



COMMISSIONER
**DANIELLE
COHEN HIGGINS**
Miami-Dade County, District 8



Commissioner Danielle Cohen Higgins

Miami-Dade County District 8

Mom And Pop Small Business Grant Program Application



COMMISSIONER
**DANIELLE
 COHEN HIGGINS**
 Miami-Dade County, District 8



ATTENTION District 8 Small Business Owners!

The 2026 Mom and Pop Small Business Grant Program is now open.

Funding is available up to **\$5,000** per business

APPLICATION PERIOD

March 9 - March 20, 2026

Applications Due by: 4:00 pm

Application Pick up / Drop Off:

📍 **Commissioner Danielle Cohen Higgins**
District Office
 10710 SW 211th Street, Suite 103
 Cutler Bay, FL 33189
 ☎ 305-378-6677
 Attn: Helena Sumpter

Scan QR Code to Download Application

🌐 www.miamidade.gov/district08



* Completed applications must be hand-delivered in a sealed envelope to the District Office.

Information Workshops (ZOOM)

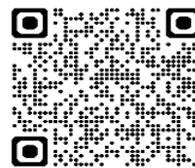
Wednesday, March 11, 2026

Morning Session (10 AM)



Meeting ID: 526 6284 2686

Evening Session (6 PM)



Meeting ID: 887 9356 5181

No Late Applications Will Be Accepted

PROGRAM ADMINISTERED BY : Neighbors and Neighbors Association, Inc.

For additional information contact:

☎ 786- 732-0774 Tamika Smith or Kelly Fleurisca

TABLE OF CONTENTS

PROGRAM DESCRIPTION / OVERVIEW	Page 4
ELIGIBILITY REQUIREMENTS / INFORMATION WORKSHOP	Page 5
GRANT PROCEDURES AND REQUIRED ATTACHMENTS	Page 6
GRANT APPLICATION	Pages 7 - 11

2026 MOM AND POP SMALL BUSINESS GRANT PROGRAM

PROGRAM DESCRIPTION

The Miami-Dade County Mom and Pop Small Business Grant Program was established in 1999 by Neighbors And Neighbors Association, Inc. (NANA) to provide financial and technical assistance to small businesses that meet the established eligibility criteria. The program is designed to support the sustainability and growth of locally owned businesses while fostering collaboration between small businesses and local government.

This application is specific to Miami-Dade County Commission District 8 and is funded through the Office of Danielle Cohen Higgins. The District 8 Mom and Pop Small Business Grant Program is intended to strengthen small businesses located within District 8 by providing targeted financial support based on the unique economic needs of the district.

Only businesses physically located within District 8 are eligible to apply under this application cycle. Applicants must verify that their business address falls within District 8 prior to submission. For assistance in confirming your district, please contact 311 or visit the Miami-Dade County website <https://www.miamidade.gov/global/government/commission/home.page> and use the “Who is My Commissioner?” search tool.

GRANT PROGRAM OVERVIEW

The Mom and Pop Small Business Grant Program operates on a cost-reimbursement basis, Approved applicants will be reimbursed only for eligible expenses incurred after the grant agreement has been fully executed by the Office of Danielle Cohen Higgins, Neighbors And Neighbors Association, Inc. (NANA), and the Grantee. Expenses incurred prior to full execution of the agreement will not be eligible for reimbursement.

Funds awarded under this program must be used strictly for approved business-related expenses as outlined in the Eligible Use of Funding section. All reimbursements are subject to documentation review, verification, and compliance with the program guidelines established by Miami-Dade County Commission District 8.

ELIGIBLE USE OF FUNDING	INELIGIBLE USE OF FUNDING
<ul style="list-style-type: none"> • Inventory / Supplies • Business Equipment • Marketing / Advertising • Liability Insurance • Minor Interior / Exterior Renovations • Security System (commercial properties only) • Work Vehicle (pick-up truck or cargo van) must be registered in the business name • Professional Services (Accounting, Business Training, Seminars, and events) • Lease/mortgage (commercial properties only) 	<ul style="list-style-type: none"> • Rental Deposits • Late Payment Fees • Purchase of Alcohol, Tobacco, or Medicine • Salaries • Debts • Property Taxes • County, City, and or State License • Any and all others not listed in the eligible use section

ELIGIBILITY REQUIREMENTS

Commissioner Cohen Higgins, Mom and Pop Small Business Grant Program offers financial assistance to small business owners in **District 8**. To be eligible for funding, businesses must meet the following criteria:

Eligibility Criteria:

- Must have been in operation for at least one (1) year
- Must be a for-profit business. (Home-based businesses are eligible to apply)
- Must have a physical address - P.O. / UPS Boxes are not accepted
- Must have current County, City, and State registrations- **refer to page 6**

Automatic Disqualification:

- Businesses that received funding in 2025
- Relocate out of District 8 during the application process
- Submit applications after the deadline
- Non-profit organization
- Submit multiple applications for the same owner(s), family member(s), or partner(s)
- Are part of a national chain

APPLICATION SUBMISSION

Submit 1 original completed application with all required attachments. Application must be completed in its entirety. We recommend you keep a copy for your records!

SELECTION COMMITTEE

The Selection Committee reserves the right to consider special projects, request additional information, and has the authority to accept or reject any and all applications.

