

2024 Small Business Grant Program Information Guide

An initiative of the City of Dearborn, funded by the 34th Dearborn City Council



**DEARBORN
ECONOMIC
DEVELOPMENT**

Jordan Twardy, Director

ABDULLAH H. HAMMOUD, MAYOR

Overview

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- 3. How to Apply
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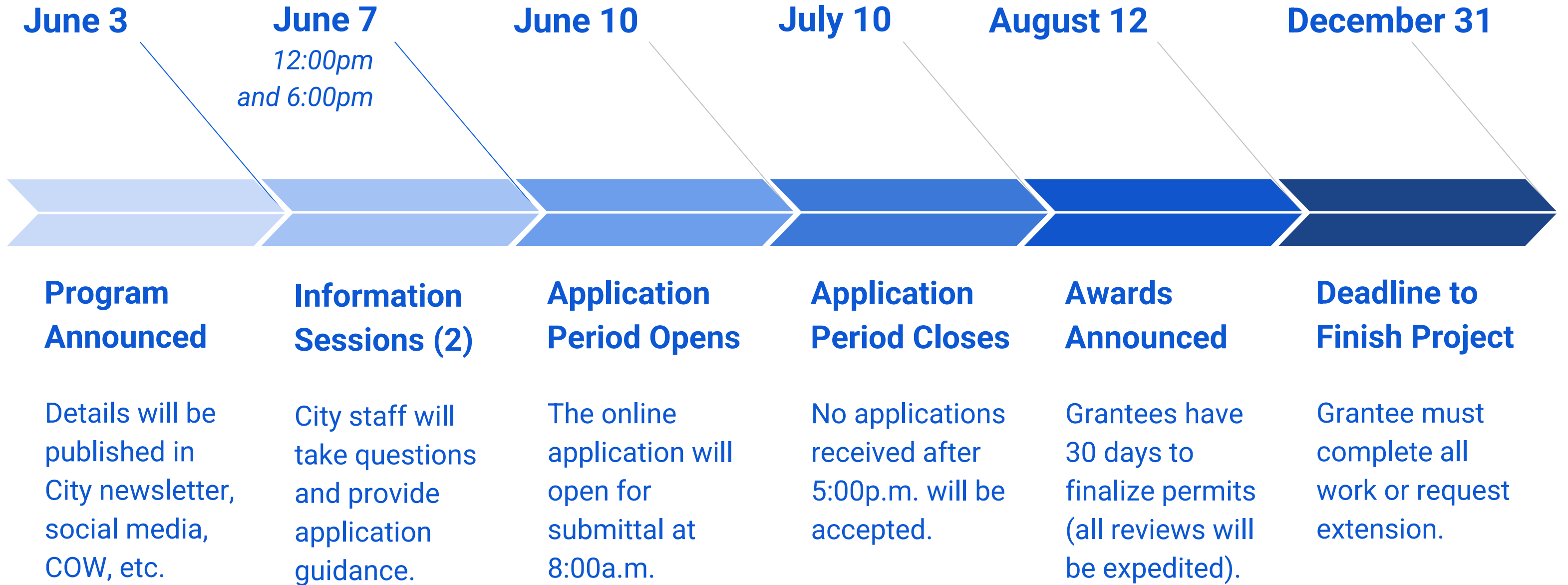


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Program Timeline



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Program Basics and Eligibility Requirements

What is the Program?

The City is giving grants of \$5,000 to assist 20 Dearborn businesses with projects to help them with the following improvements:

- **Facade improvements**
(paint, windows, building face materials, etc.)
- **Awnings**
- **Other exterior improvements**
(signage, patios, walkways, landscaping, etc.)

Who is eligible?

Any Dearborn business that meets the following requirements can apply for funding:

- **In business in Dearborn for at least 5 years**
- **No more than 15 employees**
- **In good standing with the City, State, and IRS, and not in bankruptcy.**
Good Standing = all taxes, fees, fines paid and in compliance with all ordinances, codes, applicable laws.
- **Business owner(s) must not be listed on the MI State Police Sex Offender Registry**



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How to Apply: A 30-Day Application Period to Help You Prepare for Success

Online Application (Available June 10)

Provide basic information about your business and your project; streamlined process asking only for key items (budget, timeline, etc.).



The screenshot shows the top portion of an online application form. At the top, there are two circular logos: the City of Dearborn Michigan seal and the Dearborn Economic Development logo. Below the logos, the text reads "Dearborn Small Business Grant Application". Underneath that, it says "An initiative of the City of Dearborn, funded by the 34th Dearborn City Council." There is a text input field labeled "First and Last Name of Applicant*" with a red asterisk indicating it is a required field. The input field is currently empty.

How to Make a Strong Application

Applications will be scored, and the 20 highest scores will be awarded. These attributes will score highest:

- The application has an accurate budget for all activities and a schedule for completion.
- Funds are on-hand to provide the \$2,500 match and all other project costs beyond the grant.
- Contractors to do the work and vendors to supply materials are already identified and ready to go.
- Ability to complete the work in 2024.

How the Grant Works



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City Process Notes

Grant Agreement

All Grantees are required to sign as a condition to receive funds if selected.

Covers basic elements to ensure compliance with grant terms.

- Acknowledge deadlines, other requirements.
- Maintain Good Standing throughout the program.

Permits/Approvals

All permits must be secured within 30 days of award.

Any necessary Planning Commission or Zoning Board of Appeals approvals must be secured within 60 days of award.

- All reviews will be expedited.
- Provide accurate, complete plans for the fastest possible review.

Extension Requests

Projects with tangible progress and a clear timeline for completion may request a deadline extension to May 1, 2025.

Requests must be filed in writing by December 1, 2024.

- Requests will be evaluated on a case-by-case basis and may be rejected.
- Additional extension(s) after the first shall require City Council approval.



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