



Outdoor Furniture and Fixtures Grant Terms & Conditions

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Grant Funding

Total Availability

Baltimore Development Corporation will award up to \$185,000 in total grant funds to Businesses under this program. Grant funds have been made available through the CARES Act and are restricted to outdoor related expenses to be incurred by qualifying grantees. For the purposes of this Grant, a business must be licensed in Baltimore City AND have the ability to utilize outdoor space attached to or adjacent to the business.

Application Period

The Grant Application Period will begin on April 14, 2021 and end on April 28, 2021 at 11:59PM. Grants **WILL BE AWARDED ON A ROLLING BASIS UNTIL ALL FUNDS ARE EXPENDED**, therefore businesses that apply earlier in the application period may have a higher chance of being selected for a grant than businesses that apply later.

However, BDC will seek to award grants to businesses located throughout Baltimore City, with an expressed goal of providing grants in neighborhoods with a low concentration of options for outdoor, socially-distanced business activity. In addition, BDC will make best efforts to equitably distribute grants to Minority- and Women-owned businesses that apply for this program.

All applications received during the Grant Application Period will be considered until funding is exhausted. Any applications received after the end date will not be considered.

Minimum and Maximum Grant Amount

The maximum grant amount is \$4,000.

Purpose of Grant

This grant is designed to help businesses adjust to COVID-related circumstances requiring socially distant activity by providing funds for **outdoor and/or exterior improvements** necessary to facilitate business activity. Examples include, but are not limited to:



1. Outdoor seating for on-site consumption



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2. Purchase of equipment and services to enhance outdoor dining, such as umbrellas, dividers, and carts



3. Property improvements, such as carryout windows, awnings, Dutch doors, and counters (exterior only)



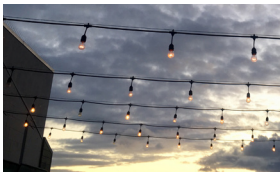
4. Retail displays, racks, and exterior shelving for products



5. Barber chairs, seated massage chairs or pedicure chairs



6. Planters, plants, and barriers



7. String-lights or outdoor lighting



8. Temporary signage displays to attract clients



Project Requirements

1. A description of the proposed project must be provided with the application
2. A project budget and cost estimates must be provided with the application, as further described in the "Project Budget" section of this document
3. If Awarded, Project **must be completed/installed no later than June 30, 2021**

Eligible Businesses

A business is eligible for this grant if it meets **ALL** of the following requirements:

1. The business is located in Baltimore City
 - a. Business must have a permanent physical location and access to and permission to utilize outdoor space. Businesses that are seeking Outdoor Dining permits should visit: <https://transportation.baltimorecity.gov/Temporary-Outdoor-Dining-Program>
 - b. Examples of eligible businesses include:
 - i. Restaurants
 - ii. Carry-outs & Fast-Casual establishments
 - iii. Cafes, Coffee Shops, Dessert/Bakery establishments
 - iv. Bars, Taverns, Breweries, Distilleries and Wineries licensed for on-premises consumption
 - v. Retail Business Establishments
 - vi. Personal Services Establishments with the ability and authorization to perform outdoor activities (e.g. nail salons, barber shops)
 - vii. Any other business type that can legally conduct business activity outdoors
2. Business must have permission from the property owner to utilize outdoor space in the proposed manner.
3. Business must have or obtain the proper permit to utilize outdoor space in the proposed manner.
4. Business must be in Good Standing with the State of Maryland at the time of application for this Grant.



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5. Business must be open and operating at the time of application for this Grant.
6. Businesses that previously applied for, or received, a grant from BDC program **are eligible** to apply.
7. Businesses of all sizes may apply. There is **no gross revenue limit** for businesses to qualify for this grant.

Businesses with Common Ownership and/or Multiple Locations

Businesses with common ownership or multiple locations in the City are eligible, but each location must individually meet all grant requirements to be eligible for grant funding.

Equitable Distribution of Grant Awards

This is a discretionary grant program and applications will be evaluated on a rolling basis until all funds are expended, and businesses that apply earlier in the application period may have a higher chance of being selected for a grant than businesses that apply later in the period.

During the selection process, BDC will seek to award grants to businesses located throughout Baltimore City, with an expressed goal of providing grants in neighborhoods with a low concentration of options for outdoor, socially-distanced business activity. In addition, BDC will make best efforts to equitably distribute grants to Minority-and Women-owned businesses that apply for this program.

Calculation of Grant Award Amount

If awarded, Grantees will be required to sign a grant agreement that outlines the total amount of award, Maximum grant amount of up to \$4,000 per business.

Grant award amount will be calculated based on the proposed budget submitted with the application.

BDC may increase or decrease the calculation of the grant award based on the availability of funds and the number of applications received.

Notification and Payment of Grant Award

Notification to Applicants

If your application was successfully submitted, you should see a notice on your screen stating that your application was submitted. You **will not** receive an email confirmation regarding the submission of your grant application.



All applicants will be notified via email regarding the final status of their grant application. Please check your junk or spam folder if you do not see any notification one week after the grant application period has closed.

Grant Agreement

If awarded, Grantees will be required to sign a grant agreement that outlines the total amount of award, terms and conditions of the grant. The grant agreement is delivered via email through DocuSign, so if you've been notified of a grant award, but did not receive a grant agreement within a week of your notification, please check your junk or spam folder.

Payment

BDC will make a payment via check for the total grant award within 14 days of all parties executing the Grant Agreement.

Commitment to Remain Open

Businesses must remain open to the public for at least 6 months following the receipt of this grant award.

Project Budget

At the time of application, applicants must provide cost estimates for all proposed purchases and improvements. A simple budget aggregating these expenses is required. Cost estimates may include:

- Estimate or quote from a licensed contractor to perform work
- Estimate or quote from a supplier to provide equipment or materials
- Product price obtained from a website, coupon, or other vendor that includes the product detail and price. For example:

The use of local contractors, suppliers, or retails in purchase goods and services related to the Project is strongly encouraged.



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Documentation of Expenses

Following the completion of an awarded project, all project expenses must be supported by documentation (such as receipts, paid in full invoices, credit card statements, canceled checks) that verify the final project costs. Documentation of these expenses, and accompanying after photos, must be provided to BDC no later than **July 31, 2021**. Documentation must demonstrate that actual expenses incurred meet or exceed the total amount awarded under this grant.

Penalty for Unauthorized Use of Funds

Businesses must provide adequate documentation of expenses related to their grant amount or may be subject to a recapture of grant funds. Any grant funds for which there is not adequately documentation must be returned to the Grantor, plus an additional 15% penalty.

Required Documents for upload into the Grant Application

- Two (2) pictures of the existing business façade and/or outdoor space ("Before" pictures)
- Project Budget: The form to submit budget expenses can be found on the application site at <https://www.baltimoretogether.com/covidresources>.
- Estimates or Price quotes that may include:
 - Estimate or quote from a licensed contractor to perform work
 - Estimate or quote from a supplier to provide equipment or materials
 - Product price obtained from a website, coupon, or other vendor that includes the product detail and price.
- Completed IRS Form W-9

Required Documents at Project Completion

- Two (2) photos of the façade and/or outdoor space upon completion ("After" photos)
- Documentation of Project Expenses, in an amount equal or greater to the grant award amount, that must include either
 - Receipts, or
 - Paid in Full invoices



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