

**A RESOLUTION APPROVING THE LEGACY FUNDING PROGRAM REVIEW POLICY AND APPLICATION PROCESS FOR THE CITY OF FORT WAYNE COMMUNITY LEGACY FUND.**

**Whereas**, the City of Fort Wayne has created the City of Fort Wayne Community Legacy Fund to invest in projects having a collective impact that lead to transformational change within the community; and

**Whereas**, through the Legacy process the City of Fort Wayne has received unprecedented public input from across the community and has worked with citizens, business leaders and elected officials to develop implementation priorities for the uses of the Community Legacy Fund; and

**Whereas**, the City of Fort Wayne desires to advance transformational Legacy projects within our community through a focus on economic development, downtown and riverfront development, and youth development/prep sports; and

**Whereas**, each Legacy project should provide our community the opportunity to make the City of Fort Wayne stronger and better positioned for growth; and


**Whereas**, by working together, the City of Fort Wayne will leave a lasting Legacy for future generations of its citizens:

**NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:**


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**SECTION 1.** The City of Fort Wayne Common Council hereby adopts the attached LEGACY FUNDING PROGRAM REVIEW POLICY AND APPLICATION PROCESS, thereby reaffirming the Guiding Principles of the Legacy Task Force and establishing policy and process for new projects and proposals seeking funding through the Community Legacy Fund.

**SECTION 2.** This Resolution shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

  
\_\_\_\_\_  
Council Member

APPROVED AS TO FORM AND LEGALITY

  
\_\_\_\_\_  
Carol Helton, City Attorney



## **Community Legacy – Funding Review Policy**

### **Overview / History**

Based on the Settlement Agreement between the City of Fort Wayne and AEP's Indiana & Michigan Power in Ordinance G-35-12, the City began a comprehensive community outreach campaign to determine the most significant ways to invest Community Legacy funds. This document is a synopsis of the process undertaken to explore potential investments seeking funding from Community Legacy. A link to associated documents follows each section.

#### **General Ordinance (G-35-12) offers Guiding Principles that include:**

- The collective impact of Legacy funding should provide **transformational investment** and **leverage additional resources**. Candidates for investment should be projects, programs or policies that will have **positive, long-term community impacts** and serve as **catalysts** for other positive and desired change.
- Legacy Investments should:
  - Be used in the long-term best interest of the community;
  - Be a catalyst for private investment;
  - Align with the City of Fort Wayne Comprehensive Plan and associated community plans;
  - Maintain or increase property values within the City of Fort Wayne; and
  - Not be used for any debt incurred by the City of Fort Wayne prior to the effective date of the Ordinance, unless funds saved by such retirement of debt would be spent on projects that meet the guiding principles outlined above.

<http://www.cityoffortwayne.org/ordinanceview.html?view=ordinancedetails&layout=ordinancedetails&id=2681>

#### **The Legacy Task Force expanded upon the original Guiding Principles to include:**

- The following areas have been identified as community priorities:
  - 21<sup>st</sup> Century Talent (e.g. education, training, workforce development);
  - Economic Development (e.g. retaining, growing and attracting employers);
  - Entrepreneurship (e.g. new/start-up businesses, venture capital);
  - Infrastructure (e.g. services and facilities that support economic development); and
  - Quality of Life (e.g. arts and cultural resources, community amenities, aesthetics).

#### **The Task Force made Four Recommendations:**

1. **Core Economic Investments** – To secure a solid economic foundation for Fort Wayne's future, while aligning with and advancing the Fort Wayne economic strategy.
  - a. **Business Attraction and Retention.** Investing Legacy funds in bold initiatives that directly create employment opportunities is a strong recommendation of the Task Force.
  - b. **Strategic Infrastructure.**

2. **Downtown and Riverfront Development** – To improve and develop two of Fort Wayne’s great assets: downtown and its rivers.
  - a. **Catalytic Downtown Development Incentives.** The Task Force supports the use of Legacy resources to attract private dollars and leverage investment for potential catalytic projects. Examples include:
    - i. Aggressive support system for entrepreneurial and early stage companies
    - ii. Live/work space development
    - iii. Post-secondary education presence
    - iv. Development incentives
    - v. Downtown transit
    - vi. Downtown commercial development
  - b. **Riverfront Development** - Focusing riverfront development in the downtown area to promote the use of the rivers and the downtown area is a natural connection. The Task Force highlighted the importance of prioritizing riverfront planning initiatives and encouraging riverfront development projects. Catalytic projects noted include a large-scale development at the area known as North River.
  - c. **Arts and Culture** - The Task Force supported a strong arts and culture presence in downtown to improve community identity, destination development, and attraction of residential development. Legacy should encourage innovation and creativity for a thriving and diverse downtown. Examples include:
    - i. Youth arts programming
    - ii. Innovative art and technology
    - iii. Public art
3. **Youth/Prep Sports Initiative** – Build on existing strengths to enhance sport opportunities for Fort Wayne youth/prep sports.
4. **Investment of the Trust Fund and Light Lease Settlement dollars** – The continuation and modification of Community Legacy or the creation of a similar entity to ensure the protection and strategic investment of Legacy funds.

