

# BOOST

A Stone Mountain Village Investment Group

A City of Stone Mountain Downtown Development Authority Initiative

## APPLICATION GUIDELINES

- **Application deadlines for 2019 are January 4, April 5, July 5 and October 4.**
- **A business can receive up to \$1,000 in grants in a calendar year.**
- **At their meetings, BOOST Stone Mountain will vote on and decide to award either regular grants, emergency reimbursement grants or some combination of the two to businesses who have submitted grant requests within the most recent quarter.**
- **BOOST Stone Mountain will award grants for 1) renovations not yet done; 2) signage, equipment and/or materials not yet purchased; OR 3) emergency repairs or equipment/signage replacement that has been completed within the most recent quarter.**
- **Approximately four weeks after an application deadline an email will be sent out to the businesses who submitted applications announcing the winner(s) of that quarter's grant(s).**
- In the application, provide as much information and/or photos as are relevant to your request. Any photos submitted with your grant will become the property of the DDA and be used for publicity of the program as the directors and administrators of the program feel are appropriate.
- A sales quote, purchase order, or documentation from the vendor or supplier is required. Make sure the vendor is guaranteeing the price 30 days past the above-noted application deadline. If your request is for reimbursement of an emergency expense an invoice from the vendor or supplier is required.
- If the proposed/selected vendor is a family member two competitive cost estimates must be submitted.
- So that BOOST Stone Mountain can be assured the funding is being used for the specific purpose outlined in your application, grant fund checks will be made payable to the vendor except in the case of an emergency reimbursement grant. Once your grant has been awarded, if you need to make your purchase online, BOOST Stone Mountain will reimburse you upon receipt of a paid invoice.
- Shop Local Preference – A funding request using a competitively priced local provider is encouraged. If local suppliers are not available, Georgia suppliers and/or made in the USA products will be favored. Whichever vendor an owner selects for their project, it is expected they will have obtained and considered competitive bids, prior to the application submission.
- If you are not awarded a grant and wish to apply again, a new application will be required. BOOST Stone Mountain will not carry over any applications.
- After awarding a grant, the DDA will execute a contract between the DDA and the grant recipient that describes the project and will include an end date (three months from when the contract is signed by both parties) by which the grant-funded work must be completed.
- If the grant is being awarded for renovation work, when completed a member of the BOOST program will come out to take “after” photos which will be for publicity of the program as the directors and administrators of the program feel are appropriate.

*If you have questions about the application or the process, call 770-498-8984, ext. 137, or email [dda.stonemountaincity.org](mailto:dda.stonemountaincity.org).*

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**2019 Quarterly  
 Application Deadlines  
 Jan. 4, April 5,  
 July 5, Oct. 4**

## GRANT APPLICATION

We want to give you a BOOST! Tell us about your business and your need for a grant. We will do the rest. BOOST Stone Mountain grants will be awarded quarterly to selected businesses and funded in amounts from \$100 to \$1000. No repayment required!

*If you have questions about the application or the process, refer to the Application Guidelines sheet.*

Name of Business \_\_\_\_\_

Name of Business Owner \_\_\_\_\_

Physical Address of Business \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Describe your business \_\_\_\_\_

Grant Amount Requested \_\_\_\_\_ Website/Facebook \_\_\_\_\_

Describe how you will use the grant funds \_\_\_\_\_

List proposed vendors \_\_\_\_\_

**Required supporting documentation\***

- Completed application form
- Cost estimate(s)\*\* OR paid invoice if requesting emergency reimbursement grant
- Copy of your current City of Stone Mountain Business License

Why should a grant be awarded to your business? \_\_\_\_\_

**Eligible Uses:**

Signage  
 Equipment  
 Marketing/advertising needs  
 Interior/exterior renovations

**Ineligible Uses:**

Payroll  
 Operational expenses  
 Insurance  
 Rent

Owner's Signature \_\_\_\_\_

**\*Note: If your application is missing any of the required supporting documentation, it will not be reviewed. Completed applications should be sent to the address below.**

\*\*BOOST pays the awarded amount and the grant recipient pays for the remainder of the vendor's charges.