

MIAMI-DADE ECONOMIC ADVOCACY TRUST

2024 Q2 GRANT CYCLE

Miami-Dade Economic Advocacy Trust (MDEAT) is thrilled to announce the launch of its second grant cycle, offering two distinct opportunities tailored to the diverse needs of local businesses in Miami-Dade County. The **2024 Q2 Minority Small Business Capitalization Program presents grants of \$5,000** for businesses in existence for a minimum of three years, aimed at fortifying and enhancing businesses countywide. In addition, the **2024 Business Resource and Education Grant provides \$2,500** for businesses that have been established for six months to two years, fostering their growth and resilience within the community. Entrepreneurs across Miami-Dade County are encouraged to seize these opportunities to propel their ventures forward.

2024 Q2 MINORITY SMALL BUSINESS CAPITALIZATION PROGRAM [\$5K]

Grant Eligibility

Applicants must meet the following criteria to be eligible to receive grant funds:

- ✓ Awardees must not have been a MDEAT 2023 or 2024 Minority Small Black Business Capitalization Grant Recipient
- ✓ Business must have a physical location in Miami-Dade County
- ✓ Business must have been in existence for a minimum of three (3) years as stated on Sunbiz.org
- ✓ Provide three (3) years of business or Schedule C
- ✓ Average revenue must be a minimum of \$24,000, not to exceed \$750,000 over the last three years
- ✓ Employs fewer than twenty-five (25) employees
- ✓ Only one affiliate by common ownership and/or common management awarded
- ✓ Is not in default or non-compliance with any county loan or grant program
- ✓ Is not part of a national chain
- ✓ Does not engage in illegal activity

2024 BUSINESS RESOURCE AND EDUCATION GRANT [START-UP \$2.5K]

Grant Eligibility

Applicants must meet the following criteria to be eligible to receive grant funds:

- ✓ Eligible applicants must not have been a previous MDEAT Business Resource and Education Grant recipient
- ✓ Business must have a physical Miami-Dade County address listed on Sunbiz.org
- ✓ Business must be 6 months - 2 years old on Sunbiz.org
- ✓ Provide min. of 1 year of signed business Tax Returns/Schedule C for businesses 1-2 years in existence
- ✓ Provide 6 mo. of recent receipts and/or transactions (Oct-April) for businesses under 1 year in existence
- ✓ Only one affiliate by common ownership and/ or common management awarded
- ✓ Is not in default or non-compliance with any county loan or grant program
- ✓ Is not a national chain
- ✓ Does not engage in illegal activity

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2024 Business Resource and Education Grant [Start-Up \$2.5K]

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William "Bill" Diggs, Executive Director



Economic Development Action Committee



Economic Development Division



Shandra Daniels, Deputy Director

Housing | Economic Development | Youth Services | Policy & Research

Economic Development Division

Jacqueline Davis, Economic Development Manager | Email: Jacqueline.Davis@MiamiDade.gov
Latoya Byrd, Business Expansion Specialist | Email: Latoya.Byrd@MiamiDade.Gov

GRANT FUND UTILIZATION GUIDELINES

Applicants are advised that grant funds can be used for the following:

- Inventory/Supplies/ (No Food Items)
- Business Equipment
- Marketing/Advertising
- Business Expansion
- Technology (e.g., computer, software, copier, etc.)

Q2 GRANT CYCLE DETAILED OVERVIEW

Grants Open: May 14, 2024

Grants Close: June 14, 2024, by close of business (5pm EST.)

Grant Workshop Tour Dates: Note: All events times are standard from 11:00am to 1:00pm

Tuesday: May 14	-North Dade Reg. Lib. 2455 NW 183rd St, Miami Gardens, FL 33056
Friday: May 17	-Arcola Lakes Library 8240 NW 7th Ave, Miami, FL 33150
Tuesday: May 29	-Naranja 14850 SW 280th Street Homestead, FL 33032
Friday: May 31	-Idea Center (MDC Homestead Campus) 301 Civic Ct Building C 3 rd Floor Homestead, FL 33030
Wednesday: June 5	-Online Zoom Meeting ID: 850 0486 4130 Meeting Password: 415427 Time: 11:00AM to 12PM Meeting

