



## **Chairman Anthony Rodriguez**

Miami-Dade County District 10

**Mom And Pop Small Business Grant Program Application**

# ***Attention Business Owners***

## **Miami-Dade County District 10 Mom and Pop Small Business Grant Program**

**Grant Money Available!  
Up to \$5,000 per business**

Applications are available online or in person from

**May 4, 2026 – May 15, 2026  
9:00 am - 3:00 pm**

**PICK UP APPLICATIONS AT:**

Chairman Anthony Rodriguez District Office  
7146 SW 117<sup>th</sup> Ave  
Miami, FL 33183  
Phone: 305-222-2116

Or

**Applications online May 4<sup>th</sup> 2026, at [www.miamidade.gov/district10](http://www.miamidade.gov/district10)**

There will be an Informational Workshop explaining the program requirements held on

**Thursday, May 7<sup>th</sup> 2026, at 10:00 am  
Westchester Regional Library- 2<sup>nd</sup> Floor Auditorium  
9445 SW 24<sup>th</sup> Street, Miami, FL 33165**

Hand deliver the completed application with the required attachments **in a sealed envelope** to the

District office located at 7146 SW 117<sup>th</sup> Ave, Miami, FL 33183

from **May 18<sup>th</sup> – May 29<sup>th</sup> from 9:00 am – 3:00 pm**

(The office will be closed on May 8<sup>th</sup> and 25<sup>th</sup>)

**No late applications will be accepted!**

For additional information, contact Trina Kancey at 305-456-6383.

**Neighbors And Neighbors Association (NANA)**

**Submit 1 original completed application with all required attachments**

**We recommend you keep a copy for your records!**

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## 2025-2026 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. to offer both financial and technical assistance to small businesses that meet the criteria for funding. This program has provided small, locally owned businesses with the opportunity to engage with the local government under favorable conditions. By fostering this relationship, the program aims to bridge the gap between small businesses and governmental entities, helping them collaborate and thrive in a supportive environment.

The program is available in all 13 Miami-Dade County Commission Districts, and as such, we recognize that the needs of each district may vary. Our goal is to address this diversity by tailoring support to meet the specific needs of each area. To ensure you receive the correct guidelines for funding consideration, it is essential to apply in the district where your business is located. To determine your district, you can call 311 or visit the Miami-Dade County Board of County Commissioners' webpage (<https://www.miamidade.gov/global/government/commission/home.page>). Under the "Who is my Commissioner?" section, simply enter your business address and submit the information. Please note that application forms and start dates may differ by district, so be sure to obtain the appropriate application for your area.

### **GRANT PROGRAM OVERVIEW**

The Mom and Pop Small Business Grant Program operates on a cost-reimbursement basis, meaning that participants are reimbursed for eligible expenses incurred during the approved funding cycle. Under this arrangement, participants can submit their expenses for reimbursement upon executing a contract with NANA and Miami-Dade County for the full funding amount awarded.

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

**District 10  
FY 2025-2026 Mom and Pop Small Business Grant**

**ELIGIBILITY REQUIREMENTS**

Chairman Anthony Rodriguez's Mom and Pop Small Business Grant Program offers financial assistance to small business owners in **District 10**. 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:**

- Relocate out of District 10 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

**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.**

**Thursday, May 7th 2026, at 10:00 am  
Westchester Regional Library- 2<sup>nd</sup> Floor Auditorium  
9445 SW 24<sup>th</sup> Street, Miami, FL 33165**

Please be on time, space is limited!

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

**District 10**  
**FY 2025-2026 Mom and Pop Small Business Grant**

**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:

◦ An old license ◦ State Corporations documents ◦ Sales Tax records ◦ Utility Bill

*Note: The proof must be in the current business name, and only copies should be submitted.*

**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 Miami-Dade County does not require a Business Tax Receipt, the applicant must provide written proof from the Miami-Dade County Tax Collector's Department.

**4) 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](http://Sunbiz.org).

- 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 #.

**5) 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.

**6) 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.

**7) Job Creation Form (if applicable)**

If you are seeking the maximum funding, and funds are available, you must complete the Job Compliance Form (Page 13 attached).

**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**

District 10  
FY 2025-2026 Mom and Pop Small Business Grant

**FY 2025-2026  
MOM AND POP SMALL BUSINESS GRANT PROGRAM  
APPLICATION**

**A. BUSINESS INFORMATION**

Please print clearly or type below

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

**B. AMOUNT REQUESTED**

<b>Funding Amount Requested:</b>	\$
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**District 10**  
**FY 2025-2026 Mom and Pop Small Business Grant**

**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 10? 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 \_\_\_\_\_

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**District 10**  
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**E. BUSINESS INFORMATION**

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

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

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

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**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 24<sup>th</sup> Ave, Miami, FL 33142, or fax (305) 756-6008. Thank you in advance for your attention to this matter.

Chairman Anthony Rodriguez

111 NW 1<sup>st</sup> Street

Miami, FL 33128

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