

## Community Development Corporation Neighborhood Micro-Grant Program

The CDC Neighborhood Micro-Grant Program was created to provide Community Development Corporation (CDC) network partners with an economic development tool to help retain, expand, and attract small businesses within Cleveland's neighborhoods. Eligible businesses can receive micro-grants to cover eligible costs related to the daily operation and/or expansion of their business. CDCs will work to identify small businesses within their service area that are community-minded and have demonstrated a commitment to the revitalization of Cleveland's neighborhoods through job retention or creation and work to increase the quality of life for Cleveland residents.

### Grant Amounts

- Up to \$1,000 for businesses located within the City of Cleveland.
- Up to 5% of the total project cost, not to exceed \$5,000 for businesses that are applying for a loan with a community-based lender (CDFI)\*

**Who is Eligible?** A business must hit all of the following criteria:

- Located within the City of Cleveland (If the business is home-based, the address must be within the City of Cleveland);
- For-profit;
- Referred by the Community Development Corporation (CDC) in the service area the business is located;
- Registered with the Ohio Secretary of State (Articles of Organization);
- Have filed federal corporate or personal taxes for the prior year (not applicable to start-up businesses);
- Have a business checking account to receive ACH deposits.

### Eligible Uses

- Lease/rent payments to relocate within a new storefront or commercial corridor
- Purchase/upgrade/repair machinery and Equipment (M&E) Furniture and Fixtures
- Short-term working capital needs and Inventory purchase
- Small interior/exterior renovation needs
- Payment for commercial building energy audits and electric fixture retrofit installation, and small weatherization upgrades
- Permitting and city of Cleveland/Cuyahoga County licensing costs (architectural, design plan, etc.)
- Emergency response funding to pay for safety and cleaning needs (security cameras/enhancements)
- Funding can be used to meet equity injection requirements for the City of Cleveland and other small business ecosystem lending programs;
- Marketing and branding
- Permitting and city of Cleveland/Cuyahoga County licensing costs (architectural, design plan, etc.)

- Accounting and legal services
- Technical assistance services
- Hiring additional staff and workforce development (training, up-skilling)

### **Application Process**

Business owners seeking support through the CDC Neighborhood Micro-Grant must first speak with their Economic Development Working Group contact person. A list of the most up-to-date contact information can be found [here](#). CDCs interested in supporting a small business must provide the business owner with a CDC Letter of Support signed by either the CDC Executive Director or an authorized CDC personnel. Support letters must include the CDC's logo. Email support letters are acceptable provided they include the name of the business and the name of the CDC/EDWG staff member. All applications must be submitted through the CDC Neighborhood Micro-Grant Program application portal. A CDC reserves the right to fill out an application on behalf of a business owner or provide the application link to the business owner.

CNP will work with the CDC representative providing the support letter to address any questions about the application. **The application should not be included in any correspondence between CNP and the CDC during this review process time.** Once the application review is complete, CNP will issue a CDC Neighborhood Micro-Grant Certification Letter to the business owner directly and will continue to work with the business owner until the funds are disbursed. The total process may take up to 10 -15 business days from the date we receive a complete application. Depending on when the application is submitted ACH deposit will be processed on or shortly after the 15<sup>th</sup> and end of the month. **Due to limited funds, a business owner is only eligible for one grant at this time.**

**\*\*The following businesses and funding uses are ineligible for this program:**

- Non-profit organizations or businesses owned by nonprofit organizations
- Businesses in operation for over 1 year and have not filed federal taxes for their business (990s are not acceptable)
- Business not registered with the State of Ohio Secretary of State
- Paying themselves or investors
- Paying off/towards existing or new debt or bills (personal/business)
- Auto dealerships (cars/body shops)
- Vape shops
- Phone stores
- Mattress stores
- Used appliance stores
- Storage facilities
- Shake shops
- Liquor license fees

**\*Business owners seeking the 5% equity injection must submit their grant application BEFORE their lender issues an approval letter and must indicate within the application the contact information of the client manager handling their loan.**

**\*\*CNP and the CDC network partners reserve the right to add additional restrictions and requirements and reject applications, additional business types, and funding uses that may not be listed above at any time.**