



## SMALL BUSINESS GRANT

### Program Overview

The City of North Miami Economic Development Department proudly supports small businesses through the **Economic Development Small Business Grant**. Funded by the Community Development Block Grant (CDBG), this initiative is designed to help support our vibrant local economy by expanding access to funding options that enable small businesses to grow and thrive. The program provides a reimbursement of up to \$7,500 to eligible for-profit and nonprofit businesses within the City.

### How the Grant Works:

This program provides a maximum grant not to exceed \$7,500, which will include reimbursement of the required 20% business contribution toward the expenditure of approved eligible use(s).

- The maximum grant award, including reimbursement, will not exceed \$7,500.
- Any expense(s) incurred before city approval of the Economic Development Small Business Grant will not be reimbursed.
- Businesses will be required to spend a minimum of 20% of the approved award amount upfront.
- Eligible receipts must be submitted, verified, and approved by the Economic Development Department before any disbursement of funds.
- Businesses are recommended to make all grant-associated expenditures via the business's credit card or checking account.
- Funds must only be used for approved eligible use(s).
- Businesses must submit proof of 20% expenditure within 3 business days of approval of the Economic Development Small Business Grant.
- Businesses will have (30) calendar days to complete the required grant activities once the memorandum of agreement has been signed.
- You will receive your grant award in one payment after all the required documentation is submitted and the grant-approved purchases have been verified.
- The grant reimbursement amount is based on the project cost stated in your application and the signed memorandum of agreement. Requests for additional funding will not be approved.



## **Eligible Uses of Grant**

### **Funds Eligible Uses:**

- Equipment and tools essential to the business
- Training and certifications that build business capacity
- Supplies and inventory necessary for business operations
- Marketing and branding (e.g., signage, advertising, materials)
- Energy-efficient upgrades that materially reduce the business' energy usage
- Commercial Liability Insurance
- Professional services (i.e., CPA, Attorney, Etc.)

## **Eligibility Criteria**

To qualify, a business owner must meet **all** of the following:

- Be registered as a for-profit or nonprofit organization with a physical commercial location within the City of North Miami.
- Own at least 25% of the business.
- No more than one (1) application submitted per business.
- Be classified as LMI (low to moderate Income) based on prior year personal and business income tax returns (please see [Income Chart](#)).
- Employ no more than (5) full-time employees, including the business owner
- Be in continuous operation for at least (1) year before your application submittal date.
- Have not received CRA or CDBG funds within the past (5) years.
- Hold a current City of North Miami Business Tax Receipt (BTR) and Certificate of Use (CU).
- Applicant must have legal immigration status in the U.S. (please see [SAVE](#)).
- Be listed as "active" on [Sunbiz.org](#).
- Have a Unique Entity Identifier (UEI) number via ([SAM.org](#)).
- No more than one (1) location, not part of a national chain or franchise.
- Have no unresolved violations or liens with the City of North Miami.
- Owner/Operator or Applicant shall have no pending litigation with the City of North Miami.



### **Required Documents at the Time of Submittal:**

- Completed application ([online](#) or paper)
- Letter of intent (describing the proposed project and estimated costs).  
**See attached sample**
- UEI number (from [SAM.gov](#))
- Current copy of a City of North Miami Business Tax Receipt (BTR) and Certificate of Use (CU)
- Records of current employees (Full employee name and whether the employee is full time or part time)

### **Upon the initial screening, the following documents will need to be submitted in person:**

- Applicant Proof of legal immigration status (please see [SAVE](#))
- Prior year personal and business tax returns
- W-9 form

### **Selection Criteria**

Applications will be reviewed based on:

- First-come, first served basis
- Full compliance with all eligibility and documentation requirements
- Availability of funding

### **How to Apply**

Applications may be submitted:

- [Online form](#)
- **Paper application** (The paper application must be submitted in person with the initial required documents, Monday through Friday from 9:00 AM to 4:00 PM, at City Hall, 776 NE 125th Street, North Miami, FL 33161)

### **Contact us for questions or technical assistance:**

**City of North Miami – Economic Development Department**

Phone: (305) 895-9801

Email: [economicdev@northmiamifl.gov](mailto:economicdev@northmiamifl.gov)

Website: [www.NorthMiamiFL.gov/EconomicDev](http://www.NorthMiamiFL.gov/EconomicDev)





**Sample: Letter of Intent**

[Your Name]

[Your Title]

[Business Name]

[Business

Address]

[City, State, ZIP

Code] [Phone

Number] [Email

Address] [Date]

**City of North Miami**

Attn: Economic Development

Department 776 NE 125th Street

North Miami, FL 33161

**Subject:** Letter of Intent – Economic Development Small Business

Grant Dear Economic Development Director,

I am writing to express my interest in applying for the **Economic Development Small Business Grant** offered by the City of North Miami.

My business, **[Business Name]**, has been operating in North Miami since **[Date]**. We are committed to serving our community and contributing to the local economy through our work.

If awarded, this grant will help us **[detail the proposed project and estimated costs]**, which will strengthen our business and our impact in the area.

Thank you for this opportunity. I look forward to submitting a full application and appreciate your consideration.

Sincerely,

**Business Owner Signature**

**Business Owner Name**