

# ALBANY CALIFORNIA



**CITY OF ALBANY**  
1000 SAN PABLO AVENUE  
ALBANY, CA 94706  
[www.AlbanyCA.org](http://www.AlbanyCA.org)

## APPLICATION: CITY OF ALBANY PARKLET GRANT PROGRAM

**DUE DATE:** Applications will be accepted until Wednesday, May 31, 2023, 5:00 pm.

**PURPOSE STATEMENT:** The City of Albany Parklet Grant Program will provide financial assistance to Albany businesses interested in upgrading or installing a parklet for dining or shopping. The program will reimburse eligible expenses incurred by the business related to the outdoor development, construction, and operation of a parklet. A parklet is defined as a longer-term installation within the public right-of-way, while maintaining safety, accessibility, and design standards consistent with the City's approved Parklet Program Regulation.

- Grants up to 80% of the total cost, not to exceed \$15,000 will be available for eligible expenses approved under the City of Albany Parklet Program.

**ELIGIBILITY & REQUIREMENTS:** Under the City of Albany Parklet Grant Program, eligibility criteria include, but are not limited to:

- Be an approved parklet by the City of Albany Community Development Department (Parklet and Encroachments Permits issued)\*
  - \*This excludes the grant funds available for design review, which is eligible to be granted after submission of a Parklet application. This portion of the grant would award 80% of the total cost of design plans, not to exceed \$1,000
- Parklet must be physically located in the City of Albany
- Possess an active Business License
- Be in good standing with the City and demonstrated compliance with County of Alameda requirements
- Be an eating or drinking establishment (i.e., restaurant, bakery, bar, brewery, café, coffee/tea, etc.) or a retail establishment which sells goods/merchandise (considered on a case-by-case basis).

The following businesses are not eligible to apply:

- Corporately owned chain/franchise establishments
- Home-based businesses or hotels

This grant only covers eligible expenses that occur in 2023 and design expenses occurred in 2022 or 2023.

Each Tax ID may apply once regardless of the number of businesses under that tax ID. An eligible business cannot be a publicly traded corporation, but ownership in a single franchise of a publicly traded company is allowable.

**ELIGIBLE EXPENSES**

Under the Parklet Grant Program, eligible expenses include, but are not limited to:

- Fixed assets: outdoor furniture, umbrellas or other City-approved weather protection, lights, heaters, etc.
- Construction materials
- Physical improvements or construction services to install the approved parklet
- Cost of architecture/design services

Expenses not eligible for reimbursement include, but are not limited to:

- Business furniture that is not associated with and approved as part of the parklet permit (i.e., indoor furniture, back patio furniture, etc.).
- Façade and other site improvements not specifically listed or approved as part of the parklet permit
- Branded or sponsor-type products or structures.

**APPLICATION PROCESS**

Applications will be reviewed and accepted on a rolling basis through May 31, 2023, until available funding has been exhausted, or until a date otherwise determined by the City Council.

**REVIEW PROCESS**

The City will review and process applications as quickly as possible, and will notify applicants of the status of their application via e-mail within 30 days.

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

Primary Contact Name:	Primary Contact Email:
Primary Contact Phone Number:	Business Website (Optional):
Cost Estimate of Design:	Cost Estimate of Total Project:
Business Physical Address:	
Business Mailing Address (If different from physical):	

Business Description:
Is the business currently open and operating?
Is the business a franchise?
Do you own or lease the establishment at this location?
Does the business or owner have any outstanding liens or judgements?
Is your business pending any legal action (for example, eviction, bankruptcy, lawsuits, etc.)? (yes/no, with explanation)
Is there any additional information you'd like to share that will help us in reviewing your application?

**APPLICATION SUBMISSION:**

**Please attach a copy of the following documents along with your completed and signed application:**

- W-9 Form (Taxpayer Identification Number and Certification)

After your application has been pre-approved and your parklet has been completed, you will be required to provide the following documents for final review and reimbursement using grant funds:

- Itemization of Expenses (Form)
- Copies of Paid Invoices, Receipts, etc.

The completed and signed application along with supporting documents must be submitted to the City of Albany Economic Development Division, via email at [EconDev@albanyca.org](mailto:EconDev@albanyca.org) or in person at Albany City Hall, 1000 San Pablo Avenue, Albany CA 94706 and must be received by Wednesday, May 31, 2023, 5:00 PM.

Based on the information that businesses submit on the City of Albany Parklet Grant Program Application, grants will be issued to qualifying businesses in an amount up to 80% of the total cost, not to exceed \$15,000. The City of Albany reserves the right to set the pre-approved amount at its sole discretion.

For questions, please contact the Albany Economic Development Division at [EconDev@albanyca.org](mailto:EconDev@albanyca.org).

**AUTHORIZATION:**

I, (print name) \_\_\_\_\_, the (print title) \_\_\_\_\_  
of (print business name) \_\_\_\_\_, have approved the submission of this proposal  
and hereby certify the following:

1. I acknowledge that the City may report the amount of grant money I receive if it is required by law.
2. I certify that my business is in good standing with the City of Albany and does not have any open code enforcement, building code violations or fire cases related to the business.
3. I certify that no payment received from this grant program will be used to cover costs reimbursed by other sources of funding, including but not limited to federal, state, or local sources or insurance payments.
4. I understand the maximum reimbursement grant amount per business may not exceed \$15,000.
5. I understand that I am responsible for 100% of the purchase and the City will reimburse up to 80% for eligible expenses as approved in the Albany Parklet Program Guidelines.
6. I hereby certify that my business follows all applicable federal, state, and local laws as well as the State of California and Alameda County COVID-19 regulations and guidelines to receive grant funding.
7. I agree to inform the City Community Development Department if the business has a change of ownership, moves location, or closes permanently. Notice may be in writing and received within 30 days of the change.
8. I understand that the City may be required to issue an IRS Form-1099-MISC for the grant funds.
9. I acknowledge and agree that any and all federal, state, and local taxes resulting from participation in this program is the responsibility of the business and shall not be paid by the City.
10. I agree that the City of Albany may determine in its sole discretion whether information submitted through this application is subject to disclosure under the California Public Records Act or through another legal process.
11. If business receives grant, business shall hold harmless, defend, and indemnify the City, its officers, agents, and employees from and against all claims for liabilities, losses, penalties, fines, injuries to or death of any person, or damage to any property whatsoever, including without limitation, reasonable attorneys' fees and costs which the City may suffer or incur arising from or in any way connected to business' use of grant funds to construct the parklet and the use thereof.
12. I certify that all the information submitted in this application is true and correct and is subject to audit by the City of Albany.

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