

## **ROCHESTER DOWNTOWN DEVELOPMENT AUTHORITY OUTDOOR SEATING MINI-GRANT PROGRAM GUIDELINES**

The City of Rochester Downtown Development Authority (DDA) has established the Outdoor Seating Mini-Grant Program to encourage businesses to outdoor seating and/or tables.

**Program Description:** Subject to funding availability, the DDA may approve and provide reimbursement of 50% of the cost of planters, landscaping, furniture, lighting and signage, adjacent to their establishment, up to a maximum grant of \$3,000.00.

**Who is Eligible?** This program is available to all downtown businesses. Restaurants who have been approved for outdoor dining platforms provided by the DDA are not eligible for this program.

**Design Guidelines:** Projects must comply with all applicable City of Rochester building codes and ordinances. Proposals must be approved through the City of Rochester's appropriate review process. Contact Nik Banda at 248/909-4072 for further details.

**Eligible Expenses:** Planters, landscaping, furniture, lighting and signage.

### **Procedure:**

1. Submit your completed Outdoor Seating Mini-Grant Application Packet with all required elements to the DDA Director via email – [kristi@downtownrochestermi.com](mailto:kristi@downtownrochestermi.com).
2. Applications will be reviewed by the DDA Board.
3. The DDA Board will consider new outdoor seating proposals, as well as seating furnishings purchased in response to COVID-19 from March 23, 2020 to present.
4. Once approved, all projects must be completed prior to the State of Michigan moving into Phase 5 of the MI Safe Start Program.
5. The Director must authorize any change in the approved design before it is completed. In the event the project is constructed in a manner that does not strictly conform to the approved design, the DDA shall have the right to withdraw its funding commitment.
6. Upon completion of the project, notify the DDA Director and provide satisfactory written documentation that the project has been paid for in full.
7. Upon review by the DDA Director and receipt of required documentation, the approved grant monies will be disbursed to the applicant.