

MIAMI-DADE ECONOMIC ADVOCACY TRUST

2025 MDEAT BUSINESS 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 Small Business Capitalization Program presents grants up to \$7,500 for businesses in existence for a minimum of three years, aimed at fortifying and enhancing businesses countywide. In addition, the 2025 Business Resource and Education Grant provides \$2,500 for businesses that have been established for six months to two years, fostering growth and resilience within the community. Entrepreneurs across Miami-Dade County are encouraged to seize these opportunities to propel their ventures forward.

2025 SMALL BUSINESS CAPITALIZATION PROGRAM [Up to \$7.5K]

For-Profit Business Grant Eligibility

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

- ✓ Awardees must not have received an MDEAT Capitalization Grant within the past two fiscal years.
- ✓ 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 signed business tax returns and/or Schedule C and corresponding tax transcripts.
- ✓ Average revenue must be a minimum of \$24,000, not to exceed \$750,000 over the last three years.
- ✓ Employ fewer than twenty-five (25) W2 and/or 1099 employees.
- ✓ Only one affiliate by common ownership and/or common management awarded (this also applies to previous fiscal year awardees).
- ✓ Is not in default or non-compliance with any county loan or grant program.
- ✓ Note that franchises or businesses affiliated with national chains are ineligible.
- ✓ Does not engage in illegal activity.
- ✓ **Provide active Local Business Tax Receipt.**
- ✓ **Provide IRS EIN Documentation.**
- ✓ **Provide a valid Driver's License copy.**

Non-For-Profit Business Grant Eligibility

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

- ✓ Provide proof of **verified IRS active status.**
- ✓ Demonstrate an average gross revenue between \$24,000 and \$750,000 over the past three (3) years.
- ✓ Submit the most recent three (3) years of IRS Form 990.
- ✓ Provide the most recent three (3) years of Balance Sheets, Income Statements, and/or Profit and Loss Statements.
- ✓ Include Solicitation of Contributions from the Florida Department of Agriculture and Consumer Services.
- ✓ Submit IRS tax-exempt status documentation.
- ✓ Employ fewer than twenty-five (25) W2 and/or 1099 employees.
- ✓ Only one affiliate by common ownership and/or common management awarded (this also applies to previous fiscal year awardees)

Non-For-Profit Business Grant Eligibility Cont'd

- ✓ Ensure the business is not in default or non-compliance with any county loan or grant program.
- ✓ Note that franchises or businesses affiliated with national chains are ineligible.
- ✓ Align business operations with economic development goals such as community improvement, job creation, or sustainability.
- ✓ Confirm that the business does not engage in any illegal activities.
- ✓ **Provide active Local Business Tax Receipt.**
- ✓ **Provide IRS EIN Documentation.**
- ✓ **Provide a valid Driver's License copy.**

2025 BUSINESS RESOURCE AND EDUCATION GRANT [START-UP \$2.5K]

For-Profit Business 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 (this also applies to previous fiscal year awardees).
- ✓ Is not in default or non-compliance with any county loan or grant program.
- ✓ Note that franchises or businesses affiliated with national chains are ineligible.
- ✓ Does not engage in illegal activity.
- ✓ **Provide active Local Business Tax Receipt.**
- ✓ **Provide IRS EIN Documentation.**
- ✓ **Provide a valid Driver's License copy.**

Non-For-Profit Business Grant Eligibility

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

- ✓ Provide proof of **verified IRS active status.**
- ✓ Submit the most recent IRS Form 990.
- ✓ Businesses older than 1 year must provide the most Balance Sheets, Income Statements, and/or Profit and Loss Statements.
- ✓ Include Solicitation of Contributions from the Florida Department of Agriculture and Consumer Services.
- ✓ Submit IRS tax-exempt status documentation.
- ✓ Employ fewer than twenty-five (25) W2 and/or 1099 employees.
- ✓ Only one affiliate by common ownership and/or common management awarded (this also applies to previous fiscal year awardees).
- ✓ Ensure the business is not in default or non-compliance with any county loan or grant program.
- ✓ Note that franchises or businesses affiliated with national chains are ineligible.
- ✓ Align business operations with economic development goals such as community improvement, job creation, or sustainability.

Non-For-Profit Business Grant Eligibility Cont'd

- ✓ Confirm that the business does not engage in any illegal activities.
- ✓ Provide active Local Business Tax Receipt.
- ✓ Provide IRS EIN Documentation.
- ✓ Provide a valid Driver's License copy.

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Housing | Economic Development | Youth Services | Policy & Research



William "Bill" Diggs
Executive Director



Shandra Daniels
Deputy Director



Jacqueline Davis
Economic Development Manager



Latoya Byrd
Business Expansion Specialist

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.)

