



# **OUTDOOR DINING GRANT PROGRAM**

**Downtown NOLA**

**Sponsored By:**

**Downtown Development District**

## Outdoor Dining Grant Program

The Downtown Development District (DDD) welcomes the opportunity to increase the expansion and retention of bars and restaurants in the downtown area. The Outdoor Dining Grant Program provides funding to businesses to enhance their sidewalk and curbside dining spaces, creating a more vibrant and appealing streetscape that offers consistency throughout the district.

The DDD will provide a matching grant of 50% of eligible project costs, up to Three Thousand Dollars (\$3,000) of the total cost of eligible products and/or associated fees on a reimbursement basis. Businesses with valid permits from the City of New Orleans shall be eligible for funding to purchase and install outdoor dining improvements including:

- Partitions/Barriers
- Outdoor Furniture
- Trash Receptacles
- Lighting (Decorative or Atmospheric being permanently affixed or not to the façade of building)
- Portable Heaters
- Decorative Planters
- Fabrication Costs and Fees

### Eligibility

Applications for grants shall meet the criteria outlined below:

1. Properties must be located within the Downtown Development District boundary (See exhibit A)
2. The Outdoor Dining Grant shall only be awarded for properties that contribute to the DDD through the payment of ad valorem taxes and are current on payment. Properties classified by the City of New Orleans as Exempt (E), Exempt Commercial (EC), Exempt Residential (ER) are ineligible to utilize DDD grant programs. Please contact the DDD office for details.
3. Property address must be legible and placed in a position that is visible from the street or road fronting the property.
4. Applicants must have a valid permit(s) from the City of New Orleans.
5. All proposed improvements must meet the requirements of the City or, if a landmark property or located within a historic preservation district, the Historic District Landmark Commission (HDLC), if applicable, as well as all other City Code requirements. Approvals or Certificates issued by the City or HDLC do not guarantee approval of grant funding.
6. Applicants must be able to document total project costs that the grant amount will apply to, and the construction contract and related documents must clearly delineate the costs associated with the Outdoor Dining project, separate and apart from any other construction or renovation costs. The DDD may request up to three bids for the planned work.
7. Successful applicants must enter into a Funding/Grant Agreement with the DDD.

Receipt of funding through the Outdoor Dining Grant Program shall not affect eligibility for other DDD or City of New Orleans programs.

## Use of Program Funds and Requirements

The items listed below and meeting the requirements listed below are eligible for funding under the Outdoor Dining Grant Program (“Allowable Improvements”). Applicants may not request funding to be used towards other sidewalk café or parklet items that are not listed below to be approved for funding.

### 1. Partitions/Barriers

The Partitions/Barriers must include the following requirements but not limited to:

- a. Must be able to take down easily and durable
- b. Must be resistant to termites and fading
- c. Must be a sustainable building material and weather-resistant
- d. Must be of the consistent pattern approved by the President & CEO of the DDD and/or HDLC

### 2. Outdoor Dining Furniture

Outdoor Dining Furniture (tables, chairs, umbrellas, and umbrella stands) must include the following requirements but not limited to:

- a. Must be moveable and designed for the outdoors
- b. Must be commercial grade, sturdy, weatherproof and durable material
- c. Must be visually appealing

### 3. Trash Receptacles

- a. Must be moveable and designed for the outdoors
- b. Must be commercial grade, sturdy, weatherproof and durable material
- c. Must be black

### 4. Portable Heaters

The Portable Heaters must include the following requirements but not limited to:

- a. Must be moveable and designed for the outdoors
- b. Must be commercial grade, sturdy, weatherproof and durable material
- c. Must be black or stainless steel

### 5. Decorative Planters

The Planters must include the following requirements but not limited to:

- a. Must be moveable and designed for the outdoors
- b. Must be commercial grade, sturdy, weatherproof and durable material
- c. Must be black
- d. Must be located within a frontage zone

### 6. Fabrication Costs and Fees

Fabrication Costs and Fees for the installation of Allowable Improvements are eligible under the program, including the following:

- a. Design Costs
- b. Labor Costs
- c. Material Costs
- d. Fabrication Costs
- e. Permitting Fees

