



# Interim Plaza Program 2024 Grant Opportunity

## Program Contact:

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## Program Website:

[milwaukee.gov/InterimPlazas](https://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.

## New in 2024

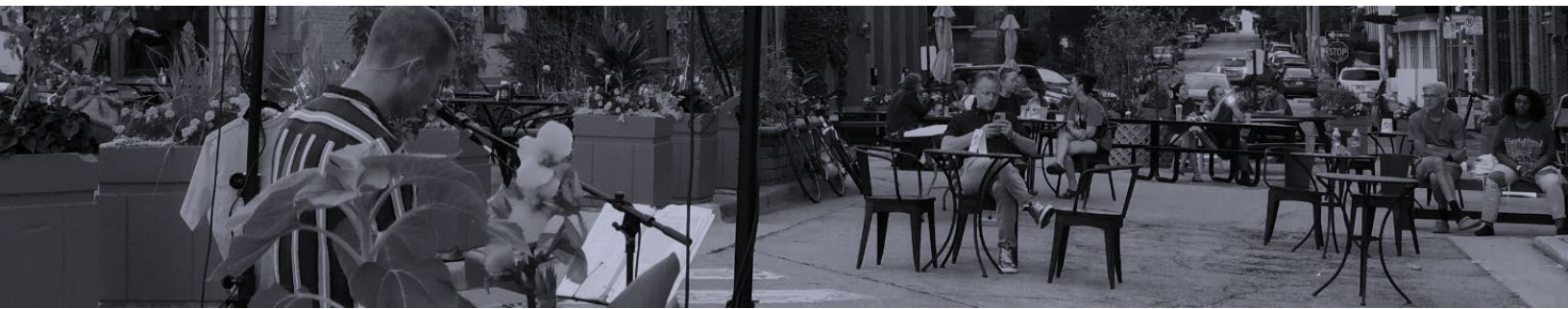
New for the 2024 grant application cycle, the Interim Plaza grant program will accept applications both with and without final site plan design. If a grant is awarded to a project that has not yet completed a site design, then the final award will include an initial **Design and Community Engagement** phase. During this initial phase, awardees will have access to technical support, either through DPW staff or a consultant designer, to complete a site plan that meets the Interim Plaza guidelines. Awardees will also be required to complete at least one community engagement activity to inform plaza design during this phase of the project. Grant recipients who have already completed design and community engagement prior to their grant application will be able to either skip Phase One of the Grant Award Phases entirely (see below) or will have a shorter Phase One to refine plaza design.

***Please note:** Most plazas will likely not be able to be constructed in 2024, particularly if the award includes a Design and Community Engagement phase. Successful grant applicants who are applying with a site plan already complete MAY be able to install their plaza in Fall 2024.*

## What is an interim plaza?

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. While interim plazas must be designed to be fully removeable if needed (i.e. no permanent structures), they are intended to remain in place on an ongoing basis.

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.



No plaza 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](https://milwaukee.gov/InterimPlazaGuidelines). However, the Interim Plaza Permit will need to be renewed each year that the plaza remains installed on City of Milwaukee right of way.

## Applicant 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 construct, or hire someone to construct, the interim plaza and maintain it during all times that it remains installed in the right of way, both during and after the award period.
- 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.

## Award Period and Phases

Grantees will be provided one-time financial support to install an interim plaza, as well as technical and design support if needed. Grant awards may vary in amount and time frame depending on the technical needs of the applicant, and plazas awarded through this grant program are expected to be constructed between 1-12 months from the date of the award, as determined by the City of Milwaukee at the time of award.

The 2024 Interim Plaza grant awards will be administered in two to three phases:

- **Optional Phase One: Design & Community Engagement**  
During this phase, awardees will finalize their location, site plans, and materials list with DPW staff. If needed, DPW will provide technical assistance – either through DPW staff or with the assistance of a consultant designer contracted by DPW – to complete a site plan that is dimensionally to-scale and compliant with all Interim Plaza Program Guidelines. The applicant will either complete community engagement activities to determine plaza design, or provide evidence of completed community engagement prior to the award period.

All technical design support will be provided as a part of the grant award at no cost to the applicant, and a portion of the grant award will be available during this phase to support design

and engagement work as well. This phase is expected to last between 1-6 months, to be determined on case by case basis when awards are made.

