

Home-based Business Transition Grant Guidelines

Encouraging the growth of small, home-based businesses

- A. Purpose
 - 1. To support small, home-based business growth to a commercial location
 - 2. To assist local business owners in reducing the cost of transitioning to a commercial location
 - 3. To fill vacant office and retail space
- B. Goals
 - 1. To relocate small, home-based businesses to vacant commercial buildings
 - 2. To incentivize continued revitalization of Cavalier's business district
 - 3. To improve the visual appearance of Cavalier's business district
 - 4. To lower the cost of transition for business owners
 - 5. To assist businesses in expanding their customer base
- C. Overview
 - 1. Matching grant of up to \$2,000, but no more than 20% of the cost of transitioning to a commercial location
 - 2. Cavalier city council determines grant awardees by a majority vote
 - 3. Applicants must have a valid ND sales and use tax permit, if applicable
 - 4. Applicants must have proof of home based business operation for a minimum of one (1) year prior to application
 - 5. Proof of property ownership or lease terms may be required in order to process the grant application
 - 6. Disbursement of grant award will occur after the approved transition is completed and all applicable receipts are submitted
 - 7. All receipts must be submitted within three (3) months of the application being approved
 - 8. Business must be in operation for at least one (1) year after disbursement of grant funds or the grant dollars may be recalled
 - 9. A business owner can receive this grant once
 - 10. Purchases shall not be made prior to application approval
 - 11. Purchases must be made in Cavalier unless prior authorization is received
 - 12. Transition must be to a commercial building located in Cavalier
 - 13. Sales tax dollars are not reimbursable
 - 14. Total grant awards from all City of Cavalier programs may not exceed \$7,000 in a year or \$20,000 in a lifetime
- D. Eligible purchases include but are not limited to
 - 1. Equipment
 - 2. Office furniture