

MHHP Matching Mini-Grant Program

The MHHP Matching Mini-Grant Program is designed to fuel the growth and physical transformation of our local business community by providing matching funds for essential capital projects. We understand that even small-scale investments can have a massive impact on your operations and customer experience.

Program Highlights

- **Dollar-for-Dollar Match:** This is a reimbursement-based matching grant program. The Chamber will reimburse up to 50% of the total eligible project costs, up to a maximum grant award of \$1,000. Applicants must fund the project in full upfront and submit proof of payment before reimbursement is issued.
 - **Flexible Funding:** Businesses can submit applications for capital investments with Matching Mini-Grant reimbursement requests ranging from \$250 up to \$1,000, representing up to 50% of total eligible project costs.
 - **Focus on Capital Projects:** These funds are specifically earmarked for tangible improvements and long-term assets that help your business thrive and modernize.
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Empowering Local Growth

Whether you are looking to upgrade your equipment, enhance your storefront, or invest in new technology, the MHHP Matching Mini-Grant is here to help bridge the gap and turn your project into a reality. We are committed to supporting the diverse businesses that make Madison Heights and Hazel Park vibrant, diverse, and resilient.

To ensure the MHHP Matching Mini-Grant funds are distributed effectively to support local growth, the following eligibility requirements and project guidelines have been established:

Business Eligibility Requirements

- **Good Standing:** Applicants must be current on all taxes and operating in full compliance with all local ordinances.
 - **Must be registered as a licensed Michigan based business in good standing.** Businesses operating under a Michigan business license must be current on all taxes and in full compliance with all local ordinances to remain eligible.
 - **Project Status:** The grant is for future improvements only. Projects that have already started, for which permits have already been pulled, or for which any related equipment or materials have already been purchased are not eligible for funding.
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Eligible Capital Improvements

This program focuses on tangible investments that enhance your business operations or physical presence. Examples include:

- **Digital Presence:** Website development, upgrades, or major overhauls.
 - **Operational Assets:** New business equipment, machinery, or tools.
 - **Physical Space:** Storefront enhancements, permanent signage, or interior fixtures.
 - **Technology:** Point-of-sale (POS) systems or hardware upgrades.
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Ineligible Expenses

The MHHP Matching Mini-Grant cannot be used for recurring operational costs or general overhead. Examples of ineligible expenses include:

- **Personnel & Occupancy:** Payroll, employee benefits, or monthly rent payments.
 - **Administrative:** Insurance premiums, utility bills, or professional membership dues.
 - **Consumables:** Inventory for resale, office supplies, or marketing materials like flyers or business cards.
 - **Routine Maintenance:** Parking lot, roof, siding etc
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Approval Criteria

To ensure a fair and efficient selection process, the following Approval Criteria have been established for the MHHP Matching Mini-Grant:

Submission Requirements

- **Deadline Compliance:** Applications will be accepted on an ongoing basis, subject to the availability of MEDC Connector Grant funding. Submissions will be reviewed as received, and awards are contingent upon the availability of funds at the time of application.
- **Complete Documentation:** Only completed applications will be accepted. Applications must be fully completed with no missing sections, signatures, or information. Incomplete applications will not be reviewed or considered for funding.
- **Supporting Materials:** Applicants are required to provide all applicable supporting documents (e.g., project quotes, tax verification, or technical specifications) to verify eligibility. If the applicant is not the property owner, a signed letter from the property owner approving the proposed project or improvement must be submitted along with the application form.

Evaluation Standards

- **Project Viability:** The proposed project must align with the definition of capital investment, such as equipment upgrades or website overhauls.
- **Financial Match:** The applicant must demonstrate the ability to fund the full project cost upfront. Grant reimbursement will cover up to 50% of eligible project costs, not to exceed \$1,000, and will only be disbursed upon submission of proof of payment.

- **Compliance Check:** The business must be in good standing, remaining current on local taxes and ordinances.
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How to Apply

Applying for the MHHP Matching Mini-Grant is simple. Follow the steps below to submit your application:

- **Complete the Online Application:** Submit your application through the MHHP online application portal. All required fields must be completed, and all supporting documentation must be uploaded before submission.
 - **Submit Supporting Documents:** Include all required documentation such as project quotes, tax verification, and any applicable technical specifications as part of your online submission. If you are not the property owner, a signed letter from the property owner approving the proposed project or improvement must also be included.
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Approval Process

Once your application is submitted, it will go through the following review and approval steps:

- **Staff Completeness Review:** MHHP staff will first review each submission to confirm it is complete and meets all eligibility requirements. Incomplete applications will not advance to committee review.
 - **Committee/Board Review & Vote:** Eligible applications will be forwarded to the MHHP Grant Committee or Board of Directors for evaluation and a formal vote. Awards are made at their sole discretion based on the established approval criteria.
 - **Applicant Notification:** All applicants will be notified of the committee's decision in writing. Approved applicants will receive an award letter outlining the grant amount and next steps. Projects must be started within one (1) month of the approval date. Failure to begin the project within this timeframe may result in forfeiture of the award.
 - **Reimbursement Disbursement:** Upon completion of the approved project, the applicant must submit proof of payment (e.g., cleared checks, bank statements, or paid-in-full invoices). Prior to disbursement of the reimbursement check, the applicant will be required to complete a mandatory survey with questions specific to the MEDC Connector Grant program. Grant reimbursement of up to 50% of eligible costs, not to exceed \$1,000, will be issued following verification of the submitted documentation and completion of the required survey. If a reimbursement request has not been received within the approved project period, the applicant forfeits any and all claims to the grant award and may not reapply for the MHHP Matching Mini-Grant Program.
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Legal & Program Terms

To protect the integrity of the MHHP Matching Mini-Grant Program and ensure funds are used appropriately, the following legal and program verbiage applies to all applications and agreements:

Right to Audit & Verification

The Madison Heights Hazel Park Chamber of Commerce (MHHP) reserves the right to verify all information provided in the application. Applicants will be required to provide proof of payment (e.g., cleared checks, bank statements, or paid-in-full invoices) before grant funds are disbursed. MHHP reserves the right to conduct a physical or digital inspection of the completed project to ensure compliance with the program's capital improvement goals.

Clawback Provision & Misuse of Funds

Grant funds are awarded strictly for the project described in the approved application. Any deviation from the approved project without prior written consent from the MHHP Chamber may result in the immediate forfeiture of the grant. If it is determined that funds were used for ineligible expenses—such as payroll, rent, or insurance—the applicant will be required to repay the full grant amount to the Chamber within 30 days of notification.

Discretionary Approval & Funding Availability

The MHHP Matching Mini-Grant is a competitive program; submission of an application does not guarantee funding. All awards are subject to funding availability. Approval is at the sole discretion of the MHHP Board of Directors or its designated committee. Grants are subject to the availability of funds and the program may be modified or terminated at any time without prior notice.

Compliance & Standing Disclaimer

To remain eligible for funding, the business must maintain its status of "good standing" throughout the duration of the project. If a business falls out of compliance with local ordinances or becomes delinquent on taxes during the grant cycle, the MHHP reserves the right to rescind the award.