<http://www.legacyfortwayne.org/task-force.html?download=153>

### **Legacy Funding Beyond Initial Projects:**

Based on the thoughtful work by many community leaders, fundamental guidance for the appropriate use of Legacy funding was firmly established. Projects/concepts will be reviewed to ensure they meet the Guiding Principles from the Legacy Task Force and reinforced by the Legacy Champion Teams.

From time to time, new initiatives or previously submitted concepts will emerge or resurface and deserve a thorough (re)evaluation. The adoption of a consistent set of guiding policies and a transparent process for potential initiatives to be considered for funding is required. The adopted *Review Policy and Application Process* document provides a path for potential projects and initiatives to illustrate their benefit to the citizens of Fort Wayne as described in the Guiding Principles as described in previously adopted ordinances and to formally request appropriate funding from the Community Legacy.



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City of Fort Wayne  
Community Development  
200 East Berry Street, Suite 320  
Fort Wayne IN 46802  
260.427.1127

COMMUNITY DEVELOPMENT

Thomas C. Henry, Mayor

[www.fwcommunitydevelopment.org](http://www.fwcommunitydevelopment.org)

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## LEGACY FUNDING PROGRAM REVIEW POLICY AND APPLICATION PROCESS

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*"Let's look into the future, with wisdom and boldness. Let's use this treasure to strengthen our community and make it a place of pride and opportunity for all."*

Mayor Tom Henry, 2011

In 2011, the Legacy Task Force evaluated and distilled hundreds of potential proposals from the community for investing funds from Community Legacy. Together with the subsequent Champion Teams' recommendations a number of initial projects, each ready for implementation, were selected for funding. From time to time new initiatives and previously submitted concepts will emerge or resurface and deserve a thorough (re)evaluation. The adoption of a consistent set of guiding policies, and a transparent process for potential initiatives to be considered for funding was required.

To that end, the City of Fort Wayne has established an ongoing review process to explore concepts and proposals seeking financial support from the Community Legacy fund. Each proposal is evaluated on its potential based on the Guiding Principles set forth in the Community Legacy, previously known as Legacy Trust, Ordinance (G-35-12) and the subsequent recommendations made by the Legacy Task Force and Champion Teams.

### **Oversight / Management**

The Community Development Division of the City of Fort Wayne will manage the Funding Review process. Based on the guiding principles and community priorities identified in the original process, proposals will follow a prescribed application process to be considered for funding.

*An Equal Opportunity Employer*

A faint, stylized graphic of a city skyline is visible at the bottom of the page, rendered in a light gray tone.

## Legacy Joint Funding Committee (LJFC)

A review committee of nine appointees will be responsible for evaluating potential proposals. The group will provide a recommendation, based on a simple majority vote, regarding the request for Legacy funding to both the Mayor and City Council. Appointed annually, the committee will be composed of the following members:

<u>Member:</u>	<u>Appointed by:</u>	<u>Number:</u>
Administration officials	Mayor	3
City Council members	City Council	3
Citizens	One each by Mayor & City Council	3
	+ One selected by the other 8 members of the LJFC	
		<b>Total: 9</b>

The LJFC will annually elect a chairperson for the group.

### Proposal Considerations

The legislation approving the deployment of Community Legacy funds designates that only the Mayor of the City of Fort Wayne, or members of Common Council are eligible to propose initiatives for Legacy Funding. Using a two-pronged approach, the process described herein provides an entry point for citizens, businesses and institutions to submit potential proposals for consideration.

#### **PART I: Proposal initiated by Mayor or City Council member**

Because these proposals will be heavily supported with public funds, such projects will be referred directly to the Legacy Joint Funding Committee for review and evaluation. See Part III

Nothing in this policy should be construed to prevent the Mayor or Council from making proposals directly through legislation based on the present circumstances.

Where unanticipated, unbudgeted or extraordinary expenses occur; either the Mayor or Council may propose access to funding directly through legislation.

#### **PART II: Proposal initiated by a private or non-profit entity**

- a. Legacy Background and Funding Process: Proposal sponsors are encouraged to visit [www.legacyfortwayne.org](http://www.legacyfortwayne.org) to learn about Legacy background, Guiding Principles and criteria used for evaluating projects for funding. Information about previously funded projects and the process for new projects to be considered is available there.
- b. Pre-proposal meeting: Proposal Sponsors are encouraged to contact the Division of Community Development for an initial proposal review. Proposal Sponsors will be provided with the guidance to complete a Concept Letter for review and possible invitation to apply for Legacy Funding. Proposal Sponsors will be encouraged to carefully study the evaluation criteria to determine if their proposal will meet the requirements for consideration.