Grant Lab Hours: Receive the assistance necessary to ensure your grant application is well- prepared for submission. Schedule a session with one of our Technical Assistance Community Partners to receive free guidance in completing your application. **PLEASE NOTE: All Technical Assistance services are based on availability and by appointment.**

Technical Assistance Partners	Registration Details
Grants 4 U, Inc. 13641 NW 7th Ave, North Miami, Fl 33168	Registration Contact: Eriel Forrest Email: Info@Grants4uinc.Org O: (954) 799-5552
N.A.N.A - Richmond Heights Small Business Development Hub 148501 Lincoln Blvd, Suite 210, Miami, Fl 33176	To Register, Contact: Leticia Bolden Email: Lbolden@Nanafi.Org O: (786) 592-1861
Miami Dade Chamber of Commerce 11415 Northeast 2nd Avenue, Miami Shores, Fl, 33161	Book a Technical Assistance session: Website: https://m-dcc.org/ **Sessions are available on zoom and in-person** Contact: Matthew Pigatt Email: mpigatt@m-dcc.org O: (305) 751-8648
Scale Up 305/ Haitian American Chamber of Commerce of Florida 10750 NW 6th Ct, Miami, FL 33168	Book a Technical Assistance session: Nadia Alcide Email: nadia.alcide@gmail.com O: (305) 912-3127
79th Street Corridor Neighborhood Initiative 7900 NW 27 TH Ave, Suite 236 Miami, FL 33147	Ron Butler, Executive Director Book a Technical Assistance session: www.79thstreet.org O: (305)836-1071
South Dade Connections Homestead, FL	Book a Technical Assistance session: Info@southdadeconnections.org Office: (786) 505-1170
Major North Miami, FL	www.wearemajor.com Book a Technical Assistance session: Info@wearemajor.com Office: (305) 697-7271

EVALUATION/SELECTION PROCESS

Each application will be reviewed to determine if the application is responsive to the submission requirements outlined in this grant process. A responsive application is one which follows the requirements of this grant process, includes all documentation, is submitted in the format outlined in this process, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the application being deemed non-responsive.

Evaluation Criteria Applications will be evaluated by an Evaluation/Selection Committee which will evaluate and rank proposals on criteria listed below. The Evaluation/Selection Committee is comprised of members of the professional business, academic and government communities. The Evaluation/Selection Committee will rate and rank the applications by highest points.

<p>2024 Q2 Minority Small Business Capitalization Program [\$5K]</p>	<p>2024 Business Resource and Education Grant [Start-Up \$2.5K]</p>
<p>Each part of the grant submission is assigned weights, totaling a maximum of 200 points:</p> <ul style="list-style-type: none"> ▫ general grant items (130 points) ▫ grant application (30 points) ▫ grant report (40 points) <p><i>Refer to pages 8-10</i></p>	<p>The criteria are itemized with their respective weights for a maximum total of 160 points per Evaluation/Selection Committee member.</p> <ul style="list-style-type: none"> ▫ Based on grant rubric items <p><i>Refer to pages 11-13</i></p>
<p>MDEAT has allocated \$125,000.00 in increments of \$5,000 for this grant process to be awarded to 25 qualified top-ranking applicants qualified small businesses operating in Miami-Dade County.</p>	<p>MDEAT has allocated \$50,000.00 in increments of \$2,500 for this grant process to be awarded to 20 qualified top-ranking applicants qualified small businesses operating in Miami-Dade County.</p>
<p>If fewer than 23 recipients are selected for the grant funds, the remaining amount will be redistributed evenly among the actual number of recipients in the pool.</p>	<p>If fewer than 20 recipients are selected for the grant funds, the remaining amount will be redistributed evenly among the actual number of recipients in the pool.</p>

Please include all supporting documents with your application submittal, **and have each item labeled with the appropriate application label** indicated in rubric for each grant. Failure to do so delays the certification review process. **Note: Please ensure that all sensitive information is removed from any documents submitted. This includes redacting all account numbers and social security numbers on any documents included in the grant submittal.**

Grant submittals must be emailed to EconomicDevelopment@MiamiDade.Gov. Paper applications are accepted at our office in the event you do not have access to an email.

