



MHHP Matching Mini-Grant Program

Madison Heights / Hazel Park Chamber of Commerce

The MHHP Matching Mini-Grant Program provides matching funds for capital improvement projects to support local business growth. Small investments can make a real difference in your operations and customer experience.

Program Highlights

- **Dollar-for-Dollar Match:** This is a reimbursement-based grant program. The Chamber will reimburse up to 50% of total eligible project costs, with a maximum grant award of \$1,000. Applicants must fund the full project upfront and submit proof of payment before reimbursement is issued.
- **Flexible Funding:** Businesses may apply for reimbursement ranging from \$250 to \$1,000, representing up to 50% of total eligible project costs.
- **Focus on Capital Projects:** Funds are set aside for tangible improvements and long-term assets that help your business grow and modernize.

Supporting Local Growth

Whether you are looking to upgrade equipment, improve your storefront, or invest in new technology, the MHHP Matching Mini-Grant can help make your project a reality. We are committed to supporting the businesses that make Madison Heights and Hazel Park vibrant and resilient.

Business Eligibility Requirements

- **Good Standing:** Applicants must be current on all taxes and in full compliance with all local ordinances.
- **Registered Michigan Business:** Businesses must hold a valid Michigan business license and be in good standing.
- **Project Status:** The grant covers future improvements only. Projects that have already started, had permits pulled, or had any materials or equipment purchased are not eligible.

Eligible Capital Improvements

This program covers tangible investments that improve 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 improvements, permanent signage, or interior fixtures.
- **Technology:** Point-of-sale (POS) systems or hardware upgrades.
- **Continuing Education:** Certification programs and courses.



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Ineligible Expenses

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

- **Personnel and Occupancy:** Payroll, employee benefits, or monthly rent.
- **Administrative Costs:** Insurance premiums, utility bills, or professional membership dues.
- **Consumables:** Inventory for resale, office supplies, or marketing materials such as flyers or business cards.
- **Routine Maintenance:** Parking lot, roof, siding, and similar ongoing upkeep.

Approval Criteria

Submission Requirements

- **Ongoing Acceptance:** Applications are accepted on a rolling basis, subject to MEDC Connector Grant funding availability. Awards are contingent on available funds at the time of application.
- **Complete Documentation:** Only fully completed applications will be accepted. Missing sections, signatures, or information will result in the application not being reviewed.
- **Supporting Materials:** All applicable supporting documents must be included, such as project quotes, tax verification, or technical specifications. If the applicant is not the property owner, a signed letter from the property owner must be submitted.

Evaluation Standards

- **Project Viability:** The proposed project must qualify as a capital investment, such as equipment upgrades or a website overhaul.
- **Financial Match:** The applicant must show the ability to fund the full project cost upfront. Reimbursement covers up to 50% of eligible costs, not to exceed \$1,000.
- **Compliance Check:** The business must be in good standing and current on all local taxes and ordinances.

How to Apply

- **Complete the Online Application:** Submit your application through the MHHP online portal. All required fields must be completed and all supporting documents uploaded before submission.
- **Submit Supporting Documents:** Include project quotes, tax verification, and any applicable technical specifications. If you are not the property owner, include a signed approval letter from the property owner.

Approval Process

- **Staff Review:** MHHP staff will confirm each submission is complete and meets all eligibility requirements. Incomplete applications will not move forward.



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- **Committee Review and Vote:** Eligible applications are forwarded to the MHHP Grant Committee or Board of Directors for evaluation and a formal vote. Awards are made at their sole discretion.
- **Applicant Notification:** All applicants will be notified of the decision in writing. Projects must begin within one (1) month of the approval date.
- **Reimbursement:** After the project is complete, applicants must submit proof of payment (cleared checks, bank statements, or paid-in-full invoices). Applicants must also complete a mandatory MEDC Connector Grant survey before funds are released. Reimbursement of up to 50%, not to exceed \$1,000, will be issued after verification.

Legal and Program Terms

Right to Audit and Verification

The Madison Heights Hazel Park Chamber of Commerce (MHHP) reserves the right to verify all information provided in the application. Applicants must provide proof of payment before funds are disbursed. MHHP may conduct a physical or digital inspection of the completed project to confirm compliance with program goals.

Clawback Provision and Misuse of Funds

Grant funds must be used for the project described in the approved application. Any deviation without prior written consent from the MHHP Chamber may result in forfeiture of the grant. If funds are used for ineligible expenses, the applicant will be required to repay the full grant amount within 30 days of notification.

Discretionary Approval and Funding Availability

Submitting an application does not guarantee funding. All awards are subject to funding availability and are approved at the sole discretion of the MHHP Board of Directors or its designated committee. The program may be modified or ended at any time without prior notice.

Compliance and Good Standing

To remain eligible, businesses must maintain 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.