- **Phase Two: Permit Application, Review, and Approval**

Once a site plan is complete, the awardee will fill out an Interim Plaza Permit Application and follow the required steps for approval, with support from City of Milwaukee staff. This phase is expected to last between 2-6 weeks.

- **Phase Three: Construction & Plaza Opening**

During this phase, awardees will purchase and install the interim plaza materials. During this time, City of Milwaukee staff will have regular meetings with awardees to ensure that progress is being made and provide support as needed. The awardee will also host an initial opening event (such as a ribbon-cutting ceremony or community celebration). The awardee will receive the remainder of the grant funds during this time period, to be invoiced as described below. This phase is expected to last between 2 – 6 months.

## Application Timeline

Pre-application opens	August 15, 2024
Information session	Tuesday, August 27, 2024 from 2-3:00 pm
Pre-application due	September 6, 2024 at 4:00 pm
Application due	September 20, 2024 at 4:00 pm
Awardees notified	October 4, 2024

## How to Apply

1. Review the City of Milwaukee [Interim Plaza Program guidelines](#)
2. Submit pre-application by Friday, September 6, 2024 at 4:00 pm
3. Submit application by Friday, September 20, 2024 at 4:00 pm; link to application will be provided upon approval of pre-application

**Note:** You will submit the interim plaza permit application *after the grant is awarded*.

## Information Session

An information session for interested applicants will be held virtually via Microsoft Teams on Tuesday, August 27 from 2-3 PM. To join the meeting, use the link below:

### [Teams Meeting Link](#)

Meeting ID: 240 444 509 580

Passcode: DQPE47

Dial in by phone

+1 414-251-0392,,583751079# United States, Milwaukee

Find a local number

Phone conference ID: 583 751 079#

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](https://milwaukee.gov/InterimPlazas).

If language interpretation is needed, please contact Danya Littlefield at [danya.littlefield@milwaukee.gov](mailto:danya.littlefield@milwaukee.gov) by **Tuesday, August 20th**.

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](mailto: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 at the time of award as well, and a final report will be due at that time, including the following, at a minimum:

- Summary of outreach conducted
- Images of people using the Interim plaza
- Lessons learned and thoughts on effectiveness
- Community feedback
- Final list of materials purchased for the plaza
- Summary of events or programming in the plaza
- 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 location and description of the proposed interim plaza, a schedule of milestones to be met, grant payment/invoice schedule, and a commitment to the reporting requirements.

## Awardee Responsibilities

Recipients are responsible for participating in the design process, conducting community engagement to inform plaza design, purchasing materials, and installing plaza materials during the award period. During and after the award period, grantees are responsible for maintenance of the plaza area (including trash removal and cleaning/repairing any damage to plaza materials), programming the plaza as needed or desired, and removal of the interim plaza if required by the Department of Public Works.

## Budget and Invoicing

Interim Plaza budgets may include materials used to construct the interim plaza, including planters, concrete barriers, tables, umbrellas, outdoor art and artist fees, benches, chairs, paint, and signage. Labor and installation fees are also eligible expenses. Staff time from the applying organization may also be an eligible expense, but may only comprise up to 25% of the total plaza budget. Up to \$2,000 of the plaza grant may be used for staff time and equipment related to a plaza opening event or celebration, but otherwise the interim plaza grant may not be used for events and programming within the plaza space.

Grant recipients must send an invoice with program costs, including receipts as applicable, to the City of Milwaukee no more frequently than monthly. Final invoices must be received before the final evaluation meeting. Invoice templates can be provided if needed.

## Grant Pre-Application

**Note: Please fill out the pre-application form at the following link:**

<https://forms.office.com/g/AB4RxCaZnj>

**The questions below are included for your reference only. Pre-applications are due by August 2<sup>nd</sup>, 2024.**

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This pre-application for an Interim Plaza Grant is required to ensure that the proposed plaza location is eligible for the Interim Plaza Program. **Pre-applications are due by August 2<sup>nd</sup>, 2024**, but applicants are encouraged to complete the Pre-application as soon as possible to ensure there is time to make any necessary adjustments.

