Business Matching Grant Program
Business District Organization Grant

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The Business District Organization Grant Program (BDOP) is a matching, reimbursement grant program that seeks to support the work of business organizations serving targeted business districts. The City will provide up to $30,000 in reimbursed matching funds per year to qualified business district organizations for eligible expenses, where the City reimburses two-thirds (66.6%) of funds raised and spent for eligible expenses by the organization.

Eligible expenses must be pre-approved and include:

- Operating or administrative expenses, bookkeeping/accounting expenses, professional consultant expenses, advertising costs, administrative expenses, ongoing operating expenses.
- Promotional, marketing and branding activities
- Special events. Expenses for alcoholic beverages are not eligible.
- Salaries, or other compensation, of board members are not eligible.
- Funds awarded under this program may not be used as matching funds required under the City's Neighborhood Matching Grants Program (www.charlottenc.gov/bmgp).
- Funds may not be used for political lobbying or endorsements.
- All expenses must be included in the annual work plan for approval. Any substantive changes in the annual work plan must be preapproved by the City before expenses are incurred.

Eligible business organizations must:

- Serve one of the City's Targeted Business Districts as defined by the Business Corridor Revitalization Geography.
- Have documented or pending 501(c)(3) or 501(c)(6) not-for-profit designation. Municipal Service Districts (MSDs) are not eligible.
- Have a minimum of 10 district business members.
- Organization Boards must have a minimum of 50% representation by businesses located in the district.
- Hold monthly membership or executive meetings and demonstrate on-going active participation via meeting attendance, etc.

How the Program Works:

Empowering business districts to create positive changes that benefit the unique needs and challenges of the areas in which they are located is an important component of a healthy urban business district. The more businesses work together to collaborate on initiatives and find solutions that positively impact not only their unique districts, but also the surrounding residential areas, the stronger the overall health of our city will be.

- Business organizations must submit a completed application and annual budget and work plan, among other things, prior to incurring expenses. The application, budget and work plan will be reviewed and approved by the City. Upon approval a grant contract will be entered into for the Organization's fiscal year.
- The maximum award amount is $30,000 per year. Organizations can apply for additional

funding each subsequent fiscal year. There is no carry forward.

- Organization matching funds must be in hard dollars, (cash-on-hand or signed pledges). In-kind donations and/or volunteer time do not qualify.
- Grant funds will be reimbursed 66.6% as invoices are submitted for approved expenses.
- All expenses including special events, promotional, marketing and branding initiatives must be preapproved through the annual work plan process. The organization should be able to demonstrate that all expenses are reasonable and competitive when applicable.
- Any costs incurred prior to application approval and contract signing are not eligible for reimbursement.
- Resumes of all administrative staff and consultants must be provided prior to incurring expenses. The City reserves the right to approve staff and consultants in its sole discretion.
- Organizations must report work plan and other accomplishments to the City at the end of each year. Review and approval of annual progress made is required for approval of any subsequent fiscal year grant requests.

Contact:

Contact information for this program is determined by the location of the business organization.
For general inquiries, contact: Arta Osmanaj: 980-416-1424;
arta.osmanaj@charlottenc.gov
Additional program requirements and/or restrictions may apply.

For more information, visit: www.charlottenc.gov/ED