INFORMATION WORKSHOP

All businesses applying for funding are encouraged to attend the information workshop to learn about the program requirements. All questions will be answered ONLY during this time. **Please note that attendance does not guarantee funding.**

We highly recommend that you do not complete the application before attending the workshop.

APPLICATION PROCEDURES AND REQUIRED ATTACHMENTS

To complete your application for the Miami-Dade County Mom and Pop Small Business Grant Program, please ensure that you include the following documents along with your completed application:

- 1) **Completed Application**
Submit one original, completed application, typed or printed (using blue or black ink only)
- 2) **Proof of Business Operation**
Provide proof that your business has been in operation for at least one (1) year. Acceptable documentation includes any of the following: 2024 LBT or 2024 Sunbiz Registration
- 3) **Miami-Dade County Local Business Tax Receipt (LBT)**
Submit a current copy of your Miami-Dade County Local Business Tax Receipt. If the LBT indicates "Operating in Miami-Dade," a City Business Tax Receipt may also be required. If a Business Tax Receipt is not required by Miami-Dade County, the applicant must provide written proof from the Miami-Dade County Tax Collector's Department.
- 4) **City Business Tax Receipt (if applicable)**
If your business is located in a City within Miami-Dade County, provide a copy of your current City Business Tax Receipt.
- 5) **State of Florida Corporation/Fictitious Name Registration**
Provide a copy of your active State of Florida Corporation or Fictitious Name registration. You can print this document from [Sunbiz.org](https://www.sunbiz.org).
 - o If your business is incorporated, the FEIN # must be listed on the Sunbiz printout. If not, submit a copy of your IRS letter 147c or SS4, which shows your business's FEIN #.
- 6) **Valid Picture ID**
Submit a copy of a valid picture ID (Driver's License or State ID) of the Owner, President, or Managing Member of the LLC as listed on Sunbiz.
- 7) **Business Location Photo**
Provide a clear photo of your business location (whether a building, home office, or work vehicle). The address must be visible. Multiple photos may be submitted if needed.
- 8) **State Professional License (if applicable)**
If your business requires a State Professional License (e.g., Cosmetology, Realtor, Contractor, etc.), please submit a copy of the license or certification.
- 9) **Conflict of Interest Statement (if applicable)**
Elected officials, government board appointees, or Miami-Dade County employees must provide written approval from the Miami-Dade County Commission on Ethics, stating there is no conflict of interest.
- 10) **Approval for Outside Employment (Miami-Dade County Employees) if applicable**
Miami-Dade County employees must submit proof of approval for outside employment through INFORMS, along with approval from the Department Director.

Be sure to gather all required documents and submit them with your completed application

**2026
MOM AND POP SMALL BUSINESS GRANT PROGRAM
APPLICATION**

A. BUSINESS INFORMATION

Please print clearly or type below

Business Name (as it appears on Sunbiz)	
Doing Business As (DBA) Name (if applicable, as it appears on Sunbiz)	
Business Address: (Include the City & Zip)	
Business Phone Number:	
Owner / President / Managing Member Cell Number:	
Email Address:	
Type of Business Operating: (Ex: Daycare, Auto Shop, Etc.)	
Owner / President / Managing Member Name:	
Owner / President / Managing Member Home Address: (Include the City & Zip)	

B. AMOUNT REQUESTED

Funding Amount Requested:	\$
----------------------------------	-----------

D. BUSINESS INFORMATION

1. How long have you been in business? Years: _____ Months: _____

2. What are the business hours of operation? _____

3. Have you received Mom and Pop funding in the past? Yes _____ No _____
 - o If yes, what was the last year you received funding? _____

4. Are you or any other shareholder employed by Miami-Dade County? Yes _____ No _____
 - o If yes, what department? _____

5. Do you (Owner / President / Managing Member) live in District 8? Yes _____ No _____

6. Is the business located in a commercial space? Yes _____ No _____

7. If awarded the full amount allowed by the program, knowing that the funding cannot be used for salaries/payroll, would you still be able to create a new job?

Yes _____ No _____

E. BUSINESS INFORMATION

1. Describe your business and the goods/services your business offers:

2. Does your business engage in community service or support local organizations?
(Please explain and include supporting documents- letters, certificates, awards, etc.)

3. Provide a brief description of how the funds, if awarded, will be utilized to support the growth of your business:

F. REQUEST FOR OPINION FROM THE COMMISSION ON ETHICS ACQUIRING FINANCIAL INTEREST

I, _____, the owner or president of
(Owner / President / Managing Member LLC Name)

_____, whose business address is
(Business Name (please include DBA if applicable))

_____,
(Business Address, City, State, Zip)

(Phone #) (Email)

Include a short description of the type of business operating:

Are you currently employed or a board member of any Miami Dade County Department?

Yes ___ No ___

If yes, what Department or Board? _____

If yes, are you seeking to contract with Miami-Dade County? Yes: _____ No: _____

I am being considered for funding through the Mom and Pop Small Business Grant Program and request clearance from the Commission on Ethics. Please review my request and forward it to Neighbors And Neighbors Association, Inc. to the attention of Leroy Jones, Executive Director, 5120 NW 24th Ave, Miami, FL 33142, or fax (305) 756-6008. Thank you in advance for your attention to this matter.

Commissioner Danielle Cohen Higgins

111 NW 1st Street

Miami, FL 33128