PLEASE SELECT THE GRANT YOU ARE APPLYING FOR THIS CYCLE:

- 2024 Q2 Minority Small Business Capitalization Program [\$5K]
- 2024 Business Resource and Education Grant [Start-Up \$2.5K]

GENERAL GRANT APPLICANT INFORMATION

Section I: Business Details – please provide all business information as it appears on www.sunbiz.org. It is preferred to provide typed answers for accuracy and legibility.

A. Legal Name of Business: _____

a. Owner Name(s): _____

b. Business Phone: _____

c. Personal Contact: _____

d. Business Email: _____

e. What is the date filed on Sunbiz.org for this business? _____

B. Is this business a DBA? Y/N

If yes, list the DBA owner: _____

C. Business Address: _____

D. County Commissioner & District #: _____

<https://www.miamidade.gov/global/government/commission/home.page>

E. Type of Business: _____

a. Brief Description: _____

b. Is this a for profit business or a non-for-profit? _____

c. List your 6-digit NAICS Business Code: _____

<https://www.naics.com/search/>

F. Do you have employees on payroll? Y/N

a. If yes, how many: _____

G. List and attach any business designations: _____

Section II: Business Structure Information – Please provide all business information as it appears on www.sunbiz.org. It is preferred to provide typed answers for accuracy and legibility.

A. EIN #: _____

B. Which corporate structure describes your business: a. Corporation __ b. Partnership __
 c. Sole Proprietorship __ d. LLC __ e. Not-For-Profit __ f. Other: _____

C. Is the business authorized to issue shares? Y/N
 a. If yes, how many shares: _____

b. If yes, have any shares been issued? Y/N

c. If yes, number of preferred: _____ and number of common: _____

D. Identify all owners of the firm and their ownership percentage.

Name/Title	Ethnicity	% Ownership

E. Is the owner or any shareholders or partners of the business employed by Miami-Dade County? Y/N

a. If yes, provide name, position, and department: _____

b. If yes, please contact the Miami-Dade Ethic Commission for a legal opinion and submit the opinion along with this application.

F. List professional licenses held for legal and ethical business operations and the name of the license holder:

a. _____

b. Do you have an active Miami-Dade County Local Business Tax Receipt? Y/N

G. Identify and fully explain any changes within the past 15 months affecting the ownership, control, or responsibility for the day-today operation of the company (attach additional sheet if necessary): _____

Section III: Financial Information – Please provide all business information as it appears on www.sunbiz.org. It is preferred to provide typed answers for accuracy and legibility.

A. In your submittal, please provide owner/officer signed copies of corporate federal tax returns with all pages and or schedules for the most recent 3 years. If you’ve filed an IRS Tax Return Extensions, you must provide a copy of the extension and copy of the business’ most recent income statement.

B. Number of authorized signatures on company’s checking account: _____

Please give the name and title of individual(s) authorized to sign checks:

Name	Title

C. Has the applicant firm or any firm affiliation with the applicant firm’s owner, officer, directors, or senior management been suspended or debarred from contracting with any government entity? Y/N

If yes, explain: _____

GRANT RUBRIC: 2024 Q2 Minority Small Business Capitalization Program [\$5K]

