



Commissioner
Eileen Higgins
District 5



2024

Mom & Pop

DISTRICT 5

SMALL BUSINESS
GRANT PROGRAM

APPLY NOW!

Applications accepted
Monday, April 1, 2024 to Friday, April 12, 2024 at 5 PM

Submit applications to:
SmallBusinessD5@MiamiDade.gov



305-375-5924



ElevateDistrict5.com
SmallBusinessD5@miamidade.gov



@CommishEileen

TABLE OF CONTENTS

Message from Commissioner Higgins	1
About the District 5 Mom & Pop Program	2
Eligibility Guidelines	3
Use of Funds	4
Submission Details	5
Required Documents	6
Mom & Pop Small Business Grant Application	7
Identifying Information	7
Employee Roster	9
Application Questions	10
Resources	11

Dear Small Business Owner,

Small business owners like you have demonstrated your resiliency and desire to continue succeeding in a rapidly changing economic environment. From adjusting your business model to creating new channels to reach your customers, you have taken steps to ensure your business stays open and achieves success. As a small business owner, myself, I understand your struggles and the sacrifices you have made over the years.

That's why I am happy to announce the launch of the **2024 District 5 Mom & Pop Grant Program**. This program provides **up to \$5,000** to qualifying owned and operated small businesses in District 5 (D5) for the purchase of inventory and supplies, business equipment, publicity, marketing, and advertising, professional services, amongst other uses.

Our Mom & Pop Program is part of a larger initiative I launched last year for District 5 small businesses called **Elevate District 5**. I'm partnering with local and national organizations to launch a diverse array of programs and tools focused on the development and growth of small businesses in my district. These programs help micro and small businesses not only survive but thrive in a new small business economy. For more information, please visit **www.elevatedistrict5.com**

Not only does the **Mom & Pop Grant Program** provide much needed financial support, it also creates a meaningful partnership between District 5 small businesses and my team. From here, participants become a part of the D5 network with access to many free resources, workshops, and training.

Small businesses are the foundation of Miami-Dade's economy—employing residents, providing essential services, and attracting visitors. I am committed to supporting small businesses as they recover and thrive—strengthening District 5's small business ecosystem and ensuring Miami-Dade's economic resilience.

If you have any questions or comments, please reach out to Luis Basualdo, District Coordinator, at **305-375-5924** or **SmallBusinessD5@miamidade.gov**.

Be well,



Commissioner Eileen Higgins
Miami-Dade County, District 5

ABOUT THE DISTRICT 5 MOM & POP PROGRAM

The District 5 Mom & Pop Small Business Grant Program provides financial and technical assistance, as well as resources to qualified businesses approved for funding.

While the Mom & Pop Program is offered in each of the 13 Miami-Dade County Commission Districts, this application is only for businesses located within District 5, including parts of the cities of Miami and Miami Beach. Before completing the application, please confirm that your business is located within District 5 by calling **3-1-1** or visiting miamidade.gov/commission.

Eligible businesses may receive up to \$5,000 to be used for inventory, rent, or anything on the approved list included in this packet (page 4). This is a grant; therefore, you do not need to pay it back, however, you must submit proof of payment and of what was purchased by the deadline given to you by the District 5 team.

If ownership of your business changes or the business moves out of District 5, the business owner **must** notify our team.

Please pay close attention to the list of uses and submission details as we've updated the guidelines to be relevant with the small business environment that exists in District 5 today and are not the same guidelines used in the past.

Eligibility Guidelines

Please review the eligibility guidelines carefully.

