

**MIAMI-DADE COUNTY  
MINORITY SMALL BLACK BUSINESS CAPITALIZATION PROGRAM**

**GRANT APPLICATION**  
(2024 JANUARY CYCLE)



**Miami-Dade Economic Advocacy Trust (MDEAT) announced the availability of grants through its Minority Small Black Business Capitalization Program for small to medium minority businesses in Miami-Dade County in the amount of \$10,000 to improve or stabilize neighborhood businesses throughout Miami-Dade County.**

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### **Grant Eligibility**

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

- ✓ Awardees must not have been a MDEAT 2023 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 not 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

### **Grant Fund Utilization Guidelines**

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

- ✓ Inventory/Supplies/Other than food items
- ✓ Business Equipment
- ✓ Marketing/Advertising
- ✓ Business Expansion
- ✓ Technology (e.g., computer, software, copier, etc.)

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Miami-Dade Economic Advocacy Trust (MDEAT)  
Overtown Transit Center South | 601 NW 1st Court, Suite 2132 Miami, FL 33136  
Office: (305) 375-5661 | [www.miamidade.gov/EconomicAdvocacyTrust](http://www.miamidade.gov/EconomicAdvocacyTrust)

Economic Development Division  
Business Expansion Specialist, Latoya Byrd Email: [Latoya.Byrd@MiamiDade.Gov](mailto:Latoya.Byrd@MiamiDade.Gov)

## GRANT DETAILS

**Grant Timeline:** January 16<sup>th</sup> – February 16<sup>th</sup>

**Grant Expo & Workshop Tour Dates:** Note: All events will run from 10:00AM to 12:30PM

- Tuesday: Jan. 16<sup>th</sup> - North Dade Reg. Lib. 2455 NW 183rd St, Miami Gardens, FL 33056
- Thursday: Jan. 18<sup>th</sup> - South Dade Regional Library 10750 SW 211 St, Cutler Bay, FL 33189
- Tuesday: Jan. 23<sup>rd</sup> - Westchester Regional Library 9445 Coral Wy, Miami, FL 33165
- Thursday: Jan. 25<sup>th</sup> - Arcola Lakes Library 8240 NW 7th Ave, Miami, FL 33150

**Register Here:** [www.bit.ly/MDEATevents](http://www.bit.ly/MDEATevents)

**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 guidance in completing your application.

- **Grants 4 U, Inc.**  
**Technical Assistance Dates: Jan. 17<sup>th</sup>, Jan. 31<sup>st</sup> & Feb. 7<sup>th</sup>**  
13641 NW 7th Ave, North Miami, FL 33168  
Times: 4pm-7pm  
Registration Link: <https://Grants4uinc.Org/Lab-Hours>  
Contact: Eriel Forrest, [Info@Grants4uinc.Org](mailto:Info@Grants4uinc.Org) / (954)799-5552
- **N.A.N.A - Richmond Heights Small Business Development Hub**  
**Technical Assistance Dates: Jan. 17<sup>th</sup>, Jan. 18<sup>th</sup> & Jan. 19<sup>th</sup>**  
148501 Lincoln Blvd, Suite 210, Miami, FL 33176  
To Register, Contact: Leticia Bolden, [Lbolden@Nanafl.Org](mailto:Lbolden@Nanafl.Org) / (786)592-1861
- **Miami Dade Chamber Of Commerce**  
**Technical Assistance Dates: Based on availability**  
\*\*Sessions are available on zoom and in-person\*\*  
11415 Northeast 2nd Avenue, Miami Shores, FL, 33161  
Contact: Matthew Pigatt [mpigatt@m-dcc.org](mailto:mpigatt@m-dcc.org) O: (305)751-8648  
Book a Technical Assistance session: <https://m-dcc.org/>
- **Scale Up 305/ Haitian American Chamber of Commerce of Florida**  
**Technical Assistance Dates: Based on availability**  
10750 NW 6th Ct, Miami, FL 33168  
Book a Technical Assistance session:  
Nadia Alcide [nadia.alcide@gmail.com](mailto:nadia.alcide@gmail.com) O: (305)912-3127
- **Oasis at Miami Gardens**  
**Technical Assistance Dates: Based on availability**  
640 NW 183rd Street Miami Gardens, FL 33169  
Tel: 305-614-0493 | [Info@Oasismg.Net](mailto:Info@Oasismg.Net)  
Book a Technical Assistance session (In person or Online):  
<https://www.oasisatmiamigardens.com/business-consultation>

**Grant Deadline:** Grant Deadline is Feb. 16<sup>th</sup> at 12:00PM (EST)

**Business 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 to be accepted
  - c. Registration link: <https://miami-dade-county.teachable.com/courses/>
2. Proof of attendance at 1 online community event
  - a. Proof of registration and completion certificate is required
  - b. Suggested Online Events:
    - i. MDCC Small Business Meet Up (Tuesdays, 4pm Zoom)  
To Register:  
<https://zoom.us/meeting/register/u5YoceChrDMqCxOOz7Rnnecle9IoGYXNA#/registration>
    - ii. The Morning Huddle/Strive 305 (Fridays, 10am Zoom)  
To Register:  
[https://www.miamidade.gov/global/news-item.page?Mduid\\_news=news1634842183785154](https://www.miamidade.gov/global/news-item.page?Mduid_news=news1634842183785154)

**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 criteria, each with assigned weights, total a maximum of 200 points application: general grant items (130 points), grant application (30 points), and grant report (40 points).