Item #	Criteria	Requirements	Check List	Rubric Points
1	Business Age	Business must be a minimum of 3 years old as of 5/16/2024. Print Sunbiz.org registration	Did you include the Sunbiz.org proof? Yes <input type="checkbox"/> No <input type="checkbox"/>	**REQUIRED** APPLICATION NOT VALID WITHOUT ITEM
2	Revenue and Tax Compliance	Signed business tax returns for the last 3 years. (Average gross revenue must be \$24,000 - \$750,000)	Did you provide signed tax return copies? Yes <input type="checkbox"/> No <input type="checkbox"/>	**REQUIRED** APPLICATION NOT VALID WITHOUT ITEM
3	Local Business Tax	Provide proof of active Miami-Dade County Local Business Tax Receipt	Did you provide a copy? Yes <input type="checkbox"/> No <input type="checkbox"/>	**REQUIRED** APPLICATION NOT VALID WITHOUT ITEM
4	IRS EIN Documentation	Provide IRS EIN Letter	Did you provide a copy? Yes <input type="checkbox"/> No <input type="checkbox"/>	**REQUIRED** APPLICATION NOT VALID WITHOUT ITEM
5	Driver's License	Valid State of Florida Driver's License	Provide front and back copies of all owners of the business? Yes <input type="checkbox"/> No <input type="checkbox"/>	**REQUIRED** APPLICATION NOT VALID WITHOUT ITEM
6	W9 Tax Form	Submission of a W9 form with accurate business details.	Did you submit a copy? Yes <input type="checkbox"/> No <input type="checkbox"/>	10
7	Grant Application	Complete the grant application	Did you answer every question? Yes <input type="checkbox"/> No <input type="checkbox"/>	30*
8	Letter of Intent	Itemize intended use of grant funds totaling 5K	Did you submit the letter? Yes <input type="checkbox"/> No <input type="checkbox"/>	20
9	Workshop Attendance	Attended at least 1 Grant Workshop	Did you provide your certificate of completion? Yes <input type="checkbox"/> No <input type="checkbox"/>	20
10	Online community event	Attended at least 1 Online Community Business Event. See pg.10 for details	Did you provide your certificate of completion? Yes <input type="checkbox"/> No <input type="checkbox"/>	10
11	Continued Business Education	Complete at least 2 Strive 305 Business Courses	Did you provide proof of course completion/certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	0-20
12	Grant Lab Hours/ Technical Assistance	Completed at least 1 Grant Lab Hour session or technical assistance session	Did you provide your certificate of completion? Yes <input type="checkbox"/> No <input type="checkbox"/>	20
13	Local County Vendor Status	Registered Miami-Dade County Vendor	Did you provide Proof? Yes <input type="checkbox"/> No <input type="checkbox"/>	20
14	Targeted Urban Area (TUA)	Located within TUA of Miami- Dade County	Is your business in a TUA? Yes <input type="checkbox"/> No <input type="checkbox"/>	10

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GRANT REPORT

**Create a report showcasing 4 of the topics mentioned below.
Each topic should be 1-3 pages max.**

**Report Item Points
MAX 40 points**

Report Item A	Performance Metrics and Achievements:	Submit a summary of key performance indicators (KPIs) achieved over the last two years, showcasing growth in revenue, customer base, or market share.	0-10
Report Item B	Market Analysis and Competitive Landscape:	Supply a concise market analysis highlighting the business's position, identifying competitors, and explaining how the grant funds would help the business gain a competitive edge. Discussing market challenges and how the funds would mitigate these challenges can further illustrate the necessity of the grant.	0-10
Report Item C	Resource Gap Assessment:	Provide breakdown of the current resource gaps within the business, such as technological limitations, infrastructure deficiencies, or workforce needs. Showcasing how the grant funds will address these gaps and enhance operational efficiency can strengthen the case for funding necessity.	0-10
Report Item D	Customer Testimonials/ Case Studies:	Presentation of customer testimonials, case studies, or success stories showcasing the business's positive impact on clients/customers or community	0-10
Report Item E	Sustainability Initiatives:	Assess the businesses commitment to eco-friendly practices, energy efficiency measures, waste reduction efforts, or any green certifications obtained.	0-10
Report Item F	Impact Assessment:	Display social or community impact the business has made since its inception, including job creation, community involvement, or any initiatives benefiting underprivileged groups.	0-10
Report Item G	Strategic Growth Plan:	Provide a brief outline of the business's growth plan for the next 2-3 years, detailing how the grant funds would specifically contribute to achieving these growth milestones. Emphasize the need for the funds in expanding operations, entering new markets, or launching innovative products/services.	0-10
Report Item H	Partnerships and Collaborations:	Outline and list strategic partnerships or collaborations established with other businesses, organizations, or institutions, emphasizing the value they've added to the business.	0-10
Report Item I	Involvement in Industry Networks or Associations:	Offer information on the business's involvement in industry-specific networks, associations, or leadership roles held within professional organizations.	0-10
Report Item J	Innovative Product/Service Development:	Present details on any new products, services, or significant enhancements made to existing offerings that have contributed to the business's growth and competitiveness.	0-10