- c. Concept Review: All Concept Letters will be distributed to the Mayor and City Council upon receipt; however the Legacy Joint Funding Committee will evaluate Concept Letters on a semi-annual basis in May and November. Using Guiding Principles and evaluation criteria developed by the Legacy Task Force, Concept Letters will be reviewed for their potential. The Legacy Joint Funding Committee will present to the Mayor information about all Concept Letters received during the period and will make recommendations regarding each. Projects will either be:
  - 1) Invited to complete a full application, or
  - 2) Notified that Legacy Funding will not be considered. Proposal Sponsor will be provided with feedback regarding strengths and weaknesses of the submitted Concept Letter.
- d. Invitation to Apply:
  - 1) Application will require details of the proposal. Proposal Sponsors should be prepared to provide detailed information including:
    - i. Project costs/budget
    - ii. Capital need/financing plan
    - iii. Project team
    - iv. Site control/construction plans
  - 2) Community Development will consult with the Proposal Sponsor throughout the application process to ensure the final submission includes the necessary documentation.

### **PART III: Legacy Funding Recommendations**

- a. Proposal sponsors receiving an invitation to apply will be provided with the application format, and should be prepared to discuss the project in detail, specifically as it relates to the evaluation criteria.
- b. The Legacy Joint Funding Committee will evaluate all public projects and applications to ensure they meet the criteria established for evaluation. A weighted average score will be calculated to assure consistency and minimize bias among Committee members.
- c. The Committee will make a preliminary Do Fund or Do Not Fund recommendation and will inform both the Mayor and City Council of its decision.
- d. The Committee may request additional information from the Proposal Sponsor.
- e. A Do Fund recommendation will initiate the process for the Proposal Sponsor to work with Community Development to document the funding terms through a memorandum of understanding, and the drafting of a resolution for a vote of City Council and upon passage, the Mayor's signature.
  - i. The City of Fort Wayne and the Proposal Sponsor will negotiate a written agreement for mutual understanding of all terms.
  - ii. Funding is contingent upon documented mutual agreement to terms.
- f. A Do Not Fund recommendation will include a feedback report to the Proposal Sponsor indicating the evaluation areas where the Committee concluded the project did not meet the threshold for Community Legacy funding.

## Evaluation of Proposals

### Eligible Proposals:

- 1) Must be within the boundaries of the City of Fort Wayne or principally benefit the citizens of Fort Wayne.
- 2) Proposals reviewed during the initial Legacy Community Engagement process of 2011 that did not receive funding must show significant growth, change or maturity of original concept to be reconsidered.
- 3) Starting in 2014, proposals that do not receive funding may only be re-submitted with thorough documentation addressing all feedback given when the Legacy Joint Funding Committed determined the Concept Letter to be ineligible for funding.

### Ineligible Proposals:

- 1) In general, Legacy funds are not available for ongoing operating expenses unless part of a larger project that will reach a sustainable level and require no further funding or will return original funding to the Legacy Fund upon reaching financial stabilization.
- 2) Legacy funds are not available for existing programs or to fund maintenance.

### Evaluation:

The Legacy Funding Review process will use a balanced approach to evaluate potential projects. Proposal Sponsors must provide relevant details and list proposed benefits to the community in these categories:

- 1) ***Transformative outcome.*** Describe how the proposal will substantively improve the landscape of Fort Wayne either figuratively or literally.
- 2) ***Amount of investment leverage.*** How will the project maximize leverage opportunities? What are the sources, both public and private, of funding beyond Legacy funds? Are funds in place or committed? Describe project budget and financing gap.
- 3) ***Serve as a catalyst for additional development.*** How will the proposal attract development or other improvements in the immediate vicinity?
- 4) ***Local focus.*** Describe in detail how the Legacy Fund will remain within Fort Wayne. Be as specific as possible.
- 5) ***Considers and aligns with adopted community plans.*** Will the project be sensitive to Plan-It Allen and subsequent area and special purpose plans, including Bike Fort Wayne, Walk Fort Wayne, Front Door Fort Wayne?
- 6) ***Long term sustainability.*** Is the proposal well developed and provides a solid business model? Provide details.
- 7) ***Alignment with identified community priorities.*** Is the impact of the concept / proposal aligned with community priorities?  
*Identified Community Priorities*
  - A. 21<sup>st</sup> Century Talent (e.g. education, training, workforce development);
  - B. Economic Development (e.g. retaining, growing and attracting employers);

- C. Entrepreneurship (e.g. new/start-up businesses, venture capital);
- D. Infrastructure (e.g. services and facilities that support economic development); and/or
- E. Quality of Life (e.g. arts and cultural resources, community amenities, aesthetics).

8) **Improve the local economy.** How will the proposal attract new jobs, provide an expanded tax base, and/or stabilize distressed or threatened neighborhoods.

9) **Three overarching areas of focus.** How will the proposal address one or more of the listed focus areas? Is the proposal bold? Will it be recognized as having moved the community forward? Be specific.