GRANT CYCLE OVERVIEW

Grants Open: May 6, 2025

Grants Close: June 9, 2025, by close of business (5pm EST.)

Grant Workshop Tour Dates:

Friday: May 2 nd	11:00am -12:30pm	-Soft Launch Mixer at CoSpace 17560 NW 27th Ave, Suite 105, Miami Gardens, FL 33056
Tuesday: May 6 th	11:00am -12:30pm	-Naranja Branch Lib. 14850 SW 280th Street Homestead, FL 33032
Tuesday: May 13 th	11:00am -12:30pm	-Online Zoom Meeting ID: Meeting ID: 835 5482 7323 Meeting Password: 320953
Friday: May 16 th	11:00am -1:00pm	- CoSpace 17560 NW 27th Ave, Suite 105, Miami Gardens, FL 33056
Thursday: May 29 th	5:30pm - 7:00pm	-North Dade Reg. Lib. 2455 NW 183rd St, Miami Gardens, FL 33056
Monday: June 9 th	-Grants closed/ Applications due by close of business 5:00pm	

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	
Grants 4 U, Inc. 13641 NW 7th Ave, North Miami, FL 33168	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	Contact: Shandra Mallory Email: smallary@nanafl.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 12000 Biscayne Boulevard, Suite 205, Miami 33181	Book a Technical Assistance session: Naed Jasmin Desire Email: njdesire@haccof.com O: (954) 203-1469
79th Street Corridor Neighborhood Initiative 7900 NW 27 TH Ave, Suite 236 Miami, FL 33147	Book a Technical Assistance session: www.79thstreet.org O: (305)836-1071
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.

2025 Small Business Capitalization Program	2025 Business Resource and Education Grant
Each part of the grant submission is assigned weights, totaling a maximum of 170 points: <ul style="list-style-type: none"> ▫ general grant items (110 points) ▫ grant application (30 points) ▫ grant report (30 points) <i>Refer to pages 10-11</i>	The criteria are itemized with their respective weights for a maximum total of 175 points per Evaluation/Selection Committee member. <ul style="list-style-type: none"> ▫ Based on grant rubric items <i>Refer to pages 13-14</i>
MDEAT will award grants ranging from \$2,500 to \$7,500 to seven or more top-ranking, qualified small businesses operating in Miami-Dade County. Funding availability is subject to change and is based on eligibility and merit.	

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:

- ☐ 2025 Small Business Capitalization Program [up to \$7,500]
- ☐ 2025 Business Resource and Education Grant [\$2,500]

GENERAL GRANT APPLICANT INFORMATION

IMPORTANT: Do not submit any documents containing your Social Security number or account numbers. Ensure all sensitive information is redacted before submission.

Has the owner(s) of the business applying for this grant ever received grant funding from Miami-Dade Economic Advocacy Trust?

- ☐ Yes
- ☐ No

If yes, please provide the name of the business, owner(s), the year(s) the funding was received, and the amount(s) awarded:

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. Is the business applying for this grant any of the following? (check all that apply)

- ☐ DBA
- ☐ Non-For Profit
- ☐ For-Profit
- ☐ Corporation
- ☐ Partnership
- ☐ Sole Proprietorship
- ☐ LLC
- ☐ Other

Please provide the business name exactly as it appears on www.sunbiz.org for the business applying for this grant :

-
- 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? _____
- f. Does the business applying for this grant have a DBA/Fictitious Name?

- a. If yes, list owner as it appears on www.sunbiz.org: _____
- b. If not, what is the business EIN number? _____

B. Provide the principal address as it appears on www.sunbiz.org for the business applying for the grant:

C. County Commissioner & District #: _____

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

D. 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 (W2 and/or 1099 employees)? 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. 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: _____

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

Name/Title	Ethnicity	% Ownership

C. 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.

D. 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

- If yes, does the address on the LBT the same as your principal business address listed on www.sunbiz.org: _____

- If no, please explain: _____

E. Identify and fully explain any changes within the past 15 months affecting the ownership, control, or responsibility for the day-to-day 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 also to include the corresponding tax transcripts.

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: 2025 SMALL BUSINESS CAPITALIZATION PROGRAM

Item #	Criteria	Requirements	Check List	Rubric Points
1	Business Age	Business must be a minimum of 3 years old as of 5/6/2025. 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	Grant Application	Complete the grant application	Did you answer every question? Yes <input type="checkbox"/> No <input type="checkbox"/>	0-30
7	Letter of Intent	Itemize intended use of grant funds totaling	Did you submit the letter? Yes <input type="checkbox"/> No <input type="checkbox"/>	20
8	Workshop Attendance	Attended at least 1 Grant Workshop	Did you provide your certificate of completion? Yes <input type="checkbox"/> No <input type="checkbox"/>	20
9	Online community event	Attended at least 1 Online Community Business Event. Proof of registration, attendance and impact summary is expected.	Proof of registration, attendance and impact summary is expected? Yes <input type="checkbox"/> No <input type="checkbox"/>	10
10	Continued Business Education	Complete at least 1 Strive 305 Business Course *Course must be taken in 2025*	Did you provide proof of course completion/certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	0-20
11	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
12	Local County Vendor Status	Registered Miami-Dade County Vendor	Did you provide Proof? Yes <input type="checkbox"/> No <input type="checkbox"/>	20

