



## **TAMPA DOWNTOWN PARTNERSHIP SPECIAL SERVICE DISTRICT (SSD) GRANT**

### *Storefront and Sidewalk Cafe Grant Program*

#### **Program Overview:**

The Tampa Downtown Storefront and Sidewalk Cafe Grant Program serves to create a more attractive pedestrian atmosphere, and commercially vibrant environment through street level storefront improvements and inviting sidewalk cafe settings. The program offers grants of up to \$5,000 administered on a reimbursement basis within a two-year time period.

#### **Project Eligibility and Scope:**

Projects eligible for funding under this program include ground floor properties within the Special Services District (see map) that are seeking funding for the design, labor, materials, and/or permitting fees related to the improvement of their street level. Such projects must comply with all municipal and state codes and regulations and may not exceed the grant cap within a two year period from the time of the previous award. The following types of projects qualify for the grant:

- Awnings
- Exterior Lightning
- Permanent or semi-permanent fixtures for display window
- Storefront facade repair work; painting, glazing woodwork, etc.
- Sidewalk cafe furniture and/or umbrellas
- Sidewalk cafe landscaping
- Architectural signage
- Sidewalk cafe fencing/barriers
- Sidewalk cafe trash receptacles

#### **Application and Selection Process:**

The Storefront and Sidewalk Cafe Grant application period opens on October 1 and closes on July 31 of the following year. Interested parties are invited to submit COMPLETE project proposals detailing the concept, objectives, budget, timeline, and economic impact. A panel of experts from the Tampa Downtown Partnership's SSD Advisory Committee will evaluate the proposals based on their feasibility, impact, merit, and on a 'first-come, first-serve' basis. Preference is given to targeted business types including restaurants/cafes, soft good retail, grocery, food/floral market, performing arts venues/galleries, bars/pubs, and nightlife establishments. Approval can take 30-45 days from date of submission. Applications MUST:

- Include two or more supporting documents to show intent of the project. Examples of such documents include but are not limited to, architectural drawings, project renderings, sketches, product cut-sheets, and project inspiration images.
- Be submitted or signed by Property Manager.
- Be submitted PRIOR to work commencing or being completed.
- Be submitted and approved PRIOR to the procurement of goods and services detailed.
- Be submitted before the grant period closes on July 31st.
- Be legible and completed in full on the official application.

#### **Execution and Reimbursement:**

This grant program is administered on a reimbursement basis. The funds will be provided to applicants AFTER approval and copies of fully-paid receipts. All fully paid receipts and proof of payment MUST be submitted to the Partnership within six months after the applications approval to qualify for reimbursement. 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.



## Storefront and Sidewalk Cafe Grant

### *Application*

Instructions: This application must be written legibly and completed in full on the official application. Please complete each section of the application. Read each question carefully and respond in the space provided. Inquiries for the Storefront and Sidewalk Cafe Grant should be directed to Jaylyn Andrews via email at [jandrews@tampasdowntown.com](mailto:jandrews@tampasdowntown.com).

### **Applicant Information**

Today's Date: \_\_\_\_\_

Project Location: \_\_\_\_\_

Name of Organization/Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Funds Requested (Up to \$5,000): \_\_\_\_\_

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 Details**

Type of Project: Sidewalk Cafe \_\_\_\_\_ Storefront Facade \_\_\_\_\_ Awnings \_\_\_\_\_ Other \_\_\_\_\_

#### **Project Description**

---

---

---

---

---

---

---

---

#### **Project Objectives**

*Explain specific goals your project plans to achieve.*

---

---

---

---

---

---

---

---



## Economic Impact

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

---

---

---

---

---

## Timeline

Provide a timeline for the different phases of your project, including planning, implementation, and completion. Make sure to indicate key milestones and deadlines.

Timeline	
Task	Date

## Budget

Please provide a budget breakdown for your project. Include estimated costs for materials, labor, permits, and any other relevant expenses. The grant amount requested should not exceed \$5,000.

Allocated Expenses			
Description of Expenditures	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**

By submitting this application, we certify that the information included in this application is correct. We understand that the selection of projects will be made by the Tampa Downtown Partnership's SSD Advisory Committee and that their decision will be final.

#### *Applicant*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

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*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

Please submit your completed application by July 31st to Jaylyn Andrews at [jandrews@tampasdowntown.com](mailto:jandrews@tampasdowntown.com).