



**DOWNTOWN  
DALLAS INC**

## **DOWNTOWN DALLAS, INC. 2024 Matching Grant Program Request for Proposals**

Downtown Dallas, Inc. (DDI) is soliciting proposals for projects to improve public spaces throughout Downtown – in an effort to supplement private investments that, in turn, enhance property values in Downtown. If selected, proposed projects will receive a matching grant reimbursement from DDI in an amount up to \$25,000.

The DDI Public Space and Improvements Committee oversees the Matching Grant Program and is responsible for reviewing all submitted applications and selecting award recipients using the criteria listed below.

### **General Information**

DDI is seeking proposals for projects that will enhance the appearance, safety, and functional quality of publicly-accessible spaces on private property throughout Downtown. Projects should address the “transformative strategies” found in [Chapter 4 \(“Transformative Strategies”\)](#) of the 2017 *360 Plan*, a City Council-adopted policy document that guides future development and investment in Downtown; access the plan at [www.downtowndallas360.com](http://www.downtowndallas360.com). Projects must demonstrate public benefit and must result in tangible, permanent improvements. The following project types will qualify for the 2024 Matching Grant Program:

- **Safety and Security Project:** the project will improve public security, help deter crime, and enhance the perception of public safety.
- **Streetscape Project:** the project will improve publicly-accessible areas via sidewalk or other infrastructure enhancements, permanent street furnishings, public art, and ground-floor, exterior façade rehabilitations.
- **Landscape Project:** the project will improve the appearance of a building or property’s permanent landscaping or public space(s).

*All proposed projects must occur within the DID boundaries (see page 5 for map), and must be planned, constructed, completed, and maintained by the applicant. DDI is not responsible for the completion of any proposed projects awarded matching grant funds. General operations and long-term maintenance of the project are the sole responsibility of the applicant.*

If all or part of the proposed project is to be constructed on private property, the applicant must have the signed approval of the owner or owner’s agent or specific evidence that such approval has been granted prior to the award of grant funds. Projects on public property may be submitted without formal approval of the relevant public agency, but the potential of obtaining such approval will be considered by DDI.

All applicants will be required to indemnify DDI and the City of Dallas against all claims. In addition, liability insurance for the applicant, landlord, and contractors (as appropriate) will be required for proposed

construction projects. A Certificate of Liability Insurance must be submitted to DDI listing DDI and the City of Dallas as additional insured entities prior to the disbursement of grant funds.

DDI is committed to meeting the City of Dallas Good Faith Effort Plan, in which qualified minority- and women-owned business enterprises (M/WBEs) are involved, to the greatest extent possible, in construction or professional services contracts. Project proposals should strive to include up to 25 percent participation from certified M/WBEs in the City of Dallas.

DDI will accept multiple proposals per year from each qualified applicant. However, the grand total of grant funding an applicant can receive each year will be no more than \$25,000.

### **Qualified Applicants**

Applications will be accepted from any Downtown stakeholder. However, preference will be given to Downtown Improvement District (DID) rate payers and non-tax-exempt street-level businesses.

**Applicants that have received a matching grant in the previous one (1) year are not eligible to apply for the current year's program.**

### **Design Requirements**

Proposed projects must be consistent with the design guidelines found in the [Urban Design Guidelines](#) of the *360 Plan*. Before commencing construction, projects may be required to undergo a design review with the City of Dallas and DDI.

### **Meeting Requirements**

Applicant must agree to at minimum one (1) check-in/progress meeting (in person or virtual) with DDI regarding the current status of their proposed project.

### **Compliance with Laws and Regulations**

Proposed projects should comply with all federal, state, and local laws, ordinances, rules, and regulations. The applicant shall obtain all required local, state, and federal permits prior to commencing construction. DDI is not responsible for obtaining any required permits for the proposed project.

### **Grant Awards**

Grant funds awarded by DDI will be less than or equal to 50 percent of all costs related to the proposed project in an amount not to exceed \$25,000. Costs covered by the grant include the actual costs of supplies, materials, construction, labor, and associated taxes. DDI reserves the right to modify grant award amounts to meet program budget requirements; therefore, applicants may be offered an amount less than the total amount requested.