To be eligible for this grant, businesses **must**:

- Have a physical address located within District 5 – [verify that your business is located in District 5 here or by calling 3-1-1](#)
- Have between **1-10 employees**, including the owner
- Have been in operation for **at least 1 year**
- Be a for-profit business
- Home-based businesses may apply

The following businesses are not eligible for this grant:

- Businesses that are not in District 5, or relocate out of District 5 during the process
- Businesses that are a part of a national chain
- Non-profit organizations
- Businesses that submit applications after the deadline

**** Only one application will be accepted per owner.**

If multiple applications are submitted by the same business owner, only the first application received will be considered for funding.**

Use of Funds

Funding may be used for:

- Purchase of Inventory and Supplies (excludes alcoholic beverages, cigarettes, tobacco, etc.)
- Business Equipment
- Payment of rent or mortgage of the commercial space (not valid for home-based businesses)
- Publicity, Marketing, and Advertising (signs, pamphlets, wall plaques, cornerstones, dedications, notices, flyers, brochures, news releases, media, packages, promotions, and/or stationery)
- Commercial Security Systems
- Commercial Liability Insurance
- Minor Interior/Exterior Renovations (requires approval)
- Purchase of work vehicle (cargo van or pick-up truck only)
- Professional Services
- Payroll/Salaries
- Staff Training

Funding may **NOT** be used for:

- Rental deposits for a new business space
- Late payment fees
- Purchase of alcohol, tobacco, or medicine
- Debts
- All others not listed in the eligible use list



Submission Details

- Applications will be accepted **from Monday, April 1 to Friday, April 12, 2024 at 5:00 pm.**
- All completed applications **must** be submitted via email to SmallBusinessD5@MiamiDade.gov. If you are unable to submit your application via email, please call **305-375-5924**.
- **Incomplete or late applications will be automatically disqualified.**
- District 5 has the right to stop accepting applications before the final deadline if the quota of eligible applications has been exceeded.
- Applications will be judged by a selection committee composed of small business owners and community leaders.
- If you have difficulties or questions while completing the application, please do not hesitate to reach out to District 5 staff.
- All applicants will be notified of the results **via email on Friday, May 17, 2024.**

Required Documents

The following documents are **required** to be considered for this grant. Incomplete applications will be automatically disqualified. **Please use this page as a checklist to ensure your application is complete upon submission.**

Applicants are required to submit all documents **as one PDF form**. All documents must be emailed to SmallBusinessD5@miamidade.gov. If you are unable to send the application via email, please contact District 5 at **305-375-5924**.

- Completed application form including:
 - Identifying Information page
 - Employee Roster
 - Application Questions
- Copy of Sunbiz page showing business has been in operation for at least one year
- Copy of active Fictitious Name registration if it applies to your business
- Copy of current year's Miami-Dade County Business Tax (LBT) certificate

- Copy of City License (City of Miami or City of Miami Beach)
 - Copy of your State of Florida professional or business license if it applies to your business.

- Copy of the owner's state-issued Photo ID (driver's license or State ID). The owner's ID is the only one required.

- Photo of the outside of the business / commercial space. In the case of home-based businesses, please provide a picture of the space in your home dedicated to your business **and** a picture of your home showing the address.

MIAMI-DADE COUNTY - DISTRICT 5
MOM & POP SMALL BUSINESS GRANT APPLICATION
Identifying Information

Business Name (as it appears on Sunbiz): _____ **EIN:** _____

Fictitious Name, Trade Name, d/b/a (if any): _____

Business Address: _____

Primary Phone Number: _____ **Alternative Phone Number:** _____

Primary Email Address: _____

Website: _____ **Instagram:** _____ **Facebook:** _____ **Twitter:** _____

Tax Classification for the Business

- | | |
|--|--|
| <input type="checkbox"/> Individual / sole proprietor or single member LLC | <input type="checkbox"/> Trust / State |
| <input type="checkbox"/> C Corporation | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> S Corporation | (Enter classification C, S, P): _____ |
| <input type="checkbox"/> Partnership | |

A Data Universal Numbering System (DUNS) number is REQUIRED. Apply for DUNS Number via telephone at **1-800-700-2733** or here <https://dashboard.dnb.com/register>. **Print DUNS Number Here:** _____

Owner's Name: _____

Owner's Home Address: _____

Preferred Mailing Address: _____

Gender:

- Woman
- Man
- Non-Binary
- Prefer not to say

Immigrant-owned:

- Yes
- No

Race:

- American Indian or Alaskan Native
- Asian
- Middle Eastern/North African
- Black or African American
- Native Hawaiian/Other Pacific Islander
- Hispanic / Latino / Spanish Origin
- White
- Prefer Not to Answer
- Other

Veteran:

- Yes
- No

LGBTQ+ owned:

- Yes
- No

What year did you start your business? _____

Preferred language:

- English
- Spanish
- Creole
- Other: _____

What is your estimated annual revenue?