A. **Core Economic Development** - To secure a solid economic foundation for Fort Wayne's future, while aligning with and advancing the Fort Wayne economic strategy.

1. **Business Attraction and Retention**

2. **Strategic Infrastructure**

B. **Downtown / Riverfront Development** - To improve and develop two of Fort Wayne's great assets: downtown and its rivers.

1. **Catalytic Downtown Development Incentives.**

- i. Aggressive support system for entrepreneurial and early stage companies
- ii. Live-work space development
- iii. Post-secondary education presence
- iv. Development incentives
- v. Downtown transit
- vi. Downtown commercial development

2. **Riverfront Development** - Focusing riverfront development in the downtown area to promote both the use of the rivers and the downtown area is a natural connection. The Task Force highlighted the importance of prioritizing riverfront planning initiatives and encouraging riverfront development projects. Catalytic projects noted include a large-scale development at the area known as North River.

3. **Arts and Culture** - The Task Force supported a strong arts and culture presence in downtown to improve community identity, destination development, and attraction of residential development. Legacy should encourage innovation and creativity for a thriving and diverse downtown. Examples include:

- i. Youth arts programming
- ii. Innovative art and technology
- iii. Public art

C. **Youth/Prep Sports Initiative** - Build on existing strengths to enhance sports opportunities for Fort Wayne youth/prep sports.

### **Due Diligence:**

In addition to the information provided for the above evaluation criteria, proposal sponsors should be prepared to discuss the following aspects of their proposal:

- Market/feasibility studies, whether complete or needed
- Economic impact studies, whether complete or needed

- Financial model:
  - Investment strategy
  - Partners/leverage resources committed
  - Ongoing operational plan (budget)
  - Maintenance requirements
- Steps to implementation
- Implementation timeline

### **Long Term Commitment Required:**

To realize the desired transformational effect on the community the concept / proposal must be considered a permanent and/or sustainable improvement. To that end, funding agreements crafted between the City of Fort Wayne and Project Sponsor of the proposal will include a long-term commitment to maintain the agreed project. Depending upon the size of the investment and individual aspects of the project, the agreement may require commitments of 20 or more years of sustained community presence.

### **Other:**

While the process for evaluating and recommending proposals seeks to cover the original goals of Community Legacy and the criteria from the original Legacy Task Force, it would not honor the true intent if it failed to provide for emerging, unique opportunities. The guidelines and rules in this document may be inadequate or serve to artificially inhibit or restrict approval for proposals not envisioned at the time of adoption. It is imperative that such possibilities are recognized and pursued where and when appropriate.

Careful evaluation of all potential projects, especially the bold and creative, should be considered. To capture these unique opportunities, allowances may be made to adjust for opportunities may not precisely comply with these guidelines.

One example of innovative Legacy funding is the use of a loan for early-stage project investment. Funds will not only be returned to Community Legacy, but a return on investment provides supplemental income to the Community Legacy Fund. Where possible, unique forms of investment or terms for return of equity should be encouraged.

The original Legacy Task Force strongly encouraged creative solutions. To that end, a standardized review process documented here is not meant to unduly restrict innovative concepts from receiving a full evaluation. Considerable effort will be made in the review of proposals/concepts to assure flexibility is accommodated where merited.



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## CONCEPT LETTER INSTRUCTIONS

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The City of Fort Wayne has established an ongoing review process to explore concepts and proposals seeking financial support from the Community Legacy Fund. Each proposal is evaluated on its potential based on the Guiding Principles set forth in the original Community Legacy Ordinance (G-35-12) and the subsequent recommendations from the Legacy Task Force and Champion Teams.

### Contact Information

Questions can be directed to:

Contact: Sharon Feasel, Legacy Fund Program Manager  
Greg Leatherman, Division Director – Community Development

Address: Legacy Joint Funding Committee  
c/o City of Fort Wayne – Community Development Division  
200 E. Berry Street – Suite 320  
Fort Wayne, IN 46802

Phone: (260) 427-2107

Email: [legacyfunding@cityoffortwayne.org](mailto:legacyfunding@cityoffortwayne.org)

These guidelines offer general guidance and are not a guarantee for success in obtaining Legacy funding. After thoroughly reviewing these guidelines, the completion of a *Concept Letter* is the first step in for a proposal to be considered for funding. The quality of planning, leadership, support, and vision expressed in the letter will effect the evaluation. Please carefully read the following guidelines and detailed instructions.

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## ELIGIBILITY

### **Eligible Proposals:**

- 1) Must be within the boundaries of the City of Fort Wayne or principally benefit the citizens of Fort Wayne.
- 2) Proposals previously reviewed that did not receive funding must show significant growth, change or maturity of original concept to be reconsidered.

### **Ineligible Proposals:**

- 1) In general, Legacy funds are not available to be used for ongoing operating expenses unless part of a larger project that will reach a sustainable level and will not require additional future funding or will return original funding to the Legacy Fund upon reaching financial stabilization.
- 2) Legacy Funds are not available for existing programs or to fund maintenance.