## Application Process

1. A prospective applicant meets with DDD staff regarding the Program and development of improvement plans.
2. Applicant meets with Historic District Landmarks Commission (HDLC) to determine development criteria and completes improvement plans, including necessary work with an architect or engineer. Applicant obtains approvals of plans with the New Orleans Department of Safety and Permits and HDLC if applicable.
  - a) The DDD will directly review the plans for any projects which do not require the approval of the HDLC; and render a decision based on consultation with the HDLC
3. Applicant provides to the DDD satisfactory evidence of City and HDLC approvals (if HDLC approval is applicable).
4. If approved, DDD provides letter of Grant Commitment, subject to completion of the project according to city building permits, compliance with DDD program requirements, and all other required approvals. **This letter will act as a notice to proceed on the Outdoor Dining Grant Program. The DDD will not accept as a part of the project costs any renovation expenditures made before the date of the grant commitment letter.**
5. Construction must commence within 45 days of DDD Commitment and be completed within 120 days after construction start date (subject to weather and other unavoidable events).
  - a) Successful grantee applicants will acquire and install eligible improvements. The contractor(s) used by the grantees must be licensed and insured. The DDD will not be responsible in any manner for the selection of a contractor. The property owner and/or tenant should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The property or business owner will be responsible for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage.
  - b) In order to ensure that funds are available, eligible products must be purchased within forty-five (45) days of the effective date of the application. Extensions may be granted by the Executive Director of the DDD given just cause by the applicant (e.g., contractor delays, acts of God, etc.). All grant funds shall be issued to the grantee on a reimbursement basis only. Additionally, the applicant may need to secure permission from the City and HDLC for the installation of eligible products.
6. Once construction has been completed and all necessary final City and HDLC approvals are obtained and documentation (copies of cancelled checks) showing the applicant's share of cost has been provided, the DDD will process a check for payment of the approved grant amount payable to the applicant.

### **Disbursements**

Documentation of total project costs must be provided before payment of the matching grant amount is paid. The matching grant will not be paid until the project is complete and final approval of the project is granted by the Historic Districts Landmarks Commission, if applicable, and any other relevant City permitting agencies.

Funds will be disbursed by check payable to the grantee upon (1) upon certification of completion of the Allowable Improvements (2) upon verification by the DDD Program Coordinator that the work was completed as proposed in a satisfactory and professional manner and (3) provision of receipts for payment for such Allowable Improvements and lien releases from any contractors. Funds will not be disbursed on projects that are not in accordance with the approved plans. All grant funds shall be issued to the grantee on a reimbursement basis only.

### **Funding**

The President & CEO of the DDD, by virtue of these guidelines, has the authority to approve and sign funding agreements on behalf of the DDD for assistance totaling three thousand dollars (\$3,000) or less. The President & CEO, at his or her discretion, may present any and all funding agreements to the DDD for approval. Such funding is subject to funding availability in any given fiscal year. The DDD may, from time to time at its discretion, establish annual funding for the program.

### **Disclosure**

The DDD expressly reserves the right to reject any and all applications or to request additional information from any and all applicants and grantees. The DDD retains the right to deviate from the program guidelines, or amend the program guidelines, agreements, and application procedures. The DDD also retains the right to display and advertise properties that receive matching funds under this Grant.

### **Schedule a pre-application appointment**

Please contact the DDD Economic Development Department for additional details and assistance.

**Meaghan Nguyen** ([mnguyen@downtownnola.com](mailto:mnguyen@downtownnola.com)) at 504-620-9292

**Tyler Correa** ([tcorrea@downtownnola.com](mailto:tcorrea@downtownnola.com)) at 504-620-9289

### **Helpful Links**

**City of New Orleans One Stop App (Permits and Licenses Online Application Portal)**

<https://nola.gov/onestop/>

**City Of New Orleans Parklet Permit Information**

<https://nola.gov/parklet-permit/>

**City Of New Orleans Sidewalk Use Permit Information**

<https://nola.gov/sidewalk-permit/>

**View Property Tax**

<https://nolaassessor.com/#>

**IRS Form W-9**

<https://www.irs.gov/forms-pubs/about-form-w-9>

Exhibit A



Exhibit B- **REQUIRED ONLY IF APPLICANT IS A TENANT**

201 St. Charles Ave, Suite 3912, New Orleans, Louisiana 70170  
 Phone (504) 561-8927 Fax (504) 581-1765



**Landlord Authorization for  
DDD Grant Program**

This Landlord Authorization for DDD Grant Program (this "**Authorization**"), is executed by \_\_\_\_\_ (the "**Landlord**") in connection with the application of \_\_\_\_\_ (the "**Tenant**") for the following grant (the "**DDD Grant**") offered by the Downtown Development District of the City of New Orleans (the "**DDD**"), with respect to the premises located at \_\_\_\_\_ (the "**Premises**").

