

Sidewalk Café Furniture Grant Program Cleveland Street Café District

Program Description

The Clearwater Community Redevelopment Agency (CRA), in conjunction with the Downtown Development Board (DDB), offers financial assistance to qualified property owners or tenants seeking to furnish approved sidewalk café areas within the Cleveland Street Café District. The Sidewalk Café Furniture Grant Program makes available one-time grants of up to 75% of the total project cost, up to a maximum of \$2,500 per grant, for outdoor furniture specified in an approved site plan from the City's Planning Department.

Financial Availability

The CRA/DDB has established funding for the Sidewalk Café Furniture Grant Program through its FY 2009-2010 budget. Grants are available on a first come, first serve basis.

Eligibility

An applicant for the Sidewalk Café Furniture Grant must meet all of the following criteria to be eligible for the grant:

- Applicant is a property owner or tenant operating a business within the Cleveland Street Café District with an approved Sidewalk Café Permit;
- Applicant has submitted a completed Sidewalk Café Furniture Grant application to the CRA;
- Property taxes are current; and
- All state and local code and licensing requirements for the business have been met.

Street furnishings purchased prior to the receipt of a completed application for the Sidewalk Café Furniture Grant by the CRA staff will be ineligible to participate in the program.

This grant is exclusive of, and in addition to, any other financing, loans, or grants to which property owners or tenants may avail themselves.

Qualified Furniture

Sidewalk café furniture, including tables, chairs and umbrellas, must be complementary to the aesthetic character of the Cleveland Street Café District and be of quality materials and workmanship so as to sustain outdoor use (refer to requirements in *Section 3-201.C. Sidewalk Cafes*, Clearwater Community Development Code). Applicants are strongly encouraged to seek the assistance of CRA staff in the selection of furnishings to be funded under Sidewalk Café Furniture Grant program. CRA staff maintains a reference catalog of CRA approved street furnishings to help applicants with furniture selection. Other furniture may be determined to be acceptable if it meets the characteristics of qualified furniture set forth in this paragraph.

Grant Application, Review and Award Process

In the following, step-by-step instructions for the Sidewalk Café Furniture Grant application, review and award process are provided:

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- Step 1.** Applicant initiates the sidewalk café approval process by attending a pre-application conference with the Planning Department and beginning the sidewalk café approval process set forth in Section 3-201.C. Sidewalk Cafes, Clearwater Community Development Code.
- Step 2.** Applicant meets with CRA staff to obtain the Sidewalk Café Furniture Grant application, discuss the conceptual plans for a sidewalk café in the Cleveland Street Café District and review reference catalogs of CRA approved street furnishings.
- Step 3.** Applicant completes the Sidewalk Café Furniture Grant application and submits to CRA staff, including a copy of the proposed or approved sidewalk café site plan.
- Step 4.** CRA staff reviews the Sidewalk Café Furniture Grant application for compliance with program requirements and guidelines. CRA staff makes recommendation to the CRA Executive Director, or designee, as to the approval or denial of the application and, if applicable, the dollar amount of the grant award. This step may occur concurrently with the review of sidewalk café site plan and Sidewalk Café Permit.
- Step 5.** Via written correspondence, CRA staff notifies the applicant of the CRA's decision relative to the Sidewalk Café Furniture Grant application. If the CRA's decision is to award the grant, the steps below shall apply.
- Step 6.** The applicant may install sidewalk café furnishings prior to the CRA's decision on the Sidewalk Café Furniture Grant application and after approval of the Sidewalk Café Permit. In so doing, the applicant acknowledges that there is no guarantee of a grant award and that costs for furnishings will be born by solely by the applicant if the CRA does not award a grant.
- Step 7.** The CRA will reimburse the applicant for those furnishings specified in the Sidewalk Café Furniture Grant application upon satisfaction of the following:
- a. Proof of approved Sidewalk Café Permit;
 - b. Proof of purchase for specified furnishings;
 - c. Inspection of the sidewalk café by CRA staff for consistency with information provided in completed Sidewalk Café Furniture Grant application; and
 - d. Executed grant agreement between the applicant and the CRA Director.

For More Information

For more information on the Sidewalk Café Furniture Grant Program or to schedule required pre-application meetings for your sidewalk café site plan or grant application, please contact:

Sidewalk Café Grant Program
Economic Development & Housing Department
 600 Cleveland Street, 6th Floor
 Clearwater, Florida 33755
 Telephone: (727) 562-4044
 Fax: (727) 562-4075

Sidewalk Café Site Plan and Permit
Planning Department
 100 S. Myrtle Avenue, 2nd Floor
 Clearwater, Florida 33756
 Telephone: (727) 562-4567
 Fax: (727) 562- 4865



APPLICATION FOR SIDEWALK CAFÉ FURNITURE GRANT

Application Must Be Submitted in Person [Do Not Mail]

SECTION ONE – GENERAL INFORMATION

Applicant Information:

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Sidewalk Café Business Information:

Business Name: _____

Physical Address: _____

Property Owner Information:

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Property Legal Description: _____

SECTION TWO – FURNITURE INFORMATION

Tables: _____ Vendor: _____ Reference # _____

Chairs: _____ Vendor: _____ Reference # _____

Umbrellas: _____ Vendor: _____ Reference # _____

Other (Describe): _____

Attach cut sheets indicating furniture dimensions, color, materials, etc.

Attach proposed or approved sidewalk café site plan.

Total Furniture Cost: \$ _____ Requested Grant Amount: \$ _____

Anticipated Installation Date: _____

Applicant Signature: _____ Date: _____

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Checklist for Application Completeness:

- Information has been provided for all fields in the grant application.
- Existing or proposed sidewalk café is located within the Cleveland Street District.
- Approved or pending site plan for sidewalk café has been provided.
- Furniture cut sheets have been provided.

Authorized CRA Representative: **Date:**

Checklist for Grant Award Eligibility:

- Property taxes for the sidewalk café business are current.
- State and local code and licensing requirements for the sidewalk café business have been met.
- Proof of approved Sidewalk Café Permit has been submitted.
- Proof of purchase for specified furnishings has been submitted.
- Sidewalk café has been inspected and determined to be consistent with submitted grant application.
- Grant agreement between the applicant and CRA Director has been executed.

Authorized CRA Representative: **Date:**