### **Completing the Concept Letter:**

A Concept Letter is the first step in the formal Legacy proposal process. One original copy of the Concept Letter must be delivered to the Program Manager at the address shown above. In addition electronic copies are to be forwarded to:

Legacy Fund Program Manager:	<a href="mailto:legacyfunding@cityoffortwayne.org">legacyfunding@cityoffortwayne.org</a>
City Council Administrator:	<a href="mailto:citycouncil@cityoffortwayne.org">citycouncil@cityoffortwayne.org</a>

### **Items to include in the Concept Letter:**

1. Concept Letter fact sheet. See attached.
2. Original, dated narrative with a maximum of four pages, describing the proposal and funding need. The letter should specifically address the Economic/Community Impact criteria below.
  - a. What is the project?  
Summarize then list key activities and timetable for completion. Explain both short-term and long-term goals.
  - b. Who is your organization?  
What makes your group the right one to do this work? Describe your background: history, mission, leadership, partners, and projects.
  - c. How does the project meet the Guiding Principles and key economic/community impact for Legacy funding?  
List which evaluation criteria are met and how. If a given criterion does not apply, say so; do not attempt to force the proposal to meet all criteria.
  - d. What is the end result of the proposal and how will your organization know it has succeeded?

Explain how you'll measure and communicate the results of your work.

e. What else do we need to know?

Is there an important question we have not asked?

3. A detailed budget that clearly explains the proposal's expected expenses and financing need.
4. All pertinent contact information for the Proposal Sponsor, including fiscal sponsorship, principal affiliations, board of directors. Include full names, physical and email addresses and telephone numbers.

Do not provide any materials other than those specifically requested at this time.

## **ECONOMIC / COMMUNITY IMPACT**

Upon completion, the project should have a significant permanent positive economic effect on the City of Fort Wayne. In the Concept Letter narrative (Section 2 above), incorporate and quantify the project impacts in the areas described below:

- 1) ***Transformative outcome.*** Describe how the proposal will substantively improve the landscape of Fort Wayne either figuratively or literally.
- 2) ***Amount of investment leverage.*** How will the project maximize leverage opportunities? What are the sources, both public and private, of funding beyond Legacy funds? Are funds in place or committed? Describe project budget and financing gap.
- 3) ***Serve as a catalyst for additional development.*** How will the proposal attract development or other improvements in the immediate vicinity?
- 4) ***Local focus.*** Describe in detail how the Legacy Fund will remain within Fort Wayne. Be as specific as possible.
- 5) ***Considers and aligns with adopted community plans.*** Will the project be sensitive to Plan-It Allen and subsequent area and special purpose plans, including Bike Fort Wayne, Walk Fort Wayne, Front Door Fort Wayne?
- 6) ***Long term sustainability.*** Is the proposal well developed and provides a solid business model? Provide details.
- 7) ***Alignment with identified community priorities.*** Is the impact of the concept / proposal aligned with community priorities?  
*Identified Community Priorities*
  - A. 21<sup>st</sup> Century Talent (e.g. education, training, workforce development);
  - B. Economic Development (e.g. retaining, growing and attracting employers);
  - C. Entrepreneurship (e.g. new/start-up businesses, venture capital);
  - D. Infrastructure (e.g. services and facilities that support economic development);and/or
  - E. Quality of Life (e.g. arts and cultural resources, community amenities, aesthetics).
- 8) ***Improve the local economy.*** How will the proposal attract new jobs, provide an expanded tax base, and/or stabilize distressed or threatened neighborhoods.

9) **Three overarching areas of focus.** How will the proposal address one or more of the listed focus areas? Is the proposal bold? Will it be recognized as having moved the community forward? Be specific.

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3. **Arts and Culture** - The Task Force supported a strong arts and culture presence in downtown to improve community identity, destination development, and attraction of residential development. Legacy should encourage innovation and creativity for a thriving and diverse downtown.

Examples include:

i. Youth arts programming

ii. Innovative art and technology

iii. Public art

C. **Youth/Prep Sports Initiative** - Build on existing strengths to enhance sports opportunities for Fort Wayne youth/prep sports.

### **WHAT TO EXPECT AFTER SUBMISSION OF CONCEPT LETTER**

1) Staff will process the requests and notify you of how to proceed. Possibilities include:

- Invitation to complete a formal application; the appropriate application form will be provided. Program staff will provide guidance and answer questions regarding the completion and submission of the full application.
  - A request for clarification or more information.
  - Advise to not pursue Legacy funding, including brief feedback regarding areas where the concept did not meet the initial evaluation threshold for consideration.
- 2) The Legacy Joint Funding Committee will review Concept Letters twice a year, in May and November. Submission deadlines for inclusion in each review round will be approximately 45 days prior to the semi-annual meetings of the Legacy Joint Funding Committee, and will be posted on the Legacy Fort Wayne website.
  - 3) Within 90 days from the date of the semi-annual Legacy Joint Funding Committee meetings, project sponsors will receive evaluation notification.



