



Welcome to the Miami Shores Village Business Grant (MSVBG) Program.

Listed below are the steps needed to complete the grant application. All applications are required to provide all requested documentation. [Completed application packages must be submitted at Miami Shores Village Hall, located at 10050 NE 2nd Avenue \(in the building department during regular business hours\).](#) Hard copy applications are required, e-mail applications will not be considered. Grant applications shall be ranked based on previous assistance received and the time stamp when a complete application is submitted.

Application Process:

Initial Submission – applicants are required to provide the following five (5) documents in order to determine eligibility.

- 2019 tax return; if 2019 not available, submit 2018.
- Local Business Tax Receipt.
- Florida Division of Corporations (SunBiz) proof of business entity existence in good standing (if applicable).
- Executed lease agreement.
- A completed MSVBG grant application (below).

Expense Submission and Funding Setup – if eligible for the program (up to a maximum of \$3500 per business), you will be required to itemize your expenses for each category and provide the supporting documentation. The following items qualify for reimbursement.

What is eligible?

- 100% Reimbursable PPE purchases – Personal Protective Equipment (PPE) purchases and other associated expenses necessary in order to comply with CDC guidelines or Miami-Dade County COVID-19 safety orders; proof of purchase via a receipt, or paid invoice.
- 100% Reimbursable Rent or Mortgage – proof of payment via a receipt, or cancelled check; if behind on payments, a notarized letter from landlord or lender stating how many months behind/default and to include specific dates is required.
- 100% Reimbursable Other Expenses – utility bills, licenses, insurance, and perishable food items are allowable expenses needed to keep the business operational, and to safely meet local, state, and federal requirements; proof of payment via receipt, paid invoice, or cancelled check.

* A complete application with all required enclosures must be submitted in order to be considered for a grant.

If you encounter submission questions, please send an email to kendallt@msvfl.gov or call (305) 762-4864.

Business Grant (MSVBG) Program Application:

Business Owner Name: _____

Email: _____

Phone: _____

Secondary Phone: _____

What type of business do you own? _____

Have you applied for the Paycheck Protection Program (PPP) or any other Federal or State assisted business loan program? (Circle one)

Yes / No

If so what was the date of the application?

What is the status of the assistance requested? (Circle one)

Denied / Approved/ Pending

If approved, have you received funds? (Circle one)

Yes / No

Business Name: _____

Business address:_____

FEIN:_____

Signature of authorized representative:_____

On behalf of applicant, I certify all the information submitted with this application is true and correct.