



**LITTLE HAITI
REVITALIZATION TRUST**

**Little Haiti Revitalization Trust (LHRT)
Community Education Placemaking Grant Program
Funding Proposals Review and Approval Process**

Program Overview

The Little Haiti Revitalization Trust (LHRT) Community Education Placemaking Grant Program is designed to support community-based organizations in delivering **free, multi-session educational programs** that help residents better understand and shape the places where they live, work, and gather. Through this program, LHRT aims to strengthen cultural identity, support local businesses, and encourage inclusive economic development within the Little Haiti community.

Maximum Grant Award: Up to \$5,000 per organization

What Is Placemaking?

Placemaking is a community-centered approach to improving public spaces so they reflect the culture, history, and needs of the people who use them.

In simple terms, placemaking means:

- Making neighborhoods more welcoming, vibrant, and functional
- Using art, culture, education, and design to activate public and shared spaces
- Supporting local businesses and entrepreneurs
- Encouraging community pride, connection, and economic opportunity

Examples of placemaking activities may include community workshops on neighborhood design, cultural programming in public spaces, small business activation strategies, arts-based community education, or training that helps residents and organizations improve and care for shared spaces.

Purpose

The purpose of this policy is to clearly explain how LHRT reviews, evaluates, and approves funding proposals for the Community Education Placemaking Grant Program.

This program supports **educational series of three (3) or more sessions** that focus on placemaking as a tool for:

- Economic development
- Cultural preservation
- Community education

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- Small business support
- Beautification and neighborhood revitalization

LHRT seeks to fund initiatives that provide practical knowledge and tools to residents, entrepreneurs, artists, and community stakeholders, helping them play an active role in shaping a strong, culturally rooted, and economically resilient Little Haiti.

1. Eligibility Criteria

To be considered for funding, applicants must meet **all** of the following requirements:

Eligible Applicants

- Organizations or entities with **at least one (1) year of demonstrated experience** delivering educational or community-based programming
- Organizations must be in good standing and may not have had their registration, license, or authority denied, suspended, or revoked by any governmental agency

Startup organizations or pilot initiatives without a proven track record are not eligible.

Program Requirements

The proposed educational program must:

- Take place **within the Little Haiti Boundaries**
- Consist of a **multi-session educational series** (minimum of three sessions)
- Clearly focus on **placemaking** as an economic and community development strategy
- Align with LHRT priorities, including:
 - Economic development
 - Cultural preservation
 - Small business development
 - Community education
 - Beautification
 - Neighborhood revitalization
- Be **free and open to the public**

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- No registration fees, participation fees, or required donations may be charged

2. Proposal Submission Requirements

Interested organizations must submit a complete proposal that includes the information requested by LHRT. Incomplete proposals may not be considered.

Required proposal components include:

- A. Applicant name, address, and organizational structure
- B. Organizational background, mission, and history
- C. Description of the community need the program will address
- D. Detailed overview of the placemaking-focused curriculum and session topics
- E. Project deliverables, session schedule, and overall timeline
- F. Detailed project budget (LHRT funding request may not exceed \$5,000)
- G. Identification of other confirmed or anticipated funding sources, if applicable
- H. Opportunities for LHRT engagement, visibility, and collaboration
- I. Description of the organization's proven experience delivering similar educational or community-based programming

3. Review and Evaluation Process

All eligible proposals will be reviewed by the LHRT President/CEO using the following criteria:

- Alignment with LHRT goals and placemaking principles
- Relevance and benefit to the Little Haiti community
- Quality, clarity, and accessibility of the proposed educational curriculum
- Organizational capacity and feasibility of implementation
- Potential for long-term community impact
- Demonstrated experience and past performance delivering similar programs

Only proposals that meet eligibility requirements will advance to the evaluation stage.

4. Funding Allocation and Allowable Expenses

- Grant awards shall not exceed **\$5,000 per proposal**
- LHRT funding may cover up to **50% of the total program budget**

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Applicants must submit a clear and detailed budget showing:

- How LHRT funds will be used
- All other confirmed or anticipated funding sources

Allowable Expenses

LHRT grant funds may be used for eligible costs, including but not limited to:

- Facilitator, instructor, or speaker fees
- Educational materials and program supplies
- Venue rental within the Little Haiti Boundaries
- Marketing, outreach, and promotional materials to encourage community participation

5. Engagement and Collaboration

LHRT values partnerships that extend beyond financial support. Applicants are encouraged to describe opportunities for LHRT involvement, which may include:

- Participation in sessions or opening remarks
- Co-branding on outreach, marketing, or educational materials
- Inclusion in community engagement or outreach efforts
- Alignment with existing LHRT initiatives and programming

6. Decision and Notification

The LHRT President/CEO will review proposals and make funding recommendations to the LHRT Board of Directors. The Board will make all final funding decisions.

All applicants will be notified of the Board's decision. When feasible, feedback may be provided to applicants who are not selected for funding.

7. Compliance and Reporting Requirements

All approved applicants must enter into a formal grant agreement with LHRT. Funded organizations are required to:

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- Implement the program as approved
- Follow the approved budget and timeline
- Ensure all sessions remain free and open to the public
- Submit required progress reports and a final report that documents:
 - Attendance
 - Program outcomes
 - Use of grant funds

Failure to comply with the grant agreement may result in corrective action, including repayment of funds.

8. Amendments to Policy

LHRT reserves the right to amend this policy as needed to reflect community priorities, funding availability, or regulatory requirements.

9. Disbursements and Award Approvals

All awards and disbursements under this program are subject to applicable laws, rules, and regulations, including the Code of the City of Miami, Florida, as amended.

Contact Information

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