**CONCEPT LETTER FACT SHEET**

Organization name: \_\_\_\_\_

Federal Employer Identification Number (EIN): \_\_\_\_\_

Street address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone with extension: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web site: \_\_\_\_\_

Name & title of Responsible Party: \_\_\_\_\_

Name & title of primary contact (if different): \_\_\_\_\_

Primary contact's e-mail: \_\_\_\_\_

Primary contact's telephone: \_\_\_\_\_

**PROPOSAL SUMMARY**

Purpose of grant, in one short sentence:

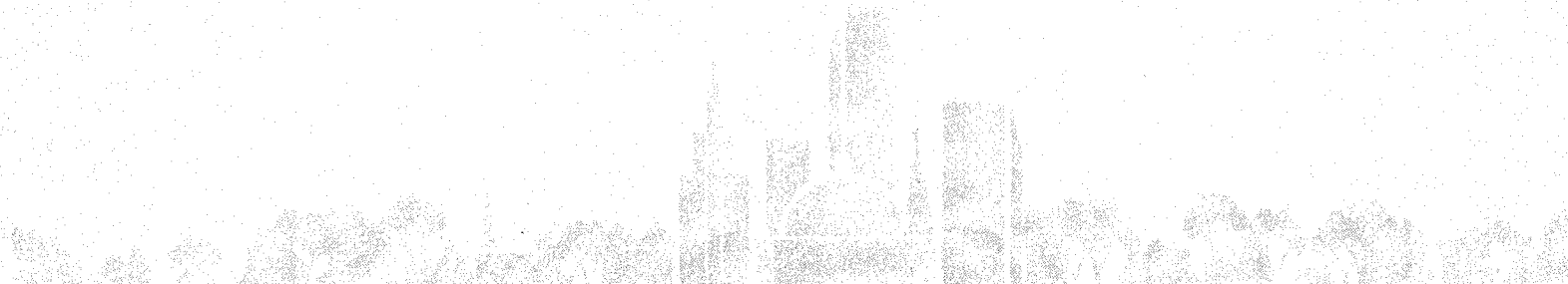
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total cost of project: \$ \_\_\_\_\_ Legacy Fund Support requested: \$ \_\_\_\_\_

**SIGNATURE OF PROJECT SPONSOR:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name/Title: \_\_\_\_\_





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COMMUNITY DEVELOPMENT

Thomas C. Henry, Mayor

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## APPLICATION GUIDELINES & INSTRUCTIONS

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The City of Fort Wayne has established an ongoing review process to explore concepts and proposals seeking financial support from the Community Legacy Fund. Each proposal is evaluated on its potential based on the Guiding Principles set forth in the Community Legacy, previously known as Legacy Trust, Ordinance (G-35-12) and the subsequent recommendations from the Legacy Task Force and Champion Teams.

### **Contact Information**

Questions can be directed to:

Contact: Sharon Feasel, Legacy Fund Program Manager  
Greg Leatherman, Division Director – Community Development

Address: Legacy Joint Funding Committee  
c/o City of Fort Wayne – Community Development Division  
200 E. Berry Street – Suite 320  
Fort Wayne, IN 46802

Phone: (260) 427-2107

Email: [legacyfunding@cityoffortwayne.org](mailto:legacyfunding@cityoffortwayne.org)

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### **Eligible Proposals:**

- 1) Must be within the boundaries of the City of Fort Wayne or principally benefit the citizens of Fort Wayne.
- 2) Proposals previously reviewed which did not receive funding must show significant growth, change or maturity of original concept to be reconsidered.

### **Ineligible Proposals:**

- 1) In general, Legacy funds are not available for ongoing operating expenses unless part of a larger project that will reach a sustainable level and require no further funding or will return original funding to the Legacy Fund upon reaching financial stabilization.
- 2) Legacy funds are not available for existing programs or to fund maintenance.

### **Application Procedures:**

Concept Letters selected to complete a full application for Legacy funds consideration will be required to provide complete information.

### **PART I: APPLICANT INFORMATION**

1. Proposal name:
2. Physical address of Proposal:
3. Name and address of Project Owner:
4. Describe the proposed Project.

