



TAMPA DOWNTOWN SPECIAL SERVICE DISTRICT (SSD) GRANT Storefront and Sidewalk Café Grant Program

Purpose: The purpose of the Tampa Downtown Storefront and Sidewalk Café Grant Program is to create a more attractive pedestrian atmosphere, and commercially vibrant environment through street level storefront improvements and inviting sidewalk café settings.

I. Award Information:

This grant program is administered on a **reimbursement basis**. The funds will be provided to applicants after approval and the presentation of receipts to the Tampa Downtown Partnership. The maximum amount a project can receive, based on review and approval by a subcommittee appointed by the Special Services District (SSD) Advisory Committee, is 50% of the total improvement project budget, with a maximum of \$5,000.00 (for applicable expenses). Applicants should be prepared, if requested, to make a presentation to the subcommittee. Awards are considered on merit and a “first-come, first-serve” basis. Approval can take up to 30-45 days from date of submission.

II. What Can the Grant Funds Be Used For:

The following types of projects on ground floor properties qualify for the grant. Funds may be used for design, labor, materials, and/or permitting fees related to:

- ✓ Awnings
- ✓ Exterior Lighting
- ✓ Permanent or semi-permanent fixtures for display window
- ✓ Storefront façade repair work: painting, glazing woodwork, etc.
- ✓ Sidewalk café furniture and/or umbrellas
- ✓ Sidewalk café landscaping
- ✓ Architectural signage
- ✓ Sidewalk café fencing/barriers
- ✓ Sidewalk café trash receptacles

III. Eligibility:

- A. Applicant location must take place within the Special Services District (see map).

The Special Services District (SSD) is the longest operating business improvement district in the State of Florida. It encompasses 1,192 acres and 337 blocks. Since its inception in 1994, the SSD has provided services above and beyond the standard services provided by the City of Tampa. Funding for the SSD comes from an assessment placed on property owners. Tampa's Downtown Special Services District (SSD) continues to carry out the objectives set forth in the original Enhanced Municipal Services Agreement approved by the city of Tampa's City Council. The maintenance, safety, marketing, business development, transportation, planning, beautification, and urban design programs are making significant improvements in the way downtown looks and operates.



- B. Applicants **must submit two or more** supporting documents to this application. Supporting documents are intended to show intent of the project and are subject to review. Supporting documents include but are not limited to: architectural drawings, project renderings, sketches, product cut-sheets, and project inspiration images.

- C. Tenant or property owner of a street level property may apply. A tenant application requires written approval from property owner.
- D. Project must comply with all municipal and state codes and regulations; permitting must be secured prior to grant reimbursement.
- E. **Project application must be submitted between October 1 and July 31 of the current fiscal year** and copies of fully paid receipts must be submitted to the Partnership within six months after application approval. Should the project not be completed within six months, applicant may provide written status update for extension of funds. Extensions apply only to permitting and construction issues related to the initial application and must be received no later than six months after the initial application approval.
- F. All receipts and proof of payment (cancelled checks, credit card statements, etc.) must be submitted to qualify for the reimbursement.
- G. Preference given to targeted business types:
 - Restaurant/Café
 - Retail soft goods
 - Grocery, Food/Floral Market, General Merchandise
 - Live music/theater, and other performing arts venues, art galleries
 - Bars, pubs, nightlife establishments

IV. **Restrictions:**

- A. Property may not exceed the grant cap within a two year period from the time of the previous award.
- B. Application cannot be submitted after work has commenced or completed.
- C. Application must be submitted and approved prior to the procurement of goods and services described.

V. **Instructions for Completing Application:**

Grant is administered as a reimbursement upon completion of project and receipt of paid invoices; project completion and receipt submittal must be accomplished by **July 31 of the current fiscal year** to receive funding.

1. Application must be legible and completed in full on the official application, not on a separate form (unless additional space for completion is necessary). An online PDF copy of the application is available. Visit the Tampa Downtown Partnership's website, www.tampasdowntown.com and click on "About Us" and then "Grants" to download the application.
2. Minimum two supporting documents to include plans, renderings images, and/or price quotes, and detail of full cost of project.

Applicants are encouraged to submit their applications as early as possible, as the review process is based on a first-come, first-served basis. Grant application must be submitted before **July 31 of the current fiscal year.**

EMAIL APPLICATION TO:

Rachel Radawec, Director of Public Space Operations and Programming
rradawec@tampasdowntown.com

813.221.3686
www.tampasdowntown.com



Storefront and Sidewalk Café Grant Application

INSTRUCTIONS

This application must be written legibly and completed in full on the official application. Please complete each section of the application. Please attach a minimum of two supporting documents. Inquiries for the Tampa Downtown Partnership Storefront and Sidewalk Cafe Grant Application should be directed to Rachel Radawec at (813) 221-3686 or via email at rradawec@tampasdowntown.com

Today's Date: _____

Project Location Business Name: _____

Project Location Business Address: _____

Funds Requested (Max Request is 50% of total project budget or \$5,000.00): _____

Expected Project Start Date: _____ Expected Project Completion Date: _____

Project Contact Person: _____

Phone number: _____ Email address: _____

Mailing Address: _____

Is the applicant the property owner? Yes____ No____

If the answer is no, your application will also need to be signed by the property owner.

PROJECT INFORMATION:

Type of Project: Sidewalk Cafe ___ Storefront Awning ___ Storefront: Other ___

A. Describe project (must include two supporting documents)

B. Describe the expected economic impact this project will have on your business

C. Timeline: Please list the general proposed timeline for completion of this project.

TASK	DATE

D. Proposed Expenditures. List specifically how grant funds will be used. It is important to list all possible items the grant may be used for. Expenditures not identified in the application process and at the time of approval cannot be added later. Allowed expenditures include materials, labor, and permitting costs.

DESCRIPTION OF EXPENDITURES	ALLOCATED EXPENSES		
	Requested Grant Expenses (Up to \$5,000)	Other Project Expenses (Must be 50% or more of Grant Expenses)	Total Project Expenses (\$10,000 or More in Total)
Total Budget:	\$	\$	\$

CERTIFICATION

I hereby certify that the information included in this application is correct.

Applicant Name: _____
(print)

(sign*)

Business Name: _____
(print)

Title: _____
(print)

Date: _____

If the applicant is not the property owner, the property owner acknowledges and approves of the tenant’s project as described within this application by signing below:

Property Owner Name: _____
(print)

(sign*)

Title: _____
(print)

Date: _____

**By signing above, I understand and acknowledge that this application is potentially subject to Florida’s public records laws. Therefore, I recognize that this application and any documents presented to the Tampa Downtown Partnership regarding this application for grant funding purposes may be supplied upon request to any parties that request copies.*