\_\_\_\_\_ Façade Improvement

\_\_\_\_\_ Façade Micro-Grant

\_\_\_\_\_ Graffiti Removal

\_\_\_\_\_ Outdoor Dining Program

\_\_\_\_\_ Sidewalk Improvement

In further consideration of the Lease (as defined below), and the benefit to be derived by the Landlord as a result of the DDD Grant, the Landlord hereby agrees as follows:

1. The Landlord authorizes the Tenant to apply for the DDD Grant and to engage licensed contractors to complete the work contemplated by the DDD Grant (the "Work") at the Premises. The Landlord acknowledges that execution of this Authorization satisfies any requirements of consent of the Landlord for performance of the Work under the lease of the Premises, whether written or oral, between the Landlord, as lessor, and the Tenant, as lessee (the "Lease").
2. The Landlord waives any additional rights that the Landlord may have under the Lease to authorize or approve the Work, including but not limited to any right to review plans and specifications. To the extent any other provisions of the Lease would prevent the Work from being completed, the Landlord waives those provisions.
3. This Authorization shall be effective as of the date written below.
4. The Landlord waives any claims against the DDD that result from or arise out of the DDD Grant and the Work, including but not limited to any claims for injury to persons or damage to the Premises or any other property resulting from actions or omissions of the Tenant and any contractors performing the Work.

**LANDLORD:**

Sign: \_\_\_\_\_

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

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





201 St. Charles Ave, Suite 3912, New Orleans, Louisiana 70170  
Phone (504) 561-8927 Fax (504) 581-1765

**Application For  
Outdoor Dining Grant Program**

The DDD Outdoor Dining Grant Program Funding is based on availability and considered on a first come first served basis. A completed application does not guarantee funding. Furthermore, no grants will be awarded retroactively, which means that funding will not be awarded for eligible products purchased prior to the application date.

**Contact:**

Name of applicant: \_\_\_\_\_

Title/ Affiliation to Property: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Office address: \_\_\_\_\_

Office phone number: \_\_\_\_\_ Office fax: \_\_\_\_\_

**Property Information:**

Address of project/property: \_\_\_\_\_

Tax I.D. or SSN: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

**Status of applicant/property-ownership (check one):**

\_\_\_\_\_ Sole Ownership

\_\_\_\_\_ Corporation, Partnership or Trust (provide the names, addresses and phone numbers of all officers or trustees and include articles of incorporation, by-laws and/or partnership agreement)

\_\_\_\_\_ Tenant (provide a signed copy of the Tenant Authorization Contract- Exhibit B)

**Attach the following documents to your completed application:**

1. Introductory letter providing the scope of work of the project including items, cost, and location for each eligible improvement.
2. Written consent from the property-owner if applicant is a tenant. (Exhibit B)
3. Copy of Permit approval from the City of New Orleans
4. Copy of current occupational license
5. Copy of paid property tax receipt or copy of canceled check for current tax year
6. Copy of completed IRS Tax Form W9
7. Two 3x5 (or larger) photographs of the building, one from the front and one showing the building in context to area and around it. If the building is on a corner, please include a third photo of the side-street facade. Photos in digital format are acceptable.
8. Schematic layout and plan of the proposed parklet boundaries, design/materials, furnishings and umbrellas, measurements, and ADA access.
9. Construction contract(s) and related documents clearly delineating the Outdoor Dining Project costs separate and apart from any other renovation costs.

**An authorized corporate officer or partner(s) of the applicant's business must sign the application, in addition to the property owner(s), if the applicant is a tenant:**

I, \_\_\_\_\_, certify that the information presented in this application and in all attachments is true and complete to the best of my knowledge.

I authorize the Downtown Development District or its agent to check with City and regulatory agencies to determine compliance with city codes and status of tax collections.

I understand that the proceeds from any grant funds may be used only for outdoor dining projects. All outdoor dining projects must meet the design criteria established by (or DDD's consultation with) the Central Business District Historic District Landmarks Commission.

I understand that, in addition to this application, I must also seek and receive approval of my outdoor dining project from the Central Business District Historic District Landmarks Commission, **if applicable**, and all related approvals from the City of New Orleans Department of Safety and Permits.

I understand that, all approved applicants shall agree to have DDD signage on the property while the project is under construction. All signage is designed by the DDD and is required if the project is approved.

I understand that no construction activity may begin until the Downtown Development District provides authorization to proceed.

**I further understand and agree that the final decision on project cost or eligibility lies with the DDD in its sole discretion.**

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