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

Please email [plazas@milwaukee.gov](mailto:plazas@milwaukee.gov) with any questions about this application.

1. Applicant organization name
2. Applicant organization's legal entity type (choose one)
  - a. S Corporation
  - b. Nonprofit Corporation
  - c. C Corporation
  - d. B Corporation
  - e. Business Improvement District
  - f. Neighborhood Improvement District
  - g. Individual
  - h. Limited Liability Partnership
  - i. Limited Liability Corporation
  - j. Sole Proprietorship
  - k. Other
3. Applicant contact name
4. Applicant contact email address
5. Applicant contact phone
6. Proposed interim plaza location (street name and start/end points)
7. New in 2024, the Plaza Grant program will accept applications both with and without a completed site plan. Awards made to applicants without a site plan will include a mandatory **Design and Community Engagement** phase of the award 1-6 months in duration. If you are invited to apply, will your application include a site plan?
  - a. Yes, I will have a completed site plan included with my application due on August 17th.
  - b. No, I would like a Design and Community Engagement phase included with my award, including technical design assistance.
  - c. I'm not sure yet.
8. How many properties are adjacent to the interim plaza?

9. Will the proposed interim plaza impact access to any of the adjacent properties, and if so, which properties?
10. Describe any discussions you or your organization has had with adjacent property owners.
11. 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.

**Required: Please email [plazas@milwaukee.gov](mailto:plazas@milwaukee.gov) with the following:**

To complete your pre-application, please email [plazas@milwaukee.gov](mailto:plazas@milwaukee.gov) with the following:

- **Required:** A simple map of the proposed interim plaza location and area. The map does not need to include a detailed site plan, but should include
  - The proposed street location to be closed as part of the interim plaza installation
  - One additional block in each direction from the plaza, with streets labeled
  - A North arrow, and
  - An outlined or shaded area showing the interim plaza location.
- *Optional:* Any letters of support for the proposed interim plaza from surrounding residents, businesses, and/or community organizations

## Grant Application Questions

**Note: 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. C Corporation
  - d. B Corporation
  - e. Business Improvement District
  - f. Neighborhood Improvement District
  - g. Individual
  - h. Limited Liability Partnership
  - i. Limited Liability Corporation
  - j. Sole Proprietorship
  - k. Other
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). Please note that the City of Milwaukee reserves the right to determine final grant amount up to \$30,000.
7. New in 2024, the Plaza Grant program will accept applications both with and without a completed site plan. Awards made to applicants without a site plan will include a mandatory **Design and Community Engagement** phase of the award 1-6 months in duration. Does your application include a site plan?
  - a. Yes
  - b. No
8. Provide a brief overview of your organization and its history in the neighborhood in which the interim plaza is located. (250-word limit)
9. Why does your organization want to create an interim plaza, and why did you choose this particular location? (250-word limit)
10. Describe the design of the interim plaza that your organization envisions for this space, including furniture, decorations, and any other features that would be included. (250-word limit)
11. List 3 to 5 of your organization's goals for the interim plaza.
12. Describe the types of activities that people would be able to do in the plaza space, including both independent activities and any events or programming that would be planned by your organization or others. (250-word limit)
13. Are there parking meters in your proposed interim plaza space?
  - a. If yes, enter the number that appears on each meter.
14. Do you expect to keep the interim plaza in place during the winter? If not, when do you expect to remove the interim plaza?



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
16. Attachments Required:
  - a. Completed W9 form
  - b. A budget that shows estimated 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.
  - c. IF APPLYING WITH A SITE PLAN: Attach a site plan that includes the items below.
    - 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.)
  - d. Optional: Additional letter(s) of support

## 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: <a href="#">view on a map</a>	10
Located adjacent to or near to a commercial corridor, school, park, or other pedestrian-oriented use	5
Located adjacent to high injury network street: <a href="#">view on a map</a>	5
Clear description, reason, and goals for interim plaza that support use as a community gathering space	15
Feasibility of the budget for proposed plaza design elements / description of plaza	5
Organization’s demonstrated ability to construct and maintain the plaza	5
Demonstrated community support for an interim plaza	5
<b>Total</b>	<b>50</b>

Note: this table was revised on 8/27/2024

**Pictured on Page 1:** Ivanhoe Plaza