

# Tamarac Small Business Micro Grant Program (SBMG) City of Tamarac Program Guidelines (2025–2027)

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## I. Program Overview

The City of Tamarac Small Business Micro Grant Program (SBMG) is a reimbursement-based grant initiative established to support and strengthen for-profit businesses operating within the City of Tamarac.

This program provides financial assistance to eligible small businesses to support operational stability growth, and long-term sustainability.

Eligible businesses may apply for reimbursement grants of:

- Up to \$10,000 for Tamarac resident-owned businesses
- Up to \$5,000 for non-resident-owned businesses

Reimbursement applies only to approved eligible expenses incurred and paid within **120 days prior to the application submission date**.

The program will operate from 2025 through 2027, or until allocated funds are exhausted. Applications are reviewed on a first-come, first-served basis.

Submission of an application does not guarantee approval or funding.

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## II. Program Goals

1. Support local economic growth and stability
2. Promote business retention and expansion
3. Increase access to capital for small and emerging entrepreneurs

## III. Eligibility Requirements

Applicants must meet **all** of the following criteria:

1. Be a **for-profit business** physically located within the City of Tamarac, Florida.

2. Be in good standing with the City of Tamarac, Broward County, and the State of Florida.
3. Have no outstanding code violations, unpaid fines, or municipal liens.
4. Be actively registered with the Florida Division of Corporations (Sunbiz) with an “Active” status.
5. Hold a current Tamarac Local Business Tax Receipt (BTR).
6. Hold a current Broward County Business Tax Receipt (BTR).
7. Have filed current federal business taxes (current or previous year)
8. If operating for less than one (1) year, submit either:
  - a. A complete business plan; or
  - b. Proof of completion of a recognized entrepreneurship or small business bootcamp program.
9. Have gross annual revenue of **\$1,000,000 or less**
- 10. Employ 20 or fewer full-time employees.**
11. The applicant must hold a minimum 51% ownership interest in the business. If ownership is shared, a signed authorization letter from all other owners or from majority ownership must be provided confirming the applicant is authorized to submit the application and receive funds on behalf of the business.
12. Resident-owned businesses must be at least 51% owned by a current Tamarac Resident (proof required).

#### **IV. Ineligible Businesses**

The following are not eligible:

- Non-profit organizations (including 501© entities)
- Charitable organizations
- Religious institutions
- Adult entertainment businesses
- Cannabis or CBD-related businesses
- Gambling establishments
- Massage parlors
- Country Clubs
- Private or commercial golf courses
- Businesses primarily engaged in the sale of alcohol, tobacco, firearms, or controlled substances for off-premises consumption
- Businesses with outstanding code violations, unpaid fines, or municipal liens.

## V. Application Process

### 1. Submission

Applications must be submitted online through:

[www.TamaracEDO.com](http://www.TamaracEDO.com)

Applicants must be complete at the time of submission and include all required documentation.

### 2. Incomplete Applications

1. Applications missing up to three (3) required documents will be notified and provided up to **three (3) business days** to submit the outstanding required documentation via email.
2. Failure to submit all requested documentation within the specified three (3) business-day period will result in the application being deemed **incomplete and denied**.
3. Applications missing more than three (3) required documents at the time of review may be deemed incomplete and denied without an opportunity to cure.
4. If an application is denied, the business may choose to reapply through the grant portal; however, it will be treated as a **new submission** and reviewed in the order received. Reapplication does not guarantee approval or funding.
5. Grant funding is limited and subject to availability. Submission of an application or resubmission of a new application does not constitute approval or reservation of funds.

## VI. Eligible Expenses

All expenses must be:

- Paid in full prior to application
- Supported by itemized invoices and proof of payment
- Purchased from a legitimate, verifiable business vendor
- New (no secondhand or used items permitted)
- Purchases from peer-to-peer marketplaces or private individual sellers are strictly prohibited (including, but not limited to, Facebook, Marketplace, Craigslist, and Offerup)

The City of Tamarac retains sole discretion in determining the eligibility, reasonableness, and business necessity of all submitted expenses.

The City retains sole discretion in determining eligibility.

### 1. Inventory and Operational Supplies

Inventory and supplies are essential to the primary business activity and consistent with the business type listed on the Tamarac and Broward County Business Tax Receipts.

## **2. Business Equipment**

Equipment necessary for daily business operations, including but not limited to:

- Machinery and tools
- Office furniture and fixtures
- Computers, printers, and point-of-sale (POS) systems
- Industry-specific equipment
- Business software and digital tools

Software or subscription-based services are eligible for reimbursement for a maximum of four (4) months. Annual subscriptions paid in full will be prorated over (12) months and reimbursed only for the allowable four-month period.

Equipment must be reasonable in quantity and directly related to the operational needs of the business.

## **3. Business Communication Services (Phone & Internet)**

Business phone and internet services that are essential to daily operations may be eligible under the following conditions:

- The account must be in the business name
- The service must be associated with the Tamarac business location
- Residential or personal plans are not eligible
- Reimbursement is limited to a maximum of four (4) months
- One-time installation or activation fees may be eligible

Itemized invoices and proof of payment are required.

## **4. Commercial Rent (Commercial Locations Only)**

Base rent payments for a commercial business location within the City of Tamarac may be eligible.

The following conditions apply:

- An active, signed commercial lease must be provided
- Only base rent is eligible
- CAM charges, deposits, utilities, penalties, and late fees are not eligible
- Rent paid to a related part or ownership-controlled entity is not eligible

Home-based businesses are not eligible for rent reimbursement

## **5. Marketing and Advertising**

Marketing and advertising expenses directly promoting the Tamarac-based business, including:

- Business Signage
- Website development or major website redesign (eligible as a one-time expense only)
- Digital advertising campaigns
- Printed marketing materials (flyers, brochures, menus, etc.)
- Professional branding or graphic design services

Website hosting, domain purchases, subscriptions, maintenance plans, and ongoing website service fees are not eligible.

