

Interim Plaza Program Grant Program



Program Contact:

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Program Website:

milwaukee.gov/InterimPlazas

The City of Milwaukee Department of Public Works (DPW) will provide **up to three (3) grants of up to \$30,000 each** to eligible organizations to create an interim plaza in the public right of way. Interim plazas transform underutilized streets or areas of streets into public spaces using low-cost materials, such as paint, movable planters, flexible delineator posts, and seating. Interim plazas reconfigure space that might otherwise be underutilized or unnecessary for automobile traffic, or unsafe for people walking. DPW has established guidelines that allow property owners, business or neighborhood improvement districts, and City-recognized non-profit community-based organizations to develop interim plazas; this grant program provides funding to organizations that may not otherwise be able to construct an interim plaza.

Grantees will be provided one-time financial support to install and program an interim plaza. Recipients are responsible for installation, maintenance, and removal of the interim plaza. Interim plazas must be installed within two months of award date. No removal date is required as long as grantee continues to comply with terms and conditions outlined in the Interim Plaza Program Guidelines:

milwaukee.gov/InterimPlazaGuidelines.

Eligibility

- Applicant must be or represent an adjacent property owner(s), a nearby business or neighborhood improvement district, or a nearby City-recognized non-profit community-based organization
- Applicant must be able to provide a W9 during application process; a blank one will be provided if necessary
- Applicant must be able to meet the following insurance requirements, as required by the Interim Plaza Program guidelines:
 - During the period in which this revocable privilege is in effect, Permittee shall maintain a policy of General Liability insurance with respect to the right-of-way and the interim plaza in an amount not less than One Million Dollars per occurrence, combined single limit, naming the City as an additional insured. Permittee shall furnish to the City a certificate of insurance evidencing such insurance prior to commencing construction of Permittee's permitted encroachments, unless otherwise authorized by the City.

Prior to applying, applicants are encouraged to review the [Interim Plaza Program guidelines](#). Interim plazas funded through this grant program must comply with all requirements of the Interim Plaza Program.

Timeline

Application opens	March 21, 2023
Informational session	March 30, 2023
Pre-application due NEW DATE	April 18, 2023
Application due	May 12, 2023
Awardees notified	May 24, 2023
Interim plaza must be installed by	July 15, 2023
Final report due	November 15, 2023

Informational Session

An informational session for interested applicants will be held virtually on Thursday, March 30, from 2-3 PM. To join the meeting, use the link below:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 263 134 052 566

Passcode: 4bvEjh

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 414-251-0392,,651325860#](#) United States, Milwaukee

Phone Conference ID: 651 325 860#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

A recording of the session will be available for anyone unable to join the meeting. The recording will be posted on the program website: milwaukee.gov/InterimPlazas.

If language interpretation is needed, please contact Kate Riordan at kriord@milwaukee.gov by **Monday, March 27**.

Reasonable accommodations, of an auxiliary aid or service required due to a disability, for a City of Milwaukee event will be provided upon request. Contact the City of Milwaukee ADA Coordinator, 414-286-3475 or adacoordinator@milwaukee.gov as soon as possible but no later than 72 hours before the scheduled event.

Reporting Requirements

Grantee must participate in milestone check-ins to be scheduled upon award to review program progress, accomplishments, barriers, etc. A final evaluation meeting will be scheduled for October of 2023, and a final report including the following, at a minimum, will be due by November 15, 2023:

- Summary of events or programming
- Summary of outreach conducted
- Images of people using the Interim plaza
- Lessons learned and thoughts on effectiveness
- Community feedback
- Future plans for the Interim plaza

Grant Agreement

Grant recipients must enter into a grant agreement with the City of Milwaukee that outlines the grant funding received, the proposed interim plaza, and a commitment to the reporting requirements.

Invoicing

Grant recipients must send an invoice with program costs, including receipts if applicable, to the City of Milwaukee no more frequently than monthly. Final invoices must be received by November 30, 2023. Invoice templates can be provided if needed.

How to Apply

1. Review the City of Milwaukee [Interim Plaza Program guidelines](#)
2. Submit pre-application by April 18, 2023
3. Submit application by May 12, 2023; link to application will be provided upon approval of pre-application

If grant is awarded:

4. Submit online interim plaza application **after grant is awarded**.

Grant Pre-Application

A pre-application is required to ensure the location proposed is eligible. Pre-applications are due by April 11, but applicants are encouraged submit the pre-application early in order to make any necessary adjustments. Pre-application questions are listed below. The pre-application is in a Microsoft Form and can be filled out at: <https://forms.office.com/g/VVCWaZfTmL>

Applicants will be notified via email if their pre-application is approved. If the pre-application is not approved, DPW staff will attempt to work with the applicant to find a suitable interim plaza location.