# 13 GRANT REPORT Create a report showcasing <u>3 of the topics mentioned below.</u> Each topic should be 1-2 pages max.			Report Item Points MAX 30 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	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 E	Innovative Product/Service Development:	Present details on any new products, services, or significant enhancements made to existing offerings that have contributed to the business' growth and competitiveness.	0-10

Community Resource & Education Requirements:

1. Proof of 1 completed business education courses from STRIVE 305
 - a. Proof of course registration and completion
 - b. Course must be taken within the grant timeline (or in 2025) to be accepted
 - c. Registration link: <https://miami-dade-county.teachable.com/courses/>
2. Proof of registration and a summary of value of the online event attended (2025 attendance). Include proof of registration and summary in application submittal. Suggested Online Events:
 1. MDCC Small Business Meetup (Tuesdays, 4pm Zoom) To Register: <https://zoom.us/meeting/register/u5YoceChrDMqCxOOOz7RnnecIe9IoGYXNA#/registration>

GRANT SUBMITTAL: 2025 MDEAT SMALL BUSINESS CAPITALIZATION PROGRAM

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

- A. **Grant Required Items 1-5 [REQUIRED]:** Ensure proper labeling and numbering of items according to the grant rubric. Merge all items into a single PDF document.
- B. **Grant Application Item 6 [30 points]:** Compile pages 7-10 of the grant application into one PDF file. Failure to submit as recommended may delay the review process.
- C. **Grant Required Items 7-12 [REQUIRED]:** Ensure proper labeling and numbering of items according to the grant rubric. Merge all items into a single PDF document.
- D. **Grant Report Item 13 [30 points]:** Follow the instructions on page 12 of the grant application to prepare the grant report.

In addition, your email subject line should be as follows: **BUSINESS NAME – 2025 MDEAT SMALL BUSINESS CAPITALIZATION 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: 2025 BUSINESS RESOURCE AND EDUCATION GRANT [START-UP \$2.5K]

Item #	Criteria	Requirements	Check List	Rubric Points
1	(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?	**REQUIRED** APPLICATION NOT VALID WITHOUT ITEM
2	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	Is this attached? Y/N	**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	Letter of Intent	Itemize intended use of grant funds totaling \$2.5K	Did you submit the letter? Yes <input type="checkbox"/> No <input type="checkbox"/>	**REQUIRED** APPLICATION NOT VALID WITHOUT ITEM
7	Grant Application	Complete the grant application	Did you answer every question? Yes <input type="checkbox"/> No <input type="checkbox"/>	0-30
8	Workshop Attendance	Attended at least 1 Grant Workshop	Did you provide your certificate of completion? Yes <input type="checkbox"/> No <input type="checkbox"/>	20
9	Online community event	Attended at least 1 Online Community Business Event.	Did you provide proof of attendance and registration? Yes <input type="checkbox"/> No <input type="checkbox"/>	10
10	Continued Business Education	Complete at least 1 Strive 305 Business Courses	Did you provide proof of course completion/ certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	0-20
11	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
12	Local County Vendor Status	Registered Miami-Dade County Vendor	Did you provide Proof? Yes <input type="checkbox"/> No <input type="checkbox"/>	20

Item #	Criteria	Requirements	Check List	Rubric Points
13	Business Viability	Business plan, financial projections, clear value proposition in the market	Is this attached? Y/N	0-25
14	Innovation/ Differentiation	Demonstrating innovative ideas, unique approaches, or disruptive potential	Is this highlighted? Y/N	0-10
15	Scalability and Growth	Potential for scalability & significant growth	Is this Indicated? Y/N	0-10
16	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
17	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
18	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

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 2025) to be accepted
 - c. Registration link: <https://miami-dade-county.teachable.com/courses/>
2. Proof of attendance at 1 online community event (within 2025)
 - 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/u5YoceChrDMqCxOOOz7Rnnecle9IoGYXNA#/registration>

GRANT SUBMITTAL: 2025 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 1-6:** Ensure proper labeling and numbering of items according to the grant rubric. Merge these items into a single PDF document.
- B. **Grant Application Item 7:** Merge pages 6-9 into a single PDF document.
- C. **Grant Required Items 8-12:** Ensure proper labeling and numbering of items according to the grant rubric. Merge these items 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 confidence in your writing and presentation.

