



**DOWNTOWN**  
LANSING INC.

## **Downtown Sidewalk Café Furniture Grant Program**

### **Program Description:**

Downtown Lansing Inc. (DLI), in conjunction with its Design Committee, has developed a Sidewalk Café Furniture Grant Program to encourage sidewalk café improvements to further enhance a friendly, inviting atmosphere that is unique and diverse in nature within the “A” District of the Lansing Principal Shopping District (PSD) in downtown Lansing.

This is a discretionary grant designed to enhance character and appeal that is symbolic and unique to the business. The Program makes available one-time grants of up to \$750 maximum per grant for sidewalk cafe furniture and/or decorative fencing specified in an approved site plan from Downtown Lansing Inc.’s (DLI) Business Extension Permit. No grant will be awarded to cover 100% of the cost the furniture and/or decorative fencing. DLI has established funding for the Sidewalk Café Furniture Grant Program through its Fiscal Year 2019 budget. Grants are available on a first come, first serve basis. **Grant applications will also be accepted on a first come, first served basis through June 1, 2019.**

### **Eligibility:**

An applicant for the Sidewalk Café Furniture Grant must meet all of the following criteria to be eligible for the grant:

- Applicant is a property owner or tenant operating a business within the “A” District of the PSD.
- Applicants must have all property (real and personal) taxes and utilities obligations to the City of Lansing be paid in full to date. The applicant must submit the attached *Lansing* Treasury Information Request Form stating that the applicant is not delinquent on any debts owed to the City of Lansing. The completed form must be faxed to the Treasurer’s Office at (517) 483-6084.
- There must not be any pending litigation against the City by the applicant. The applicant must complete and submit the attached form, Affidavit for Downtown Lansing Sidewalk Café Furniture Grant Program.
- All state and local code and licensing requirements for the business have been met.
- Applicant has submitted a completed Sidewalk Café Furniture Grant application to DLI.

### **Qualified Furniture**

Sidewalk café furniture, including tables, chairs, umbrellas and decorative fencing are eligible for grant funds. These items must be complementary to the aesthetic character of downtown and be of quality materials and workmanship so as to sustain outdoor use. Applicants are strongly encouraged to seek the assistance of DLI's Design Committee in the selection of furnishings to be funded under this Program.

Applicants must adhere to the following furniture guidelines as outlined in DLI's Operational Guidelines and Supplement to Use of Public Right of Way Permits under Sections 3.1 through 3.7:

### **Layout**

The layout and orientation of furniture should be chosen according to the extent and shape of the available space. The management is responsible to ensure patrons maintain furniture within the boundaries of the approved seating area. In curb side locations, for safety reasons, chairs must not be placed with their backs to the curb.

### **Enclosure**

Sidewalk cafes should enrich the pedestrian experience and public life. Therefore, it is important that they present an open, inviting image and are easily accessible from the pedestrian walkway.

### **Decorative Fencing**

Low screens which delineate the outdoor dining area are permitted but full-height solid screens are not. Proposals for the use of framed fabric, or any other style of low height barriers, including planter boxes, are to be submitted the Design Committee for approval prior to installation. Decorative fencing may be considered between adjoining café areas to separate the areas.

### **Umbrellas and Shade Structures**

Umbrellas are appropriate for providing shade and shelter, however, umbrellas and other shade structures must:

- a. Be positively secured to ensure that they are at all times securely fixed to withstand the effects of wind. Fixtures that penetrate or damage the pavement will not be permitted.
- b. Be removed or closed in extremely windy conditions and must be removed when outdoor seating area is not in use.
- c. Not encroach on, or interfere with pedestrian movement, and must be at least 7 ft. above the ground level.
- d. Be manufactured from fire retardant materials if placed adjacent to a heating device.
- e. Be maintained in sound and aesthetically acceptable condition.
- f. Only have advertising on umbrellas if it complies with the advertising and signage provisions of this policy.
- g. Market style preferred. Beach umbrellas are not permitted.

### **Furniture Style**

Outdoor furniture should make a positive contribution to the street environment. A furniture style that is practical and elegant and integrates well with the surrounding cityscape is encouraged. All furniture items, including umbrellas, will be subject to the Design Committee's approval, as stated in the application.

Applicants are encouraged to select furniture which is compatible with the design and quality of the style range included in this document. Favorable consideration may also be given to well designed, creative, and individual alternatives.

### **Structure**

The furniture should be strong, durable, waterproof, weather resistant and designed for commercial outdoor use. The design must not contain parts that are likely to cause damage to the pavement. Public safety and comfort must be considered. Particular care should be taken with any sharp edges, and hinges or other moving parts to ensure that they do not present a potential hazard to their users.

### **Colors**

Furniture color schemes need to be part of any application. White table surfaces, chair seats and backs and umbrellas are discouraged due to the tendency for rapid deterioration and discoloring in the urban environment.

### **Grant Application, Review and Award Process:**

**Step 1.** The Sidewalk Café Furniture Grant Program description, guidelines, grant application and attachments are available at DLI.

