

## **Outdoor Spaces Grant**

The Baltimore Development Corporation (BDC) offers an Outdoor Spaces Grant to assist business owners with the cost of installing outdoor seating, parklets, landscaping, and other features that enhance a business' use of outdoor space.

Outdoor spaces accommodate unmet demand for public space along retail corridors, encourages community interactions, and promotes a vibrant street life for Baltimore neighborhoods.

### **Grant Amount**

BDC will award up to \$5,000 in matching funds reimbursement for qualified expenses.

Applicants for these grants must contract for, complete, and pay for improvements for the entire project. Grant funds will be reimbursed to Applicant following proof of completion and payment.

### **Eligible Locations**

- Public Right of Way:
  - Sidewalk space immediately adjacent to a business
  - Parking space(s) immediately adjacent to a business
- Outdoor seating areas/courtyards located on private property
- Community spaces – located on public or private property – for the use of the general public
- No furniture nor any other proposed outdoor space elements may be tied or otherwise secured to trees, lamp posts, street signs, or hydrants.

### **Eligible Uses of Grant Funds**

- Café tables and chairs, benches, and other structures that support seating
- Curbside facilities (parklets, patios, etc.)
- Shade structures (inc. sails, pergolas, umbrellas, etc.)
- Outdoor lighting (inc. string lights, lighted trees, etc.)
- Pots, planters, planter boxes, trellises
- Plants and landscaping
- Mobile vending structures for the outdoor presentation and sale of goods

### **Ineligible Uses of Grant Funds**

The following improvements will not be reimbursed with grant funds, and the purchase of these items will not count towards meeting the matching funds requirement under this program.

- |   |  |
|---|--|
| • Outdoor heaters   | • Signage affixed to new/existing parklets                   |
| • Tents of any kind or Individual dining enclosures (inc. igloos, bubbles, greenhouses, etc.) | • Speakers, televisions, or other devices that amplify sound |
| • Water-filled traffic (jersey) barriers  | • Roof deck construction                                     |
| • Metal pedestrian barricades   | • Industrial cable spools                                    |
| • Sidewalk and/or street painting or murals   | • Permit fees  |

## Additional Requirements

For businesses utilizing the public right of way, possession of a valid **Curbside Commercial Permit** and/or related **Minor Privilege Permits** are required. Both permits are administered by the Baltimore City Department of Transportation. For Community-Led Placemaking installations, a copy of the required **Memorandum of Understanding (MOU)** must be submitted as part of the grant application.

## Other Terms & Conditions

### Aesthetic Considerations

All BDC Façade Improvement Grants programs are **discretionary in nature and awards are not guaranteed**. Applications are considered by an internal review committee and may require significant alterations in order to gain approval. Applications must include a sketch, rendering, or other imagery that provides BDC with a clear understanding of the expected outcome of the installation.

### Architectural/Design Services

Architectural/design services are considered a valid expense, but their total must not exceed 25% of total project cost. Only one estimate for architectural/design services will be required.

### Change in Project Proposal

BDC must approve all changes to an approved scope of work **prior** to those changes being undertaken. Changes that reduce the project scope and cost will reduce the grant amount. Changes that expand the scope of work may increase the grant amount, subject to BDC's review and approval of the expanded scope. If changes to the scope of work are performed without BDC approval, BDC reserves the right to terminate the grant in its entirety.

### Estimates

To ensure that BDC is funding improvements at a fair market value, applicants must obtain **two (2)** quotes from licensed contractors for installations performed by a 3<sup>rd</sup> party. However, the purchase of any readily available retail products (tables, chairs, planters, etc.) only requires **one (1)** quote, as it is understood that retail products are already sold at a publicly known "market" price.

All Contractors, Sign Fabricators, or capable construction tradesperson must also hold the proper construction licensure per their businesses and or trade for their bid to be considered.

### Extension Requests

BDC must receive all extension requests in writing (e-mail is acceptable). Approval of extension requests will be e-mailed.

### Plants & Landscaping

Cost of plants and landscaping are limited to 25% of the total amount of the grant.