### **PART II: PROJECT INFORMATION**

1. Provide project details, including:
  - a. Total project cost
  - b. Project's future timetable including proposed start date
2. Describe capital need:
  - a. Financing requirements/sources of capital?
  - b. Provide:
    - i. Sources/uses statement
    - ii. Detailed budget
    - iii. Financing status
    - iv. Anticipated financing closing date
    - v. Strategic plan for long-term sustainability
  - c. Note any additional grants and/or federal, state, county, city funding or incentives benefiting the project

3. Project Team
  - a. Provide contact information, including name, phone and e-mail address, for the Project Sponsor
  - b. Provide full contact information, including name, phone and e-mail address, for all financial partners
4. Additional Information as appropriate:
  - a. Site control & zoning approval
  - b. Construction contract & schedule
  - c. Plans and specifications
  - d. Visuals (renderings, maps, elevations, floor plans) where applicable
5. Any additional information that would assist in evaluating the project
  - a. Market/feasibility Studies (completed or describe need)
  - b. Economic Impact Studies (completed or describe need)
  - c. Economic model
    - i. Investment strategy
    - ii. Partners/leverage resources committed
    - iii. Ongoing operational plan (strategic plan or budget)
  - d. Maintenance requirements
  - e. Steps to implementation
  - f. Implementation timeline

### **PART III: ECONOMIC / COMMUNITY IMPACT**

Upon completion, the project should have a significant permanent positive economic impact of the City of Fort Wayne. Describe the project impacts in the areas described below: (quantify your answers)

- 1) ***Transformative outcome.*** Describe how the proposal will substantively improve the landscape of Fort Wayne either figuratively or literally.
- 2) ***Amount of investment leverage.*** How will the project maximize leverage opportunities? What are the sources, both public and private, of funding beyond Legacy funds? Are funds in place or committed? Describe project budget and financing gap.
- 3) ***Serve as a catalyst for additional development.*** How will the proposal attract development or other improvements in the immediate vicinity?
- 4) ***Local focus.*** Describe in detail how the Legacy Fund will remain within Fort Wayne. Be as specific as possible.
- 5) ***Considers and aligns with adopted community plans.*** Will the project be sensitive to Plan-It Allen and subsequent area and special purpose plans, including Bike Fort Wayne, Walk Fort Wayne, Front Door Fort Wayne?
- 6) ***Long term sustainability.*** Is the proposal well developed and provides a solid business model? Provide details.
- 7) ***Alignment with identified community priorities.*** Is the impact of the concept / proposal aligned with community priorities?

*Identified Community Priorities*

- A. 21<sup>st</sup> Century Talent (e.g. education, training, workforce development);
  - B. Economic Development (e.g. retaining, growing and attracting employers);
  - C. Entrepreneurship (e.g. new/start-up businesses, venture capital);
  - D. Infrastructure (e.g. services and facilities that support economic development);  
and/or
  - E. Quality of Life (e.g. arts and cultural resources, community amenities, aesthetics).
- 8) **Improve the local economy.** How will the proposal attract new jobs, provide an expanded tax base, and/or stabilize distressed or threatened neighborhoods.
- 9) **Three overarching areas of focus.** How will the proposal address one or more of the listed focus areas? Is the proposal bold? Will it be recognized as having moved the community forward? Be specific.
- A. **Core Economic Development** - To secure a solid economic foundation for Fort Wayne's future, while aligning with and advancing the Fort Wayne economic strategy.
    - 1. **Business Attraction and Retention**
    - 2. **Strategic Infrastructure**
  - B. **Downtown / Riverfront Development** - To improve and develop two of Fort Wayne's great assets: downtown and its rivers.
    - 1. **Catalytic Downtown Development Incentives.**
      - i. Aggressive support system for entrepreneurial and early stage companies
      - ii. Live-work space development
      - iii. Post-secondary education presence
      - iv. Development incentives
      - v. Downtown transit
      - vi. Downtown commercial development
    - 2. **Riverfront Development** - Focusing riverfront development in the downtown area to promote both the use of the rivers and the downtown area is a natural connection. The Task Force highlighted the importance of prioritizing riverfront planning initiatives and encouraging riverfront development projects. Catalytic projects noted include a large-scale development at the area known as North River.
    - 3. **Arts and Culture** - The Task Force supported a strong arts and culture presence in downtown to improve community identity, destination development, and attraction of residential development. Legacy should encourage innovation and creativity for a thriving and diverse downtown. Examples include:

- i. Youth arts programming
- ii. Innovative art and technology
- iii. Public art

**C. Youth/Prep Sports Initiative** - Build on existing strengths to enhance sports opportunities for Fort Wayne youth/prep sports.



**Community Legacy Fund  
Proposal Application**

**Certifications, Acknowledgements and Release**

We hereby certify that all of the information in this Proposal Application is true, accurate, correct and complete and that if there are any changes in the accuracy or completeness of the information presented herein, such new information will be disclosed to the City of Fort Wayne in writing within 5 business days.

We understand that the project described in this Proposal Application may **not** receive funding. We will not rely and have not relied on the receipt of or anticipation of the receipt of a Legacy funding.

We hereby release and discharge the City of Fort Wayne, together with their respective subsidiaries, affiliates, employees, agents, directors and other related parties, from any and all rights and obligations, duties, claims, debts, actions, causes of action or liabilities arising out of, or relating to, the seeking or receipt of Community Legacy Funding support pursuant to this Proposal Application and related documents.

