

Civic Design Grant

Grant Guidelines

April 18, 2008

Introduction

The Community Design Center of Pittsburgh (CDCP) is pleased to announce a new grant initiative called the Civic Design Grant. This grant of up to \$50,000 will be awarded through the CDCP's *Design Fund* program as a complement to its ongoing grant-making program. This grant will require a one-to-one match of committed funds. Like all *Design Fund* grants, this grant will support preliminary architectural planning and design for community-based revitalization projects within the City of Pittsburgh.

Purpose

The *Civic Design Grant* aims to empower Pittsburgh neighborhoods to facilitate large-scale economic development through design and planning projects. Whereas *Design Fund* grants have traditionally supported projects *within* neighborhoods, this fund would focus on projects with multi-neighborhood or regional impact.

To achieve the desired impact, applicants are strongly encouraged to form partnerships that could include community development corporations, private developers, and government agencies. Grants will only be awarded to 501(c) 3 community-based organizations, who must serve as the primary applicant and demonstrate an integral role in the partnership.

The goal of this grant is provide substantial investment in the *design and planning* of a revitalization project of civic importance. CDCP funding *along with* the matching funds will be limited to pre-development activities connected to the design process. Details can be found below in the *Allowable Uses* section below.

Grant Description and Details

Application

The CDCP will release an application in the spring of 2008 that will be due at 5 pm, Friday, August 1, 2008. The grant will be awarded in October 2008. Prospective applicants must contact and meet with CDCP staff prior to submitting an application, and are *strongly* encouraged to do so as early in the process as possible. CDCP staff will provide feedback, as time allows, to help applicants strengthen applications prior to submittal.

Application Review

Applications will be reviewed by CDCP staff and by its Design Fund Committee, and a recommendation will be sent to the CDCP President/CEO and Board of Directors for approval. Applications will be evaluated against the *Civic Design Grant Criteria* (available at www.cdcp.org), and judged competitively against other applicants.

The CDCP shall be the sole judge as to which application best meets the selection criteria. The CDCP reserves, at its sole discretion, the right to reject any or all applications received, to waive any submission requirements contained within these guidelines, or to waive any irregularities in any submitted application.

Eligibility

Eligible applicants are 501(c) 3 community-based organizations. Applicants will have to demonstrate that they are community-based in the application.

Matching Funds

A match of 1:1 is required. Matching funds must be committed, and evidence must be provided through a commitment letter from the funding source. The letter must specifically indicate the following:

- Committed dollar amount
- Project name that funds will support
- Activities that committed funds will support, i.e., architectural design, planning, market analysis, etc.
- Matching fund availability date, expiration date, and allowable uses

Should committed matching funds be withdrawn or become otherwise unavailable, the CDCP reserves the right to withdraw the Civic Design Grant and any disbursed fund may need to be repaid.

Allowable Uses

Use of grant funding *as well as* matching funds will be limited to pre-development activities connected to design and planning. Primary emphasis should be placed on architectural design, urban design and planning, and community engagement. Secondary uses may include such activities as market analysis, cost estimating, data collection, construction documents, design standards or guidelines.

Funds *cannot* be used for property acquisition, demolition, site preparation or construction.

Eligible Design Consultants

Design and planning firms hired with *Civic Design Grant* funding must be pre-qualified with the CDCP's *Design Fund* program prior to the awarding of the grant. If a consultant team is hired, only the design firm must be pre-qualified. Unlike standard *Design Fund* grants, applicants are allowed to pre-select a design consultant. If a consultant has not been identified, the CDCP will provide consultant selection assistance to the grantee. For more information about consultant selection, please contact Andrea Lavin at 412.391.4144, or alavin@cdcp.org.

Disbursement of Grant

The CDCP will disburse grant funds commensurate with invoices received by the design consultant, once approved by the grantee. The preferred method of disbursement is a 1:1 split between funds provided by the CDCP and the matching source. If this not viable due to limitations of matching funds, please contact Jason Vrabel at 412.391.4144, or jvrabel@cdcp.org to determine an alternative disbursement option.

Reporting

Receipt of the *Civic Design Grant* is conditional upon the grantee providing a mid-term and closing report on the status and results of the funded project. Reporting details will be described in a Grant Agreement.

Repayment

The *Civic Design Grant* may be awarded as a grant or a recoverable grant, based on the type of project that is funded. Repayment of recoverable grants would be limited to projects that move into construction, and can be repaid (without interest) through project financing. Repayment conditions for recoverable grants will be described in the Grant Agreement.

Technical Assistance

Participation of CDCP staff is required, and detailed in the Grant Agreement. The CDCP will make available extensive technical assistance on an as-needed basis to the grantee. Available technical assistance includes defining a scope of work and selection of an architectural consultant, design review, and assisting with a community engagement process.

Conclusion and Contact Information

The CDCP is pleased to offer this annual grant of up to \$50,000 to support the planning and design of a community revitalization project of broad civic importance. The overall goal is to empower community-based organizations within the City of Pittsburgh to take a lead role, in partnership with private developers or government agencies, in the design and planning of a large-scale revitalization project. The CDCP looks forward to working with you on this new initiative.

For more information about the *Civic Design Grant*, please contact Jason Vrabel at 412.391.4144, or jvrabel@cdcp.org.