The Evaluation/Selection Committee will rate and rank the applications by highest points. MDEAT will select a maximum of 10 applicants throughout Miami-Dade County. MDEAT has allocated \$100,000.00 in increments of \$10,000 for this grant process to be awarded to qualified small black businesses operating in Miami-Dade County. In the event there are not 10 recipients of the grant funds, the difference will be reallocated to the pool and distributed evenly to the actual number of recipients.

## GRANT SUBMISSION

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 6 of the grant application to prepare the grant report.
- C. **Grant Application [30 points]:** Compile pages 8-10 of the grant application into one PDF file.

Failure to submit as recommended may delay the review process. Grant submittals can be sent to [Latoya.Byrd@MiamiDade.Gov](mailto:Latoya.Byrd@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

Item #	Criteria	Requirements	Check List	Rubric Points
1	Business Age	Business must be a minimum of 3 years old as of 2/16/2024. Print Sunbiz.org registration	Did you include the Sunbiz.org proof? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>**REQUIRED**</b> <b>APPLICATION NOT VALID WITHOUT ITEM</b>
2	Revenue and Tax Compliance	Signed business tax returns for the last 3 years (gross profits not to exceed \$750,000)	Did you provide signed tax return copies? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>**REQUIRED**</b> <b>APPLICATION NOT VALID WITHOUT ITEM</b>
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"/>	<b>**REQUIRED**</b> <b>APPLICATION NOT VALID WITHOUT ITEM</b>
4	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"/>	<b>**REQUIRED**</b> <b>APPLICATION NOT VALID WITHOUT ITEM</b>
5	IRS EIN Documentation	Provide IRS EIN Letter	Did you provide a copy? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>**REQUIRED**</b> <b>APPLICATION NOT VALID WITHOUT ITEM</b>
6	Drivers Lic.	Valid State of Florida Driver's Lic.	Provide front and back copies of all owners of the business? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>**REQUIRED**</b> <b>APPLICATION NOT VALID WITHOUT ITEM</b>
7	51% Black Ownership	Business must be 51% Black Owned	Did you provide proof? Yes <input type="checkbox"/> No <input type="checkbox"/>	10
8	<b>Grant Application</b>	<b>Complete the grant application on pages 8-10</b>	<b>Did you answer every question?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>30</b>
9	Letter of Intent	Itemize intended use of grant funds totaling 10K	Did you submit the letter? Yes <input type="checkbox"/> No <input type="checkbox"/>	20
10	Workshop Attendance	Attended at least 1 Grant Workshop	Did you provide your certificate of completion? Yes <input type="checkbox"/> No <input type="checkbox"/>	20






11	Online community event	Attended at least 1 Online Community Business Event. See pg. 4 for details	Did you provide your certificate of completion? Yes <input type="checkbox"/> No <input type="checkbox"/>	10
12	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
13	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
14	Local County Vendor Status	Registered Miami-Dade County Vendor	Did you provide Proof?	20
15	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

### **GRANT REPORT**

<b>16</b>				<b>Report Item Points</b>
<b>Create a report showcasing 4 of the topics mentioned below. Each topic should be 1-3 pages max.</b>				<b>MAX 40 points</b>
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 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