**Proposal Owner**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Project Manager**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*We ask that you include this page with the submittal of your Proposal Application. Your Proposal Application is not considered complete until the Project Application and the Certifications, Acknowledgements and Release pages are received.*

**DIGEST SHEET**

**TITLE OF ORDINANCE** A Resolution approving the Legacy Funding Program Review Policy and Application Process for the City of Fort Wayne Community Legacy Fund

**DEPARTMENT:** Community Development

**SYNOPSIS OF ORDINANCE:** Establishes a Legacy Funding Program Review Policy and Application Process

**EFFECT OF PASSAGE** Establishes a policy assuring potential Legacy proposals / projects / initiatives are evaluated in a consistent manner.

**EFFECT OF NON-PASSAGE** No consistent policy for bringing Legacy proposals / projects / initiatives will be established.



*Engage • Innovate • Perform*

City of Fort Wayne  
Community Development  
200 East Berry Street, Suite 320  
Fort Wayne IN 46802  
260.427.1127  
[www.cityoffortwayne.org](http://www.cityoffortwayne.org)

**COMMUNITY DEVELOPMENT**

**Thomas C. Henry, Mayor**

MEMO

To: Common Council Members

From: Karl Bandemer – Deputy Mayor and Sharon Feasel – CD Manager-Downtown

Date: August 12, 2014

Re: Community Legacy – Funding Review Policy

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In 2011, the Legacy Task Force evaluated and distilled hundreds of potential proposals from the community for investing funds from the Legacy Trust. Together with the subsequent Champion Team recommendations a number of initial projects, each ready for implementation, were selected for funding. From time to time new initiatives and previously submitted concepts will emerge or resurface in such a manner as to deserve a thorough (re)evaluation. The adoption of a consistent set of guiding policies, and a transparent process for potential initiatives to be considered for funding was required.

To that end, the City of Fort Wayne has established an ongoing review process to explore concepts and proposals seeking financial support from the Legacy Trust Fund. Each proposal is evaluated on its potential based on the Guiding Principles set forth in the original Legacy Trust Ordinance (G-35-12) and the subsequent recommendations made by the Legacy Task Force and Champion Teams.

Today we will be submitting a resolution to Common Council asking that the Legacy Funding Program – Review Policy and Application Process be adopted as the guiding process for review of proposals, projects and initiatives seeking investment of Legacy funds.

Thank you for your consideration and if you have any questions please contact me at 427-6666 or Sharon at 427-2107.

Public Hearing Date, if applicable \_\_\_\_\_

Read the first time in full and on motion by Councilman Mitch Harper  
Read the second time by title and referred to the Regulations Committee  
Committee. Read the third time in full and on motion by Councilman  
Mitch Harper, placed on passage by the following vote:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
<u>TOTAL VOTES</u>	<u>9</u>	_____	_____	_____
BENDER	<u>✓</u>	_____	_____	_____
CRAWFORD	<u>✓</u>	_____	_____	_____
DIDIER	<u>✓</u>	_____	_____	_____
HARPER	<u>✓</u>	_____	_____	_____
HINES	<u>✓</u>	_____	_____	_____
JEHL	<u>✓</u>	_____	_____	_____
PADDOCK	<u>✓</u>	_____	_____	_____
SHOAFF	<u>✓</u>	_____	_____	_____
SMITH	<u>✓</u>	_____	_____	_____

DATED: 8-26-14 Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as  
(ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING) ORDINANCE  
(RESOLUTION) NO. R-74-14 on the 26<sup>th</sup> day of  
August, 2014

ATTEST:  
Sandra E. Kennedy  
SANDRA E. KENNEDY,  
CITY CLERK

Martin A. Bender  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 3<sup>rd</sup> day  
of September, 2014, at the hour of 10:45 o'clock A.m. E.S.T.

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 3<sup>rd</sup> day of September  
2014, at the hour of 1:30 o'clock PM E.S.T.

Thomas C. Henry  
THOMAS C. HENRY, MAYOR

**BILL NO. R-14-08-13**

**REPORT OF COMMITTEE ON REGULATIONS**

**AUGUST 19, 2014**

*Mitch Harper, Chair  
Thomas Didier, Co-Chair  
All Council Members*

**A RESOLUTION** approving the Legacy Funding Program Review Policy and Application Process for the City of Fort Wayne Community Legacy Fund.  
**COMMITTEE ON REGULATIONS HAVE HAD SAID** Ordinance under consideration and beg leave to report back to the Common Council that said ordinance

<u>DO PASS</u>	<u>DO NOT PASS</u>	<u>ABSTAIN</u>	<u>NO REC</u>
<i>Thomas Harper</i>			
<i>Tom</i>	<i>Mitch V Harper</i>		
<i>Mike</i>	<i>John</i>		
<i>Martin A. B...</i>			
<i>John N. Cranford</i>			

**SANDRA E. KENNEDY  
CITY CLERK**