Downtown Lansing Inc.  
401 S. Washington Square Suite 101  
Lansing, MI 48933  
(517) 487-3322  
[info@downtownlansing.org](mailto:info@downtownlansing.org)  
[www.downtownlansing.org/documents](http://www.downtownlansing.org/documents)

**Step 2. Grant applications can be made in conjunction with a Business Extension Permit application.** If an applicant has an approved Business Extension Permit, the applicant must submit a copy of the permit with the grant application. The Business Extension permit must be approved before a Sidewalk Café Furniture Grant can be awarded.

**Step 3. Applications must be submitted by June 1, 2018.** Grant funds are limited and are Distributed on a first come, first served basis.

**Step 4.** Completed applications should be submitted to Holly Rosser, Program Coordinator. Applications can be dropped off the DLI office at the address listed in Step 1, faxed to 517-483-6057 or emailed to [holly@downtownlansing.org](mailto:holly@downtownlansing.org).

**Step 5.** The Design Committee will review the grant application for compliance with program requirements and guidelines. The Design Committee will make recommendations to the DLI Executive Director as to the approval or denial of the application and, if applicable, the dollar amount of the grant award. **(Note: the Design Committee meets on the third Wednesday of the month to review grant applications.)**

**Step 6.** Via written correspondence, DLI staff notifies the applicant of the Design Committee's decision relative to the Sidewalk Café Furniture Grant application. If the Design Committee's decision is to award the grant, the steps below shall apply.

- Step 7.** The applicant may install sidewalk café furnishings prior to the Design Committee's decision on the Sidewalk Café Furniture Grant application and after approval of the Business Extension Permit. However, in doing so, the applicant acknowledges that *there is no guarantee of a grant award* and that the cost of the furnishings will be born solely by the applicant if the Design Committee does not award a grant.
- Step 8.** If the Design Committee does not approve the initial café furniture proposal, a written letter will be provided outlining the requested changes. The proposed changes can then be submitted for a second review.
- Step 9.** DLI will reimburse the applicant for those furnishings specified in the Sidewalk Café Furniture Grant application upon satisfaction of the following:
- a. Proof of approved Business Extension Permit.
  - b. Proof of purchase and payment for specified furnishings. For example, receipts or invoices marked paid in full by the vendor.
  - c. Inspection of the sidewalk café furnishings by the Design Committee for consistency with information provided in completed Sidewalk Café Furniture Grant application; and
  - d. Executed grant agreement between the applicant and the DLI Executive Director.

The café furniture must be completed and installed within **30 days** of receiving written approval of the grant award.

For more information on the Sidewalk Café Furniture Grant Program or to schedule a pre-application meeting for your sidewalk café site plan or grant application, please contact DLI at the contact information noted in Step 1.



**DOWNTOWN  
LANSING INC.**

# Downtown Lansing Sidewalk Café Furniture Grant Program Application

## SECTION ONE – GENERAL INFORMATION

***Applicant Information:***

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

***Sidewalk Café Business Information:***

**Business Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

***Property Owner Information:***

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## SECTION TWO – FURNITURE INFORMATION

**# Tables:** \_\_\_\_\_ **Vendor:** \_\_\_\_\_

**# Chairs:** \_\_\_\_\_ **Vendor:** \_\_\_\_\_

**# Umbrellas:** \_\_\_\_\_ **Vendor:** \_\_\_\_\_

**Decorative Fencing Vendor:** \_\_\_\_\_

- Attach pictures indicating furniture and decorative dimensions, colors, materials, etc.
- Attach pending or approved Business Extension Permit site plan.

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

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

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



**CITY TREASURER**

G-23 City Hall  
(517) 483-4121

**INCOME TAX DIVISION**

G-29 City Hall  
(517) 483-4114

FAX (517) 483-6084  
124 W. Michigan Ave.  
Lansing, Michigan 48933

**LANSING TREASURY INFORMATION REQUEST**

Business Owner/Corporate President/Company Director/Etc.

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_ Since \_\_\_\_\_  
Daytime Phone #: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
Drivers License #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Business Data

Corporate Name: \_\_\_\_\_  
Doing Business As: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_  
Federal Employer Identification #: \_\_\_\_\_  
Contact person other than owner: \_\_\_\_\_

Do you, or any of these businesses, owe the City money for any reason? Yes \_\_\_\_ No \_\_\_\_  
If yes, for what reason? \_\_\_\_\_

Name of any other Lansing area business in which your ownership participation exceeds 25%:  
\_\_\_\_\_

**Fax this form immediately to:**

**City Treasurer's Office  
124 W. Michigan Avenue  
Lansing MI 48933  
Fax: (517) 483-6084  
Phone: (517) 483-4121**

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

"Equal Opportunity Employer"

**AFFIDAVIT FOR  
DOWNTOWN LANSING INC.  
SIDEWALK CAFÉ FURNITURE GRANT PILOT PROGRAM**

We the undersigned, hereby state there is no pending litigation against the City of Lansing by me, my business or any other instance in which I am directly involved.

If a sidewalk café furniture grant is awarded, activities as proposed shall be completed as outlined in the grant application.

WITNESS

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date