

Request for Proposals: Spokane Neighborhood Business District Grant Creative Content Retainer (2026)

Project: Spokane Neighborhood Business District Grant

Client: Washington Trust for Historic Preservation

Location: Spokane, WA (Garland, Hillyard, North Monroe, and South Perry neighborhood business districts)

Timeline: February – September 2026, assets delivered on an ongoing basis

Overview

We are contracting with a photographer and videographer to capture the ongoing transformation of four of Spokane's neighborhood business districts. This 8-month retainer focuses on documenting the momentum of the implementation lifecycle of 2-3 strategic projects and placemaking initiatives per district, including infrastructure improvements, public art, district landmarks, community events, volunteers, and other additional photographic and videographic assets as identified by the client.

We aim to build a library of high-quality visual assets for our websites, social media, and printed materials through the last year of the grant, and to share these with these districts. These assets will showcase the direct impact of community investment across these four vibrant neighborhood business districts in Spokane.

About the Client

The [Washington Trust for Historic Preservation](#) is a 501(c)(3) nonprofit organization dedicated to saving the places that matter in Washington State and to promoting sustainable and economically viable communities through historic preservation. We are Washington's only statewide nonprofit advocacy organization working to build a collective ethic that preserves historic places through education, collaboration, and stewardship. The Trust is the local contractor working with the City of Spokane on the [Spokane Neighborhood Business District Grant](#), activating nearly \$2.5 million dollars of ARPA funding to support the strengthening and sustainability of four of Spokane's neighborhood business districts. This retainer is funded through that partnership.

Scope of Work & Deliverables

You will document the lifecycle of pre-selected projects between February and August 2026, focusing on public art, volunteers, and short testimonials, all community- and human-centered.

1. Photography Needs (primary/priority asset)

- Progress Tracking: Capture high-quality "Before," "During," and "After" shots of physical sites and projects of 2-3 priority projects within each district
- Human Element: Frame candid images of volunteers and contractors in action
- Architecture/Art: Produce specialized shots of finished facades, projects, and public art

2. Video Needs (secondary asset)

- B-Roll: Deliver raw and edited footage capturing project progress and community energy.

- Storytelling: Record brief "on-the-street" style testimonials from small business owners and key volunteers associated with these projects and initiatives.
- Highlights: Produce short-form recap videos of celebration events and initiatives

3. Possible Additional Assets (tertiary asset)

- Interested districts will have the option to add to this contract for an expanded scope of photographic assets beyond the initial 2-3 projects within their districts.

Submission Requirements

Please provide a brief proposal and quote addressing the following:

- Portfolio Examples: Provide links to or key examples of past relevant work, specifically projects involving architecture, public art, community events, or city/non-profit collaborations.
- Proposed Budget: State your monthly retainer rate and/or a total project fee for the February–September window. Include tiered rates and deliverables for basic, standard, and premium assets. For the “possible additional assets” listed in point number three, above, list your hourly rate and/or other approach to such needs. Include any information about rates for nonprofit organizations, etc.
- Asset Ownership: Clarify your standard usage rights and photo release policy. We require an arrangement where the Trust, City, and respective Districts share rights to use assets for promotional and reporting purposes.
- Project Management, Scheduling, & Communication: Detail how you manage scheduled "milestone" shoots and shorter-notice requests. Describe your preferred communication method for coordinating with multiple stakeholders.
- Commitment to Diversity, Equity, and Inclusion: Describe and provide a recent example of your business’ policies and procedures for promoting DEI in its documenting and storytelling work.
- Commitment to Spokane: Describe your commitment to Spokane’s economic resilience, highlighting your familiarity with the Garland, Hillyard, North Monroe, and South Perry districts.
- Optional: Other brief relevant information or ideas particular to your work and this project.

Selection Criteria

Selection will be based on the following criteria:

- Portfolio and Technical Quality
- Project Approach, Communication, and Management
- Commitment to the Spokane Community
- Inclusive and Human-Centered Storytelling Approach
- Budget and Value

How to Respond

Send initial questions and your proposal in one collated PDF to Josh Cleveland at josh@preservewa.org, no later than 5 p.m. on Monday, Feb. 2.

Thank you for your consideration in submitting a proposal for partnering in this important work!