

Home-based Business Transition Grant Guidelines

Encouraging the growth of small, home-based businesses

APPLICATION MUST BE PRE-APPROVED

- 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 50% 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. Proof of property ownership or lease terms may be required in order to process the grant application
 5. Disbursement of grant award will occur after the approved transition is completed and all applicable receipts are submitted
 6. All receipts must be submitted within three (3) months of the application being approved
 7. Business must be in operation for at least one (1) year after disbursement of grant funds or the grant dollars may be recalled
 8. A business owner can receive this grant once
 9. **Purchases shall not be made prior to application approval**
 10. Purchases must be made in Cavalier unless prior authorization is received
 11. Transition must be to a commercial building located in Cavalier
 12. Sales tax dollars are not reimbursable
 13. Total grant awards from all City of Cavalier programs may not exceed \$10,000 in a year or \$30,000 in a lifetime
- D. Eligible purchases include but are not limited to
 1. Office supplies
 2. Equipment
 3. Inventory
 4. Down payment for the lease or purchase of commercial property
 5. Marketing materials
 6. Office furniture