



LOUISIANA  
**CULTURAL**  
DISTRICTS

Office of the Lt. Governor; Department of Culture, Recreation and Tourism; Office of Cultural Development, Louisiana Division of the Arts

# 2024 BOUNDARY CHANGE APPLICATION GUIDE



LOUISIANA  
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## Procedure to Submit a Request for Cultural District Boundary Change

If, after two years of certification, the Local Governing Authority (LGA) decides on a change in the boundary of a Cultural District and following any locally required public notice and period for public comment, it may submit a Boundary Change Application to the Louisiana Division of the Arts (LDOA). The application deadline for a Letter of Interest (LOI) is May 23. If selected, the applicant will be invited to submit a full application. The deadline for a full application is July 1 (dates subject to change). *Applicants should be up to date on all annual reporting for the year prior and the district should have a good record of engagement with the program, particularly those seeking to expand a district.*

The application to change a Cultural District boundary should reflect a desirable improvement that contributes to the goals and plans for the district proposed in the original application and be compatible with the criteria for certification. **A boundary change should not be motivated for the benefit of an individual business or project unless it can be shown to benefit the overall district and is supported broadly by residents and cultural stakeholders.** The LGA should meet with the Louisiana Cultural Districts Program Director before applying to help ensure the applicant meets all eligibility requirements.

### The application includes:

1. A description of the proposed cultural district boundary, including a map that matches the proposed district exactly, along with photos of the new properties/buildings/area that will be included in the expansion.
2. The reasons for the proposed change; why the change is being requested.
3. A description of how the requested change is compatible with the certification criteria and how it contributes to the goals and plans for the district as proposed in the initial application.
4. How the proposed changes will contribute to: Promoting the arts and supporting artists? Encouraging creativity and cultural activities? Attracting artists and cultural industry workers? Impacting existing or potential artists housing, studio, and performance space (rental or purchase).
5. An updated listing of businesses and cultural assets including those that would be added into the new district boundaries.
6. How the boundary change may affect the local government and liaison's ability to manage the district? A description of plans for the long-term management and sustainability of the district with the boundary changes?
7. Resolution or ordinance by the local governing authority (LGA) acknowledging specifics of the boundary change as well as the responsibility of the LGA over the district (consider time needed for locally required public notice and meeting schedules).
8. Documentation that the public and stakeholders were notified of the proposed boundary change and had an opportunity to respond in writing to support or oppose the change.
9. All letters, statements, surveys, or other indicators of support for the boundary change, or of opposition to the boundary change, to the extent such are known

or should be known to the LGA.

**Cultural District Certification Timeline (subject to changes/updates)**

Planning Phase	Invite the Louisiana Cultural Districts Director for a site visit or meeting to assist with the Cultural District application and provide feedback.
January - April	Applicant gathers application materials.
May 1 – May 23	Letters of Interest being accepted (Part 1 of application). Ordinance or resolution begins being drafted through the LGA.
May 31	Full application opens for selected applicants (Part 2 of application).
July 1	Full application closes (Part 2 of application).
July/August	Committee evaluates applications.
October	LDOA issues notice of decision to certify the boundary change or refusal to certify. Effective date of certification is October 1.
October	Once certified, the LGA begins implementation of a communication/promotion plan as outlined in the application.

Requests for boundary changes are reviewed and acted upon during the annual application review cycle. Please see the timeline above. The LDOA will notify the LGA of whether the proposed boundary change is approved or declined. If a request is declined, the LDOA will notify the LGA and provide specific reasons whereby the criteria for boundary change were not met and identify those areas in the request. If the issues cannot be resolved 15 days after the date of notification, the LGA may submit a future request for boundary change with no penalty or prejudice. The effective date of an approved boundary change shall be the date specified in the final written notice of approval from the department, October 1.

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