

*BOOST Grant Application Guidelines & Checklist* – Make sure you read and understand the grant guidelines before you apply. For questions or additional information, contact Milledgeville Main Street at 478-414-4014 or by email [mainstreetdesk@milledgevillega.us](mailto:mainstreetdesk@milledgevillega.us).

**Your business/organization is ineligible to apply if you were awarded a BOOST Grant during the current calendar year.**

Verify you are requesting an eligible proposed use of BOOST grant funds. The grant review committee reserves the right to determine eligibility in the context of conforming to the granting organization's goals, policies and procedures.

<u><i>Eligible uses of funding include:</i></u> <ul style="list-style-type: none"><li>✓ Inventory/Supplies</li><li>✓ Business Equipment</li><li>✓ Marketing/Advertising</li><li>✓ Interior/Exterior Renovations</li><li>✓ Security System</li><li>✓ Professional Services</li></ul>	<u><i>Ineligible uses of funding include:</i></u> <ul style="list-style-type: none"><li>☒ Rent, Lease, or Mortgage payments</li><li>☒ Rental Deposits and Utility Bills</li><li>☒ Late Payments, Interest, or Fees</li><li>☒ Purchase of Alcohol, Tobacco, or Medicine</li><li>☒ Salaries/Debts</li><li>☒ Expense for Work/Services Already Started</li></ul>
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Submit one fully completed application with supporting documentation and attachments. Applications must be received by the stated deadline, with quote for proposed work/services, to be considered.

Provide as much information, relevant to your request, as possible. Detailed applications will be favored over ambiguous applications. If your business/organization uses a website or Facebook page, please include the link with your application. You are also encouraged to include photos pertaining to your request.

*For problems or questions about submitting documents, contact Main Street by phone 478-414-4014 or by email at [mainstreetdesk@milledgevillega.us](mailto:mainstreetdesk@milledgevillega.us)*

An estimate, quote, purchase order or other documentation from the vendor or service provider, for which the funds are being requested, is required.

Shop Local preference - when possible, please use local vendors and suppliers. Funding requests using a local provider will be favored unless the items you are purchasing are not available locally. If local suppliers are not available, Georgia suppliers and/or made in the USA products will be given preference.

**Other Important Grant Information**

BOOST Grants applications are typically accepted and awarded on a quarterly cycle. The BOOST Grant review committee reserves the right to award grant funding more or less frequently during the calendar year.

If not previously awarded funding during the current calendar year, your business/organization is welcome to re-apply for BOOST Grant funding each award cycle applications are being accepted. Only one application per business/organization will be accepted each award cycle.

BOOST Grant applications are not carried over to successive grant award cycles and are only valid during the application cycle for which they are submitted. To be considered as a grant award candidate, businesses/organizations must re-apply each grant application cycle.

**Disbursement of Grant Funds**

Without exception, BOOST Grant funds will be made payable to the vendor/service provider of work/services as specifically outlined in your application. For supplies requiring online purchase, BOOST will issue a reimbursement, upon receipt of a detailed invoice showing confirmation of payment.

*Items purchased or work/services started prior to the grant award date are not eligible for reimbursement.* For amounts of \$600 or more, a Tax Form 1099 will be generated.