1. Applicant organization's legal entity type (chose one)
 - a. S Corporation
 - b. Nonprofit Corporation
 - c. Other

- d. C Corporation
 - e. B Corporation
 - f. Business Improvement District
 - g. Neighborhood Improvement District
 - h. Individual
 - i. Limited Liability Partnership
 - j. Limited Liability Corporation
 - k. Sole Proprietorship
2. Organization or individual name
 3. Contact name
 4. Contact email
 5. Contact phone
 6. Proposed interim plaza location
 - a. Include street name and start/end points
 7. Email a simple map of the proposed interim plaza location to plazas@milwaukee.gov. The map does not need to include a detailed site plan, but should include the following, at a minimum:
 - a. Proposed street location with at least one additional block in every direction pictured
 - b. North arrow
 - c. Outlined or shaded area showing the interim plaza location
 8. How many properties will be affected by the interim plaza? Affected properties include those that are directly next to the proposed interim plaza or whose access will be impacted by the interim plaza.
 9. Describe any discussions you have had or your organization has had with affected property owners.
 10. I have reviewed the [Interim Plaza Guidelines](#) and I or my organization is able to comply with the terms and conditions outlined in these guidelines. Selecting "no" makes you ineligible for this grant program.

Application Questions

Applications will be submitted through a Microsoft Form. The link will be provided upon approval of the grant pre-application. Questions are provided below for applicants' review and preparation.

1. Applicant organization's legal entity type (drop down)
 - a. S Corporation
 - b. Nonprofit Corporation
 - c. Other
 - d. C Corporation
 - e. B Corporation
 - f. Business Improvement District
 - g. Neighborhood Improvement District
 - h. Individual
 - i. Limited Liability Partnership
 - j. Limited Liability Corporation
 - k. Sole Proprietorship

2. Contact name
3. Contact email
4. Contact phone
5. Proposed interim plaza location
 - a. Include street name and start/end points
6. Grant funding requested (up to \$30,000)
7. Provide a brief overview of your organization and its history in the neighborhood in which the interim plaza is located. (250-word limit)
8. Why does your organization want to create an interim plaza? Why did you choose this particular location? (250-word limit)
9. List 3 to 5 of your organization's goals for the interim plaza.
10. Are there parking meters in your proposed interim plaza space?
 - a. If yes, enter the number that appears on each meter.
11. When do you expect to install the interim plaza?
12. Do you expect to keep the interim plaza in place during the winter? If not, when do you expect to remove the interim plaza?
13. What community event(s) or programming do you propose to take place in the interim plaza? Include a general timeline for activities. (250-word limit)
14. Email the following items to plazas@milwaukee.gov; enter the date that you emailed the items:
 - a. Completed W9
 - b. A site plan that includes the items below. Contact plazas@milwaukee.gov if you need assistance in creating a site plan.
 - i. Length and width of the space to be occupied by the interim plaza.
 - ii. Street names and north arrow.
 - iii. Depiction of the entire sidewalk area adjacent to the interim plaza area from outer edge of sidewalk to the curb.
 - iv. Depiction of all existing facilities or assets in the interim plaza area, such as fire hydrants, catch basins, or curb ramps
 - v. Location, type, and dimension of barricades and/or other devices used to block the street.
 - vi. Layout of tables, chairs, and any other objects to be placed in the interim plaza with dimensions that include the size of objects and the distance between seating groups. (Note: plans should provide 18 inches of space for each chair at a table. For example, a 30-inch table with a chair on either side would result in a seating group that equals 66 inches or 5 feet 6 inches long.)
 - c. A budget that shows itemized expenses for the interim plaza. Include costs for physical improvements and programming. For physical improvements, link to specific items to be purchased. Note if additional funding or in-kind contributions will be used.
 - d. Letter(s) of support
15. I have reviewed the [Interim Plaza Guidelines](#) and I or my organization is able to comply with the terms and conditions outlined in these guidelines. Selecting "no" makes you ineligible for this grant program.
 - a. Yes
 - b. No

Evaluation

Proposals will be evaluated by a team of City of Milwaukee staff members.

The following criteria will be evaluated:

Criterion	Total Possible Points
Located in NRSA: view on a map	10
Located adjacent to commercial corridor, school, or park	5
Located adjacent to high injury network street: view on a map	5
Clear reason and goals for interim plaza	5
Proposed activities (outreach, programming, etc.) encourage use of interim plaza as a gathering space	10
Budget is clear and feasible	5
Timeline is feasible	5
Letters of support show community desire for interim plaza	5
Total	50