Community Resource & Education Requirements:

1. Proof of 2 completed business education courses from STRIVE 305
 - a. Proof of course registration and completion
 - b. Courses must be taken within grant timeline (or in 2024) to be accepted
 - c. Registration link: <https://miami-dade-county.teachable.com/courses/>
2. Proof of attendance at 1 online community event (within 2024)
Proof of registration and completion certificate is required
 - a. Suggested Online Events:
 1. MDCC Small Business Meetup (Tuesdays, 4pm Zoom) To Register: <https://zoom.us/meeting/register/u5YoceChrDMqCxOOOz7RnecIe9IoGYXNA#/registration>
 2. The Morning Huddle/Strive 305 (Fridays, 10am Zoom) To Register: <https://us02web.zoom.us/meeting/register/tJYsdOuqqTspSnHS1KCgUOILAEKiFuA8dQ>

GRANT SUBMITTAL: 2024 Q2 Minority Small Business Capitalization Program [\$5K]

All submissions should be sent via one email with three separate PDF files attached, each labeled accordingly:

- A. **Grant Required Items [130 points]:** Ensure proper labeling and numbering of items according to the grant rubric. Merge all items into a single PDF document.
- B. **Grant Report [40 points]:** Follow the instructions on page 9 of the grant application to prepare the grant report.
- C. **Grant Application [30 points]:** Compile pages 5-7 of the grant application into one PDF file. Failure to submit as recommended may delay the review process.

In addition, your email subject line should be as follows: **BUSINESS NAME – 5K MDEAT GRANT SUBMITTAL.**

Please include all supporting documents with your application submittal, **and have each item labeled with the appropriate application label** indicated in rubric for each grant. Failure to do so delays the certification review process. **Note: Please ensure that all sensitive information is removed from any documents submitted. This includes redacting all account numbers and social security numbers on any documents included in the grant submittal.**

Grant submittals must be sent to Email: EconomicDevelopment@MiamiDade.Gov. Paper applications are accepted in the event you do not have access to an email or to our technical assistance partners.

GRANT RUBRIC: 2024 Business Resource and Education Grant [Start-Up \$2.5K]

Application Label	Criteria	Requirements	Check List	Rubric Points
Item A	(Required) Sunbiz Registration	6 months to 2 years of operation as stated on Sunbiz.org Provide Sunbiz.org registration	Did you list date filed on application?	5
Item B	Targeted Urban Area (TUA) (Bonus)	Located within TUA of Miami-Dade County Our Grant Team of Evaluators will check these criteria based on business address.	Do you know if your business is in a TUA? Y/N	5
Item C	Business Viability	Comprehensive business plan, financial projections, clear value proposition in the market	Is this attached? Y/N	0-25
Item D	Business Transaction / Taxes	Proof of business transactions: <u>Businesses 6 mo. to 11 mo.:</u> submit 6 mo. of recent receipts and/or transactions (Oct-April) <u>Businesses 1-2 years:</u> Submit signed business taxes returns (gross revenue not to exceed 100k)	Is this attached? Y/N	(Required) 0-10
Item E	Innovation/ Differentiation	Demonstrating innovative ideas, unique approaches, or disruptive potential	Is this highlighted? Y/N	0-10
Item F	Scalability and Growth	Potential for scalability & significant growth	Is this Indicated? Y/N	0-10
Item G	Local Business Tax Receipt	Fulfilling all necessary licenses, permits, and local regulations	Is a copy provided? Y/N	20
Item H	Social Media Presence (Bonus)	Demonstrated proficiency and active engagement on social media platforms (e.g., Facebook, Instagram, Twitter)	Is this listed on the app.? Y/N	0-5
Item I	Innovative Use of Technology (Bonus)	Utilization of innovative technologies and digital tools to drive business growth and reach target audience	Is this Indicated? Y/N	0-5
Item J	Analytics and Metrics (Bonus)	Ability to track and analyze social media metrics, demonstrating a data-driven approach to marketing	Is this highlighted? Y/N	5
Item K	EIN #	Provide IRS EIN Letter/Documentation	Is this listed on the application? Y/N	5
Item L	Workshop Attendance	Attended at least 1 Start-Up Grant Workshop	Did register online for this event?	10