Projects must be completed no later than **November 18th, 2024**. Extensions may be permitted for projects determined to be incomplete by the appropriate deadline. An amendment to the Grant Fulfillment Agreement must be signed by the applicant and DDI in order for an extension period to be granted; the extension period will be determined on a case-by-case basis.

Projects judged to have been substantially complete before January 1, 2024, will not be considered for this grant cycle.

Grant recipients will be required to display signage at the project site to denote DDI's financial contribution to the project. Signage will be provided by DDI. In addition, grant recipients will be required to recognize DDI as a financial partner in all project-related social media posts, electronic newsletters, or other means of communication to stakeholders on at least two occasions (1. to announce the grant award and 2. to announce the project's completion). Social media posts must "tag" all respective DDI social media accounts.

Once the project has been completed, and the applicant has submitted all required documentation, DDI will reimburse the applicant with its mutually-agreed upon share of grant funds.

### **Application Requirements**

To be considered for an award, applicants must complete the application form, limiting responses to the space provided, except where additional materials are specifically requested. Complete proposals must contain all information and materials requested in the Proposal Contents Checklist (see below). Incomplete proposals will not be considered. Proposals will be reviewed for required documentation upon submittal; it is recommended that each proposal be submitted prior to the deadline to ensure that it is complete and will be accepted.

Proposals for the 2024 Matching Grants Program must be submitted by **April 8th, 2024**.

Proposals may be filled out online, emailed to [Summerlin@downtowndallas.com](mailto:Summerlin@downtowndallas.com), or sent to:

Downtown Dallas, Inc.  
Attn: Nikia Summerlin, Manager– Urban Planning  
1401 Elm Street, Suite 500  
Dallas, Texas 75202

### **Proposal Contents Checklist**

- ✓ Complete 2024 Matching Grants Program Application
- ✓ Map of proposed project location
- ✓ Signed approval from the owner (or agent) of property upon which the project will be constructed (if applicable)
- ✓ Certificate of Liability Insurance
- ✓ Budget Summary (to include job estimates or quotes, if available)
- ✓ Copies of acquired permits and/or approvals (if applicable)
- ✓ Color photographs of the project area
- ✓ Schematic drawings of proposed project

### **Approval Process**

All proposals will be submitted to the DDI Public Space and Improvements Committee for review and final approval of grant award recipients. No Committee member with a vested interest in a proposal will be allowed to participate in discussions or votes concerning that proposal.

The Committee will review all qualified proposals and make a final decision regarding grant recipients within one month of the application deadline. The Committee reserves the right to reject any or all proposals or to approve only a portion of the requested funds.

### **Finalizing the Grant**

Following grant approval, individual grant awards are considered pending until the applicant and DDI sign a Grant Fulfillment Agreement. The Agreement will describe the project, the project budget, and the amount of funding awarded by DDI. Upon execution of the Agreement, the grant is considered finalized and grant funds may be distributed based upon the conditions outlined in the Agreement.

For more information regarding the 2024 Matching Grants Program, contact Nikia Summerlin at [Summerlin@downtowndallas.com](mailto:Summerlin@downtowndallas.com).

