

DOWNTOWN DALLAS BOOST GRANT APPLICATION

DOWNTOWN DALLAS BOOST GRANT APPLICATION CHECKLIST

Verify you are requesting an eligible proposed use of BOOST grant funds by utilizing the table below. The Downtown Development Authority reserves the right to determine eligibility in the context of conforming to the granting organization's goals, policies, and procedures.

ELIGIBLE USES OF FUNDING INCLUDE:

- Business Equipment (ovens, freezers, point of sale systems, etc.)
- Interior renovations (permits required if necessary)
- Supplies
- Professional Services
- Marketing

INELIGIBLE USES OF FUNDING INCLUDE:

- Rent, lease, mortgage payments
- Property taxes
- Utility bills
- Purchase of alcohol, tobacco or medicine
- Payments of salaries or debts
- Services or work already started
- Inventory

Submit one fully completed application with supporting documentation and attachments (Invoices, quotes, product descriptions etc). Applications must be received by the stated deadline with a quote for proposed work/services to be considered.

Application deadline: First Monday of February, May, August, and November.

Provide as much information, relevant to your request, as possible. Detailed applications will be favored over ambiguous applications. If your business/organization uses a website or Facebook page, please include the link with your application. You are also encouraged to include photos pertaining to your request.

Include an estimate, quote, purchase order, or other documentation from the vendor or service provider for which the funds are being requested is required.

Shop Local Preference - when possible, please use local vendors and suppliers. Funding requests using a local provider will be favored unless the items you are purchasing are not available locally. If local suppliers are not available, Georgia suppliers and/or made in the USA products will be given preference.

For questions, assistance or additional information, contact Downtown Dallas at 770-443-8110 ex1213 or by email at sgordon@dallas-ga.gov.

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PURPOSE:

The Downtown Development Authority (DDA) is committed to making the most of our community's unique sense of place by harnessing local economic opportunities and creating a supportive business environment that helps our small business owners and entrepreneurs build on their dreams by expanding economic opportunities. The BOOST program is designed to award financial assistance to Downtown Dallas business owners and entrepreneurs located within the Main Street District. **Assistance granted through the BOOST program does not have to be repaid.**

GUIDELINES AND INFORMATION:

A business is ineligible to apply if you were awarded a BOOST grant within the past 12 months or in operation for less than 12 months.

BOOST Grants are typically accepted and awarded on a quarterly cycle. The Downtown Development Authority reserves the right to award grant funding more or less frequently during the calendar year. The award amount is dependent on the amount of BOOST funds available. Award amounts are a minimum of \$100 and a maximum of \$2,500.

Businesses may apply each application cycle; however, applicants are eligible to receive one grant per calendar year. If not previously awarded funding during the current calendar year, your business is welcome to reapply for BOOST Grant funding each award cycle. Applications are not carried over to successive grant award cycles. In order to be considered a grant award candidate, businesses must reapply each grant application cycle.

Disbursements of Grant funds: Without exception, BOOST Grant funds will be made payable to the business applying for funding outlined in your application. BOOST will issue a reimbursement upon receipt of a detailed invoice showing confirmation of payment. Items purchased or work/services started prior to the grant award date are not eligible for reimbursement. Amounts over \$600 or more, a Tax Form 1099 will be generated.

Grant recipients allow the DDA to place an "I've been BOOSTED" sign or window cling in their window for one month. Recipients allow the DDA to use photos and information about the business and project in promotional materials for the BOOST Grant program.

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APPLICATION CYCLE (CIRCLE ONE): FEBRUARY MAY AUGUST NOVEMBER

APPLYING BUSINESS NAME: _____

CONTACT NAME: _____

EMAIL: _____

BUSINESS WEBSITE: _____

BUSINESS ADDRESS: _____

MAILING ADDRESS: _____

DESCRIBE YOUR BUSINESS: _____

PROPOSED PROJECT FOR WHICH FUNDS WILL BE USED: _____

HOW WILL THE FUNDS HELP IMPROVE YOUR BUSINESS: _____

GRANT FUNDING AMOUNT REQUESTED: _____

APPLICANT SIGNATURE

MAIN STREET MANAGER SIGNATURE

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