2024 MDEAT Q2 GRANT CYCLE

Item M	Technical Assistance	Completed at least 1 Technical Assistance sessions <i>*Refer to page 3</i>	Did you provide Proof?	15
Item N	Vendor Status (Bonus)	Registered County Vendor	Did you provide Proof?	5
Item O	Application Submitted Electronically (Bonus)	Application Submitted Electronically	Submitted Electronically? Y/N	5
Item P	W9	Provide a W9 (NOTE: Your legal business name as listed on Sunbiz must be online #1)	Was a copy provided?	5
Item Q	Business Education	Provide Proof of Completion of 1 Business Education course completed in 2024	Was proof provided? Y/N	15
Item R	Copy of I.D.	Provide a photocopy or scan of valid License or official State/Federal I.D.	A copy was provided. Y/N	Required
Item S	Letter of Intent	One-page/itemized document indicating how the grant funds will be used and how this will help the business.	Is this provided in the App? Y/N	Required
Item T	Application	Application completed online, scanned/emailed, submitted in person	Is the App Complete? Y/N	Required

Community Resource & Education Requirements:

1. Provide proof of 1 completed business education course from STRIVE 305
 - a. Proof of course registration and completion
 - b. Courses must be taken within grant timeline (or in 2024) to be accepted
 - c. Registration link: <https://miami-dade-county.teachable.com/courses/>
2. Proof of attendance at 1 online community event (within 2024)
 - a. Proof of registration and completion certificate is required
 - b. Suggested Online Events:
 1. MDCC Small Business Meetup (Tuesdays, 4pm Zoom) To Register: <https://zoom.us/meeting/register/u5YoceChrDMqCxOOOz7Rnnece9IoGYXNA#/registration>
 2. The Morning Huddle/Strive 305 (Fridays, 10am Zoom) To Register: <https://us02web.zoom.us/j/9101111111>

GRANT SUBMITTAL: 2024 Business Resource and Education Grant [Start-Up \$2.5K]

All submissions should be sent via one email with three separate PDF files attached, each labeled accordingly:

- A. **Grant Required Items A-K:** Ensure proper labeling and numbering of items according to the grant rubric. Merge these items into a single PDF document.
- B. **Grant Required Items L-S:** Ensure proper labeling and numbering of items according to the grant rubric. Merge these items into a single PDF document.
- C. **Grant Application Item T:** Merge pages 5-7 into a single PDF document.

In addition, your email subject line should be as follows: **BUSINESS NAME – 2.5K MDEAT GRANT SUBMITTAL.**

Please include all supporting documents with your application submittal, and have each item labeled with the appropriate application label indicated in rubric for each grant. Failure to do so delays the certification review process. Note: Please ensure that all sensitive information is removed from any documents submitted. This includes redacting all account numbers and social security numbers on any documents included in the grant submittal.

Grant submittals must be emailed to EconomicDevelopment@MiamiDade.Gov. Paper applications are accepted at our office in the event you do not have access to an email.

Navigating Accessed Granted Reloaded:

Top Tips For A Successful Application



1. **Thorough Review:** Take the time to carefully review the application multiple times. Use a highlighter to mark important sections and ensure a clear understanding of what is required from each applicant.
2. **Seek Assistance:** Don't hesitate to reach out for help if you have any questions or need clarification. Attend our grant expo/workshop events or reach out to our technical assistance partners for guidance and support.
3. **Enthusiasm and Creativity:** Approach the application process with enthusiasm and creativity. Let your passion for your project shine through in your writing and ideas.
4. **Attention to Detail:** Pay close attention to detail. Meticulously go over each section of the application to avoid errors or oversights that could negatively impact your submission.
5. **Stay Organized:** Stay organized throughout the entire application process. Keep track of deadlines, requirements, and any supporting documents needed for your application.
6. **Exude Confidence:** Have confidence in your submission. Believe in the value of your project and convey that confidence in your writing and presentation.