### Maintenance of Improvements

As part of the grant acceptance process, the applicant agrees to maintain all improvements, **including plants and landscaping**, made per the approved plans in their finished state for a period of **three years**. Any plants that do not survive must be replaced by the applicant during that three-year maintenance period at its sole cost and expense.

### Permitting and Code Requirements

Contractors must secure required building permits and minor privilege permits (if necessary) and complete the project in accordance with all applicable codes, ordinances, and standard engineering practices. Contractors must be properly registered, licensed, insured, and pass a debarment check as required by law.

**Private Property Installations**

Installations on private property **must** be for the use of the general public and not limited to members, tenants, etc.

**Self-Performance of Work**

Applicants that choose to self-perform any work under this grant are not eligible to count the cost/value of their time and labor as an eligible or reimbursable expense for the purposes of this grant.

**State of Good Standing**

Applicants/businesses that are not in good legal standing with Federal, State or local authorities are not eligible to apply. A BDC staff person can assist with determining the legal standing of your business at the time of application.

**Timeframe**

**DO NOT BEGIN WORK PRIOR TO APPROVAL.** Construction must be completed within 120 days of award letter, unless otherwise approved in writing. **ANY WORK DONE PRIOR TO RECEIVING GRANT APPROVAL WILL NOT BE ELIGIBLE FOR REIMBURSEMENT.**

**Reimbursement**

To qualify for reimbursement, grantees must complete a Reimbursement Request Form, which will be provided by BDC staff at the conclusion of the project; provide two (2) photos of the completed work; and provide copies of ALL payments to retailers and/or contractors (receipts, cancelled checks, invoices marked "paid" etc.) adding up to the total approved project amount.

If the final project cost is lower than project costs provided to BDC at the time of application and approval, BDC will reduce to grant amount in order to maintain the required matching ratio.

**All reimbursement materials must be received by BDC within 90 days of the grant expiration date.**

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**PLEASE USE THE FOLLOWING APPLICATION FOR THIS PROGRAM.**

**A BDC STAFF PERSON WILL ASSIST YOU THROUGHOUT THE ENTIRE GRANT APPLICATION AND ADMINISTRATION PROCESS.**

## **2024 Outdoor Spaces Grant Application**

**Applicant Name:** \_\_\_\_\_ **Women-Owned Business:** ☐ Yes ☐ No

**Business Owner Ethnicity:** ☐ White ☐ Black ☐ Asian ☐ Hispanic ☐ Other: \_\_\_\_\_

**Applicant Mailing Address:**

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Tenant:** \_\_\_\_\_ **If Tenant, Date of Lease Expiration:** \_\_\_\_\_

**Address and business name for which this application applies:** \_\_\_\_\_

\_\_\_\_\_

**Current Employees:** Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

**Describe your business and/or property:**

\_\_\_\_\_

\_\_\_\_\_

**Describe the outdoor improvements proposed for your business (e.g., parklet, outdoor seating, landscaping, etc.):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Name (Print):** \_\_\_\_\_

**Owner**, if other than applicant: I hereby certify that I am the owner of the building/land on which the proposed Outdoor Furniture & Fixtures project is situated, and that foregoing applicant, in filing a FIG application for approval by BDC, is acting with my knowledge and consent.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_

## **Application Submission Checklist (For Applicant Use)**

- ☐ All Fields of Application Complete (including signature of applicant)
- ☐ W-9 of Applicant
- ☐ Sketch, rendering, or images of proposed improvements
- ☐ For retail elements, one estimate per item
- ☐ For parklet construction, two construction estimates
- ☐ Copy of Curbside Commercial Permit (if applicable)
- ☐ Copy of Minor Privilege Permit (if applicable)
- ☐ Copy of signed Memorandum of Understanding (MOU) (if applicable)

Please e-mail completed application package to [info@baltimoredevelopment.com](mailto:info@baltimoredevelopment.com)

Applications can also be mailed directly to:

**Baltimore Development Corporation  
36 S Charles St., Suite 2100  
Baltimore, MD 21201-3015**