://data.census.gov/. Note: the data required in this section is collected for baseline and reporting purposes.

1. **Population of the Municipality:** Population of the municipality in which the proposed Creative District is located. Use Census data.
2. **Median Household Income:** Use Census data.
3. **Median Gross Rent:** Use Census data.
4. **Estimated District Population:** Estimated population living within the district boundaries.
5. **Full-Time Equivalent (FTE) Jobs:** Estimated number of current FTE jobs in the proposed district.
    - Note: FTE is calculated as a minimum of 35 hours per week.
6. **Arts and Culture Organizations:** Number of nonprofit arts and culture organizations located in the proposed district.
    - Note: Arts and culture organizations are entities whose primary mission is related to arts and culture.
7. **Small Businesses:** Total number of small businesses located in the district.
8. **Creative Businesses:** Number of creative small businesses and creative entrepreneurs located or working in the proposed district.
9. **Public Art:** Number of works of public art in the proposed district.
    - Note: Public art is defined here as artworks accessible to the general public for public viewing, including murals, sculptures, lighting, artistic lighting and projection installations, and asphalt art.
10. **Vacant Properties:** Number of vacant properties in the proposed district.
    - Note: Vacant property is defined as a building or lot that is unoccupied for more than 6 months.

Addenda Section – Uploads & Optional Supporting Materials

Please upload the following documents and materials. Note: For the Asset Mapping Inventory and the 5-Year Action Plan Workbook sections, be sure to complete the accompanying narrative questions.

Advisory Committee List (Required)

- Reference: Foundational Activities Workbook, page 15.
- Upload: Please provide a list of Advisory Committee members – include name, title, and organization/business or role.

District Coordinating Organization (DCO) Letter of Commitment (Required)

- Reference: Foundational Activities Workbook, page 24.
- Upload: Letter on the DCO's official letterhead.

Asset Mapping Inventory (Required)

- Reference: Foundational Activities Workbook, page 28.
- Narrative Question: What specific activities did the community undertake to complete the community asset mapping?
    - **Limit:** 2,100 characters (approximately 300 words)
- Upload: Completed Asset Mapping Inventory Spreadsheet.

District Map (Required)

- Reference: Foundational Activities Workbook, page 52.
- Upload: Provide a link to the map or upload a map document.

5-Year Action Plan Upload (Required)

- Reference: Foundational Activities Workbook, page 59.
- Narrative Question: What steps did the community take to create and finalize the five-year action plan? How did community input inform the plan?
    - **Limit:** 2,100 characters (approximately 300 words)
- Upload: 5-year Action Plan Workbook

Budget Spreadsheet (Required)

- Upload: Budget Spreadsheet.

Financial Statement (Required)

- Upload: Most recently completed audited financial statement, compilation, or review (including any management letters) (if applicable).

IRS Form 990 (If applicable)

- Most recently submitted IRS Form 990.

Local Government Resolution (Required)

- Upload: A passed local government resolution pledging support for the project and committing to provide at least 10% of the required match must be submitted with the application. (You may use this template or you are welcome to use your own.

Letters of Support (Required)

- Upload: Three (3) letters of support from community stakeholders or partners.

Additional Supporting Materials (Optional)

- You may upload additional supporting materials (e.g., site plans, visuals, planning documents). These materials are not required and will not be scored.

Please refer to the Creative Districts Guidelines for application review criteria, information, and the program timeline.

Questions?

•For questions and issues with Keystone Login call: (877) 328-0995.
•For technical and login questions, contact Enterprise eGrants Customer Service: (833) 448-0647 or egrantshelp@pa.gov.
•For questions about the Creative Districts application content and required attachments, contact Sarah Merritt: skmerritt@pa.gov.