Lake Street Fund Proposal Form

**Introduction**

Proposals will not be considered for funding if one or more of the questions in this form are incomplete.

Portions of the proposal contents and any clarification to the contents submitted by the successful applicant may become part of the contractual obligation and be incorporated by reference into the contract between the applicant and the City. The City reserves the right to reject any or all proposals and negotiate modifications to a proposal to create a contract of lesser or greater magnitude than described in the submitted proposal.

The applicant that is selected to move forward in the contracting process may be required to provide additional documentation for a pre-award risk assessment, such as audited financial statements.

**Submittal Process**

Proposals must be e-mailed to Zoe Thiel (Zoe.Thiel@minneapolismn.gov) by

**September 13, 2024, at 4:00 p.m.** with the following attachments:

* Completed proposal form (this document)
* Response to proposal question (if provided in a separate document)

**Applicant Information**

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| Applicant Organization Information: |
| Name: |       |
| Federal ID number: (9-digit #) |       |
| Mailing address: |       |
|  |       |
| Applicant Contact Information: |
| Name: |       |
| Title: |       |
| Phone number:  |      |
| E-mail address: |       |

**Proposal**

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| Applicants must provide information about each of the following items, either within this document or in a separate attachment with the headings from below.  |

1. **Implementation plan (30 pts)**
	1. Please describe how the Foundation anticipates implementing the Lake Street Fund. Please include:
		1. Timeline
		2. Details for proposed direct business support activities.
		3. Details for proposed placemaking and direct corridor support activities, including expected costs for e.g. individual vacant space activation, murals, and events within the outlined budget.
2. **History and connection to Lake Street (20 pts)**
	1. What is your Foundation’s mission and overall scope of work?
	2. How is the Foundation connected to the Lake Street Corridor? Please highlight relevant initiatives or projects that illustrate the work that your organization has done in support of this area.
3. **Capacity (20 pts)**
	1. If selected to administer this grant, how will the Foundation ensure adequate administrative support? Please address the following:
		1. Who will be the point of contact for contract administration? Please describe their role and capacity to administer this grant.
		2. Describe what systems are in place or would be put in place to ensure appropriate use and tracking of funds.
	2. If selected to administer this grant, what strategies would the Foundation use to deliver the eligible activities?
		1. Please specify which activities would be completed with internal staff capacity and which activities (if any) would require contracts with contracted providers.
		2. If the Foundation intends to use contracted providers, how will those businesses and/or organizations be selected?
4. **Cultural competence (20 pts)**
	1. In what ways does the Foundation demonstrate cultural competence and commitment to equity in its current work?

* 1. If selected to administer this contract, what strategies will the Foundation use to ensure that the diverse group of business and property owners in the corridor are aware of and able to access the resources available?
1. **Administrative Costs (10 pts)**
	1. What would be the anticipated administrative cost/payment structure for the Foundation? Note: there is a $300,000 maximum administrative cost for the overall $8m fund.

**Authorization**

***Complete both sections***

**Submittal Authorization**

Name, on behalf of Organization, hereby authorizes the submittal of this Online Proposal Submittal Form in response to the Lake Street Fund, Notice of Funding Availability.

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| --- | --- |
| Name: |       |
| Title: |       |
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**Consent for Release of Response Data**

Name, on behalf of Organization, hereby consents to the release of its development proposal in response to the Lake Street Fund, Notice of Funding Availability and waives any claims it may have under Minnesota Statutes Section 13.08 against the City of Minneapolis for making such information public. **The foregoing consent and waiver does not extend to financial statements submitted** **under separate confidential cover.**

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| --- | --- |
| Name: |       |
| Title: |       |
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