What industry is your business in?

Have you ever received a business loan before?

- Yes
- No

Have you ever received a business grant?

- Yes
- No

Have you ever received consulting, mentoring, or one-on-one support for your business?

- Yes
- No

Amount Requested (max. \$5,000): \$_____

Use of Funds (select all that apply):

- Payment of rent or mortgage of the commercial space
- Purchase of Inventory and Supplies
- Business Equipment
- Publicity, Marketing, and Advertising
- Commercial Security Systems
- Commercial Liability Insurance
- Minor Interior/Exterior Renovations (requires approval)
- Purchase of work vehicle (cargo van or pick-up truck only)
- Professional Services
- Payroll/Salaries
- Staff Training

Employee Roster

How many employees (including the owners) does your business have?

- 0-1 employee
- 2-5 employees
- 6 -10 employees

Number of Full Time Employees: _____

Number of Part Time Employees: _____

Employee Name (Print)	Date of Hire	Hourly Rate	Job Title*	Full Time (FT) or Part Time (PT)	Race**

*Job Title: Officials and Managers, Technicians, Craft Worker (Skilled), Laborer (Unskilled), Sales Professional, Office and Clerical, Operative (Semi-Skilled), Service Workers

**Race: W-White, B-Black, A-Asian, N-Native American, H-Hispanic, O-Other

Application Questions

The answers to the following questions **must be typed** and submitted with the PDF file containing your **completed application**. Please consider the word count for each question as your answers are a part of the selection process. Your answers will be used by the selection committee to learn about your business.

Short answer

- Do you own or work for any other businesses? If so, please name.
- Have you received District 5 Mom & Pop funding in the past? If so, what year?
- Are you or any shareholders employed by Miami-Dade County? If yes, what department?
- Have you participated in any small business training in the past? If so, what programs and when?
- Have you received municipal, state, and/or federal small business relief funds during the pandemic such as PPP, EIDL, State of Florida Disaster Bridge loan, etc.? If yes, what type of aid, how much, and when?
- Do you offer any benefits to your employees, such as paid time off, sick leave, health insurance, etc.?
- Are you a home-based business?

Long Answer

- Describe your business and the services or goods you offer to the community.
- Describe how your business model has changed or remained the same as a result of the pandemic.
- Does the business participate in community service or contribute to community organizations?
- Is there any other information you'd like the selection committee to consider when reviewing your application?

I hereby certify that the information provided is true and correct. I further acknowledge that the information is subject to verification by authorized government officials.

Owner's Signature

Date

RESOURCES

Business Licenses

Sunbiz

You may find the business registration information for your business here.

- **Website:** <http://bit.ly/sunbizpage>
- **Phone Number:** 850-245-6000

Fictitious Name

If your business is registered under a d/b/a, you may find the information here.

- **Website:** <http://bit.ly/fictitiousname>
- **Phone Number:** 850-245-6000

Miami-Dade Local Business Tax Receipt (LBT)

Businesses registered in Miami-Dade County must have a working Local Business Tax Receipt. For this application, it must be for the 2020-2021 fiscal year.

- **Website:** <http://bit.ly/miamidadelbt>
- **Phone Number:** 305-270-4949

City of Miami Business Tax Receipt (BTR)

If your business is in the City of Miami, you are required to submit a valid and current BTR as a part of your application.

- **Website:** <http://bit.ly/miamibtr>
- **Phone Number:** 305-416-2087

City of Miami Beach

If your business is in the City of Miami Beach, you are required to submit a valid and current BTR as a part of your application.

- **Website:** <http://bit.ly/miamibeachbtr>
- **Phone Number:** 305-673-7577