



## APPLICATION FOR OUTDOOR CAFÉ GRANT

*Application Must Be Submitted in Person [Do Not Mail]*

### SECTION ONE – GENERAL INFORMATION

#### *Applicant Information:*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### *Outdoor Café Business Information:*

Business Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_

#### *Applicant 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 approved outdoor café site plan.

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

Anticipated Installation Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR STAFF USE ONLY**

**Checklist for Application Completeness:**

- Y Information has been provided for all fields in the grant application.
- Y Existing or proposed outdoor café is located within the Downtown Core District.
- Y Approved site plan for outdoor café has been provided.
- Y Furniture cut sheets have been provided.

**Authorized CRA Representative:**

**Date:**

**Checklist for Grant Award Eligibility:**

- Y Applicant's business tax receipt (BTR) is current.
- Y State and local code and licensing requirements for the outdoor café business have been met.
- Y Proof of Outdoor Café Permit has been submitted.
- Y Proof of purchase for specified furnishings has been submitted.
- Y Outdoor café has been inspected and determined to be consistent with submitted grant application.
- Y Grant agreement between the applicant and CRA Director has been executed.

**Authorized CRA Representative:**

**Date:**