## 2024 GRANT CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	GRANT LAB HOURS
<b>1/15</b> <b>DR. MARTIN LUTHER KING JR. DAY</b> 	<b>1/16 GRANT OPEN EXPO &amp; WORKSHOP</b> NORTH DADE REGIONAL LIBRARY 2455 NW 183RD ST, MIAMI GARDENS, FL 33056 10AM-12:30PM  MDCC SMALL BUSINESS MEET UP 4PM ZOOM	<b>1/17 GRANT LAB HOURS</b> **SEE LISTINGS	<b>1/18 GRANT EXPO &amp; WORKSHOP</b> SOUTH DADE REGIONAL LIBRARY 10750 SW 211 ST, CUTLER BAY, FL 33189 10AM-12:30PM  GRANT LAB HOURS **SEE LISTINGS	<b>1/19 THE MORNING HUDDLE/STRIVE 305 @ 10AM ONLINE</b>  GRANT LAB HOURS **SEE LISTINGS	<div>  <p>                             GRANTS 4 U, INC.                              13641 NW 7TH AVE, NORTH MIAMI, FL 33168                              DATES: <u>1/17, 1/31, 2/7</u>                              TIMES: 4PM-7PM                              REGISTRATION LINK:  <a href="https://grants4uinc.org/lab-hours">HTTPS://GRANTS4UINC.ORG/LAB-HOURS</a>                              CONTACT: ERIEL FORREST  <a href="mailto:INFO@GRANTS4UINC.ORG">INFO@GRANTS4UINC.ORG</a>                              (954)799-5552                         </p> </div> <div>  <p>                             NANA - RICHMOND HEIGHTS SMALL BUSINESS DEVELOPMENT HUB                              148501 LINCOLN BLVD, SUITE 210, MIAMI, FL 33176                              DATES: <u>1/17, 1/18, 1/19</u>                              TO REGISTER, CONTACT:                              LETICIA BOLDEN  <a href="mailto:LBOLDEN@NANAFL.ORG">LBOLDEN@NANAFL.ORG</a>,                              786-592-1861                         </p> </div> <div>  <p>                             MIAMI DADE CHAMBER OF COMMERCE                              11415 NORTHEAST 2ND AVENUE, MIAMI SHORES, FL, 33161                              REGISTER FOR TECHNICAL ASSISTANCE: <a href="https://M-DCC.ORG/TECHNICAL-ASSISTANCE">HTTPS://M-DCC.ORG/TECHNICAL-ASSISTANCE</a> </p> </div>
<b>1/22</b>	<b>1/23 GRANT EXPO &amp; WORKSHOP</b> WESTCHESTER REGIONAL LIBRARY 9445 CORAL WY, MIAMI, FL 33165 10AM-12:30PM  MDCC SMALL BUSINESS MEET UP 4PM ZOOM	<b>1/24</b>	<b>1/25 GRANT EXPO &amp; WORKSHOP</b> ARCOLA LAKES LIBRARY 8240 NW 7TH AVE, MIAMI, FL 33150 10AM-12:30PM	<b>1/26 STRIVE 305 @ 10AM ONLINE</b>	
<b>1/29</b>	<b>1/30 MDCC SMALL BUSINESS MEET UP 4PM ZOOM</b>	<b>1/31 GRANT LAB HOURS</b> **SEE LISTINGS	<b>2/1</b> <b>BLACK HISTORY MONTH</b>	<b>2/2 STRIVE 305 @ 10AM ONLINE</b>	
<b>2/5</b>	<b>2/6 MDCC SMALL BUSINESS MEET UP 4PM ZOOM</b>	<b>2/7 GRANT LAB HOURS</b> **SEE LISTINGS	<b>2/8</b>	<b>2/9 STRIVE 305 @ 10AM ONLINE</b>  GRANT ONLINE WORKSHOP ZOOM 3:30PM- 4:30PM	
<b>2/12</b>	<b>2/13 MDCC SMALL BUSINESS MEET UP 4PM ZOOM</b>		<b>2/15</b>	<b>2/16 STRIVE 305 @ 10AM ONLINE</b> GRANT CLOSE/ DEADLINE 12PM	

**\*\*NOTE: 2/9/2024 Grant Online Workshop Zoom Details -**  
**Meeting ID: 864 2731 3261 | Passcode: 936140**

## GENERAL GRANT APPLICANT INFORMATION

**Section I: Business Details** - please provide all business information as it appears on [www.sunbiz.org](http://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: \_\_\_\_\_
- 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: \_\_\_\_\_  
Brief Description: \_\_\_\_\_  
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: \_\_\_\_\_

**Section II: Business Structure Information** – Please provide all business information as it appears on [www.sunbiz.org](http://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	% 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:

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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 lic. holder:**

a. 

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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-to-day operation of the company (attach additional sheet if necessary):**


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

**A.** Grant Item # 2 asks for gross receipts for the last three years. For this grant item, please submit owner/officer signed copies of corporate federal tax returns with all pages/schedules for the last (3) years for domestic and foreign firms. If you filed an IRS Tax Return Extension, you must provide a copy of the extension and copy of the business' most recent income statement for domestic and foreign firms.

- B. Number of authorized signatures on company's checking account: \_\_\_\_  
Please give the name and title of individual(s) authorized to sign checks.

Print Name	Title

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### HELPFUL GRANT APPLICATION TIPS

Make sure to thoroughly review this application multiple times using a highlighter to ensure a clear understanding of what is required from each applicant. For any queries, seek assistance at our grant expo/workshop events or reach out to our technical assistance partners. Most importantly, approach this process with enthusiasm and creativity!

Attention to detail is crucial, so strive to be meticulous in your approach. Stay organized throughout the entire application process and exude confidence in your submission.

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

- 1. 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.
- 2. Grant Report [40 points]:** Follow the instructions on page 6 of the grant application to prepare the grant report.
- 3. Grant Application [30 points]:** Compile pages 8-10 of the grant application into one PDF file.

Failure to do so delays the review process. **Again, for your grant submittal, send one email with the 3 PDF required attachments.** Please Send all correspondence to our Economic Development Division Business Expansion Specialist, Latoya Byrd  
[Latoya.Byrd@MiamiDade.Gov](mailto:Latoya.Byrd@MiamiDade.Gov).