Promotional giveaways, influencer payments, apparel for resale, and non-business -related branding are not eligible.

## **6. Commercial Security Systems**

Security cameras, alarm systems, access control systems, and installation costs for commercial locations may be eligible.

Monitoring or subscription services are eligible for reimbursement for up to four (4) months only.

## **7. Commercial Liability Insurance**

Commercial liability insurance policies associated with the Tamarac business location may be eligible.

- Reimbursement is limited to four (4) months of payments
- Annual policies will be prorated accordingly
- The policy must be active and in business name

# **VII. Home-Based Businesses**

Home-based businesses are eligible to apply; however, only the following expense categories are eligible:

- Business equipment and tools directly related to operations
- Computers, printers, and technology used for business purposes
- Inventory or operational supplies
- Business software or digital tools (subject to program limits)

- Marketing and advertising expenses
- Professional services (accounting, legal, branding, consulting, etc.)

The following expenses are not eligible for home-based businesses:

- Residential rent or mortgage
- Utilities (not eligible for any business type commercial or residential)
- Home renovations, remodeling, or property improvements
- Security systems installed at a residence
- Storage sheds, outdoor structures, or home upgrades
- Any expenses not specifically listed in the eligible categories list

## **VIII. Ineligible Expenses**

**The following are strictly prohibited:**

- Payroll, wages, or contractor payments
- Vehicle purchases or leases
- Late fees, penalties, or debt payments
- Rent deposits
- Renovations or construction
- Travel
- Taxes owed to government entities
- Alcohol, tobacco, firearms
- Gift cards or prepaid cards
- Cryptocurrency or digital assets
- Cash payments
- Secondhand or used equipment
- Purchases from peer-to-peer marketplaces (Facebook Marketplace, Craigslist, OfferUp, etc.)
- Private sellers
- Purchases from unverifiable vendors
- Shared household services
- Any expenses not specifically listed in the eligible expenses list

If you have questions whether a certain expense qualifies for reimbursement, please feel free to contact the office of economic development at [Kennethl@tamarac.org](mailto:Kennethl@tamarac.org) or at (954) 497-3513

## **IX. Vendor Verification Requirements**

All purchases must be made from legitimate, active business.

Vendors must:

- Be verifiable business entities
- Provide itemized invoices showing business name, address, and contact information
- Accept traceable payment methods (credit card, check, ACH)

Payments made to:

- The applicant
- Business owners
- Immediate family members
- Business partners
- Entities owned or controlled by the applicant

are not eligible. The City reserves the right to verify vendors and deny unverifiable transactions.

## **X. Required Documentation**

**Applicants must submit:**

1. **Government-Issued Photo Identification**  
Valid driver's license or other government-issued photo ID for the business owner/applicant.
2. **Signed W-9 Form**  
A current and signed IRS W-9 form for the applying business.
3. **Broward County Business Tax Receipt (Current)**  
Must reflect the current year and match the business name and address of the Tamarac Business Tax Receipt.
4. **City of Tamarac Business Tax Receipt (Current)**  
Must reflect the current year and match the Broward County Business Tax Receipt.
5. **Proof of Active Sunbiz Status**  
Screenshot or PDF from the Florida Division of Corporations showing the business is active and in good standing.

**6. Federal Business Tax Return (Current or Most Recent Year)**

A complete copy of the most recently filed federal business tax return.

**7. Employment Documentation or Employee Waiver**

One of the following:

- IRS Form 941
- W-3 Form
- Payroll summary report from payroll provider
- Employee roster
- Employee Documentation Waiver (if no employees)

**8. Proof of Paid Eligible Expenses**

All expenses must:

- Be dated within 120 days prior to application submission
- Be paid in full prior to application
- Include itemized receipts and proof of payment
- Clearly identify vendor name, date, and payment amount

**9. New Businesses (Less Than One Year in Operation)**

Businesses operating for less than one year may submit one of the following in place of a federal tax return:

- Proof of completion of a recognized small business or entrepreneurship bootcamp
- A completed business plan

**10. Commercial Lease Agreement (If Applicable)**

If requesting reimbursement for commercial rent, the applicant must submit a copy of the signed commercial lease agreement. Only the page(s) reflecting the tenant name, property address within the City of Tamarac, lease term, and monthly base rent amount are required.

**Payment Requirement:**

All expenses must be paid directly from a business bank account or verifiable business payment method and must be clearly documented. You may submit bank statements along with your receipts and invoices to reflect payments made.

## **XI. Award & Reimbursement**

- Reimbursement will not exceed documented eligible expenses or program maximums.
- Reimbursements may take up to 30 days following approval.
- Unused funds will be returned to the grant pool.

If awarded businesses must wait 12 months before reapplying.

## **XII. Compliance & Enforcement**

Submission of falsified, altered, or misleading documentation will result in denial of the application. If such information is discovered after reimbursement has been issued, the recipient will be required to repay the full grant amount and may be deemed permanently ineligible for future City of Tamarac grant programs.

The City of Tamarac reserves the right to verify all submitted information with third-party vendors, government agencies, or financial institutions to confirm accuracy and legitimacy.

The City reserves the right to deny any application or reimbursement request that does not align with the intent of the program, even if minimum eligibility requirements appear to be met.

The City of Tamarac retains full authority and discretion in determining eligibility, documentation sufficiency, and expense qualification.

The City of Tamarac reserves the right to modify program guidelines at any time, request additional documentation as necessary, and deny any application that does not meet established program requirements or eligibility criteria.