



APPLICATION FOR THE OUTDOOR DINING PROGRAM

A program designed to help eateries and hospitality establishments create outdoor dining.



Application #: _____

City Council Development Committee Recommendation: _____

Mayor Signature: _____

Outdoor Dining Program
Application for Consideration for Grant Funding

Please complete the following information, attach photos, and return to the City of Wheeling Development Department, 1500 Chapline Street, Room 305, Wheeling, WV 26003.

The staff of the Economic and Community Development Department will review applications for completeness and eligibility. The City of Wheeling will notify applicant of approval or denial of the application.

Grant monies will be disbursed after completion of work.

General Information:

1.

Applicant's Name: _____

Applicant's Address: _____

Street Address of Property to receive grant funding: _____

2.

Applicant must be property owner or tenant. If application is not by the property owner, the owner must give consent and sign the application:

Is this application:

____ by the property owner: ____ by the business owner: ____ other?

3.

Property owner name: _____

Property owner address: _____

Property owner phone#: _____

4.

Business owner name: _____

Business owner address: _____

Business owner phone#: _____

5.

Business name: _____

Business mailing address: _____

Business Phone #: _____

6.

Type of Tenancy: ____ Own ____ Rent ____ Lease ____ Other (explain)

7.

Length of time at this location: _____

Length of lease term remaining (if applicable) _____

Explain how COVID-19 affected your business

Outdoor Dining Plan

What type of outdoor dining improvements were made? Please describe in detail. (Attach additional sheets or additional drawings if necessary.)

Please provide a detailed Scope of Work along with receipts of purchases.

Total estimated cost of your outdoor dining improvements: \$ _____

I acknowledge that the City of Wheeling, WV is obligated only to administer the grant procedures and is not liable to the applicant, owner or their parties for any obligations or claims of any nature growing out, or arising out of, the project or application undertaken by the applicant and/or owner. There is no principal/agent or employer/employee relationship between the City of Wheeling, WV and the applicant and/or owner.

I acknowledge that this application must be accepted and all prerequisite rules and regulations must be complied with before any rights insure to the applicant/owner.

I have attached project plans and specifications or other appropriate design documentation.

I understand that the incentive grant must be used only for the project described in this application.

Signatures:

_____	_____
Applicant	Date
_____	_____
Owner (if different from above)	Date

All applications must contain the following information:

1. Completed application
2. Photographs of outdoor dining area
3. List of improvements completed
4. List and/or description of materials used
5. Detailed cost of improvements
6. IRS W-9 Form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
7. If applicant is property owner- Proof of Property Ownership OR if applicant is not property owner- Owner Consent Form