### **About Downtown Dallas, Inc. and the Downtown Improvement District**

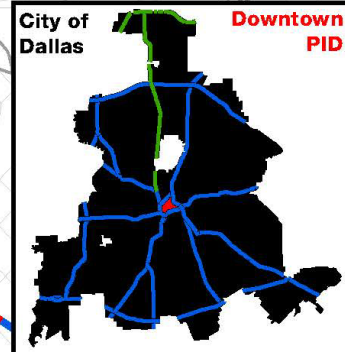
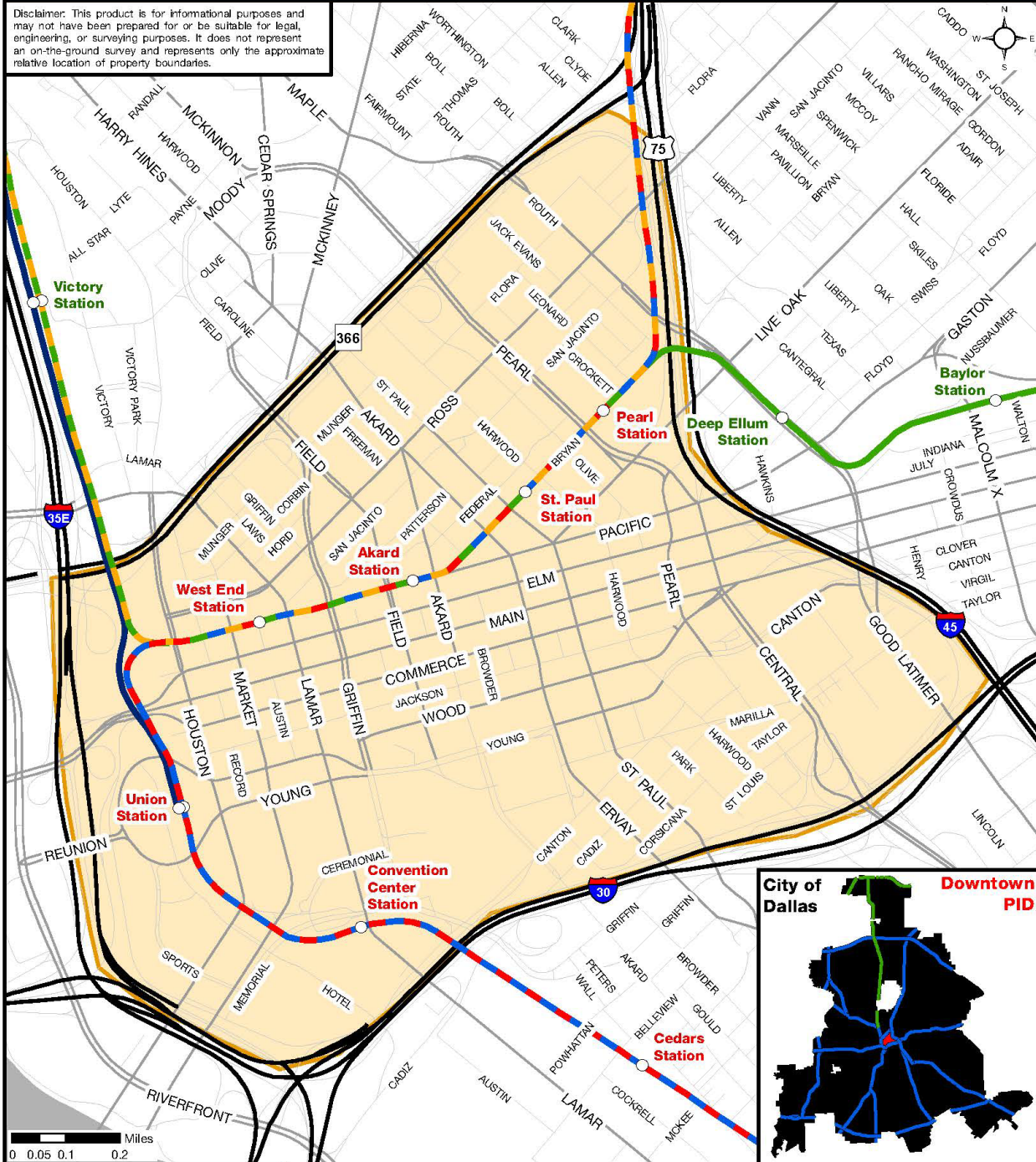
Downtown Dallas, Inc. (DDI) is a private, nonprofit organization funded through voluntary membership dues, assessment revenue from the Downtown Improvement District (DID), and contracts with the City of Dallas for specific projects and programs.

The DID was created by DDI in June of 1992 to fund important supplemental services and visible improvements to our city center. In 2020, the DID was renewed by property owners through 2027, and DDI continues to support initiatives to make Downtown Dallas clean, safe, and fun for the entire community.



# Downtown Improvement District (DID)

Disclaimer: This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.



**DALLAS ECONOMIC DEVELOPMENT**  
 Research & Information Division  
 214.670.1685  
 dallas-ecodev.org

Downtown Improvement District	DART Green Line	Arterial
Rail Station	DART Orange Line	Local Road
DART Red Line	Trinity Railway Express	Flood Plain
DART Blue Line	Freeway or Tollway	

Created 3.17.10, Last Updated 8.31.11 - PID\_Downtown.TOG Source: Rail Lines - DART, 2010; Parcels - DCAD, 2009; All Other Data - City of Dallas, 2010