



## Pennsylvania Creative Industries

Powered by Pennsylvania Council on the Arts

# Creative Districts Program: Community Readiness & Application Checklist

### Explore Feasibility & Form an Advisory Committee

- Assemble a working group of local stakeholders.
- Use Guiding Questions to structure early conversations.
- Decide whether the community will move forward.
- Transition working group members into an Advisory Committee.
- Review the Advisory Committee Guide & Worksheet.

### Designate a District Coordinating Organization (DCO)

- Identify the organization that will serve as the DCO if designation is achieved.
- Confirm the District Coordination Organization is a Pennsylvania-based 501(c)(3), 501(c)(6), or unit of local government and meets the eligibility requirements in the Creative Districts Guidelines.
- Review the DCO Letter of Commitment Template.
- Identify district partners and complete letters of commitment as needed.
- Obtain a Local Government Resolution (template provided).

### Eligibility & Requirements

- Review the [Pre-Application Checklist](#) in detail and ensure all required steps have been completed.
- Review funding restrictions and match requirements.

### Submit Letter of Intent (LOI)

- Complete the LOI in ESA. (Note: LOI must be submitted by the DCO)
- Submit LOI by June 12, 2026 at 5PM.

### Pre-Application Meeting with Creative Industries Staff

- Schedule a virtual meeting with staff after LOI submission.
- Discuss community readiness, capacity, and available resources.
- Review any previously completed plans for alignment with program goals.

### Conduct a Community Asset Mapping Project

- Review the Asset Mapping Guide.
- Conduct community asset mapping activities.

- Complete the Asset Mapping Inventory Spreadsheet.
- Document strengths, emerging opportunities, or gaps that exist.

### **Define District Map & Boundaries**

- Review the Geographic Mapping Guide & Toolkit.
- Establish clear, walkable geographic boundaries.
- Ensure boundaries include key creative and community assets.
- Confirm the district footprint aligns with program expectations.

### **Develop a 5-Year Action Plan**

Plan must address the following areas:

- Management & Governance
- Community Engagement & Partnerships
- Creative Economy & Small Business Support
- Placemaking & Programming
- Branding & Marketing
- Sustainability & Resource Development

### **Complete the Foundational Activities Workbook**

- Document all activities in the Workbook.
- Ensure all required attachments are included.
- Review for completeness and clarity.
- Prepare for submission with the full application.

### **Submit Application**

- Submit the completed Foundational Activities Workbook and all required materials via ESA by January 15, 2027 at 5PM.