

Brittany Marinello

From: noreply@civicplus.com
Sent: Monday, October 17, 2022 3:25 AM
To: Grants Administration Division
Subject: Online Form Submittal: Small Business Grant PY 22-23

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Small Business Grant PY 22-23

Grant Information and Instructions

2022 Small Business Technical Assistance and Grant Opportunity

The City of Fort Pierce has allocated funding from its Community Development Block Grant (CDBG) for small businesses **(with 5 or fewer employees – including part time)** located in specific 'Target Areas' to receive quarterly educational workshops geared toward small business issues. The 'Target Areas' are businesses that are in or serve the Lincoln Park area.

This grant opportunity is NOT open to non-profit organizations.

Representatives from small businesses must attend technical assistance from IRSC-SBDC to qualify. This grant can be utilized for marketing and advertising. Recipients can receive **up to \$5,000** from the City of Fort Pierce.

Businesses wishing to apply for a grant should follow the attached "Program Guidelines" as they complete the grant application. Use additional space, as needed.

Physical Address / Contact Information:

Grants Administration, Fort Pierce City Hall, 100 North U.S. Hwy. 1, Fort Pierce, Florida 34950

Telephone: 772-467-3161 // Email: grantsadministration@cityoffortpierce.com.

INFORMATION FOR THE APPLICANT

Grant Description: This competitive grant opportunity provides CDBG money for the purchase of equipment, signage, or other improvements that will increase the small business' capacity and sustainability.

Eligible Applicants: Owners of existing small businesses with 5 or fewer employees (including part time employees). Nonprofit Organizations may attend the workshops but are NOT eligible to apply for this grant. This grant is not available for new business startups.

Funding Source: United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) dollars.

Amount of Grant Awards:

- Grants for up to \$5,000 will be awarded. Requests for over \$5,000 will be automatically disqualified.
- **First come – first qualified – first served. Funding is limited. Only a limited amount of funding has been allocated for this opportunity.**

For Help Completing Your Grant Application:

Contact: Grants Administration Division City of Fort Pierce,

Telephone: 772-467-3161;

Email: grantsadministration@cityoffortpierce.com.

ELIGIBLE GRANT PURCHASES

Grants will be made to purchase items that will increase the capacity and/or sustainability of your business. Examples include, but are not limited to: tools, signage, window treatments, grease traps, parking lot improvements, paint, and/or landscaping.

INELIGIBLE GRANT PURCHASES

Ineligible purchases include, but are NOT limited to: salaries, rent, utilities, internet, telephone service, business inventory, taxes, postage or debt. Grants will NOT be awarded for these types of projects. Grants will NOT be awarded to non-profit organizations.

PROJECT SELECTION AND APPROVAL PROCESS

The maximum grant request is \$5,000. Requests over \$5,000 will be automatically disqualified.

In order to qualify to apply for grant funding:

- The small EXISTING business must have 5 or FEWER employees (this includes part time).

- A representative from the small business **MUST** attend the technical assistance workshops for small businesses provided by the City of Fort Pierce, in collaboration with IRSC-SBDC.
- The small business **MUST** have a **CURRENT** City of Fort Pierce Business Tax Receipt (BTR) **and** show proof that it is correctly registered with the Florida Division of Corporations (Sunbiz.org).

CONTRACTUAL AGREEMENTS

Grant recipients, also referred to as Subrecipients, will be required to enter into a contractual agreement with the City of Fort Pierce in order to receive a grant award. The Subrecipient contract will contain the requirements for receiving a grant from federal funds and will also contain a copy of the original grant application which will include the project description, timeframe, budget, scope of services and reporting requirements. The signature page of the contract will contain the signatures of persons authorized to enter into contractual agreements.

No funds will be disbursed until both the business and the City have signed the contract. A formal contract is mandatory, regardless of the amount of the grant award. Applicants are responsible for knowing and understanding the terms of their contract and deadlines for submitting documentation and reports.

Time Frame for Completing Project. All projects shall begin within 30 days following the execution of the contract.

Technical Assistance. The Subrecipient is responsible for registering with the IRSC-SBDC and attending the **Smart Start Orientation**.

Purchase Price. The Subrecipient is responsible for providing funding above and beyond the approved grant funds, as required, to complete the project. Subrecipient funds must be paid **BEFORE** the City grant funds will be awarded. In most cases, City grant funds will be paid directly to the contractor, on behalf of the small business.

Disbursement of Funds. Urban Redevelopment Staff will work with the Subrecipient to determine the best method of awarding funds to accomplish the proposed project.

Changes in Contract. The Subrecipient may not change the terms or provisions in the Contract or substitute a different item for purchase without written approval from the Grants Administration Division, before the purchase is made.

Records and Reports. The Subrecipient is required to maintain records pertaining to the project for a minimum of five (5) years.

Inspections and Monitoring. Grants Administration Staff will monitor the progress of the Subrecipient's project via monthly reports, telephone calls, and on-site visits. The Subrecipient must have appropriate records and copies of reports available for

inspection upon request by Grants Administration Staff and/or the U.S. Department of Housing and Urban Development (HUD).

Suspension or Termination of Contract. Suspension or termination of the grant award contract may occur if the Subrecipient materially fails to comply with any term of the contract or other federal, state or local statutes and regulations governing the City with respect to compliance, whether stated in this document or not.

Other Requirements. Projects funded in whole or in part by the City of Fort Pierce must be in compliance with all applicable federal, state, and local laws. It is the responsibility of the grant awardee to obtain appropriate permits for projects, as needed. Permitting fees may be incorporated into the budget at the time of the grant application.

ATTENTION: You may **NOT** qualify to receive a grant for your small business if:

- **Your business is not correctly licensed through the State of Florida and the City of Fort Pierce; and/or**
- **Your business is currently under a nuisance abatement investigation or Code Enforcement action that has not been remedied.**

Project Review Process. Until the project is completed, the business receiving the grant award will be required to provide monthly reports, in writing, to the Grants Administration Division. If the business owner desires to make changes in the item(s) that were listed in the application for purchase, permission is required from Grants Administration Staff prior to making the changes.

City Disclaimer: The City reserves the right to revise grant program guidelines and eligibility criteria as it deems necessary and appropriate and to correct written errors without prior notice.

ADMINISTRATION

The 2022-2023 Small Business Technical Assistance and Grant opportunity will be administered by the City's Grants Administration Division. IRSC-SBDC will provide technical assistance to applicants and recipients of grant funds. The Grants Division will conduct on-site and desk monitoring visits and project evaluations during the program year.

TECHNICAL ASSISTANCE FOR APPLICATION

Grants Administration Staff will gladly answer questions pertaining to this grant application. Please do not wait until days before you are planning to submit your application to request assistance, as there may not be available time to assist you fully.

While Division Staff will be accessible to provide guidance on the grant process, the applicant is ultimately responsible for successfully completing the application and for including all necessary attachments related to the grant application. It is the applicant's responsibility to ask questions or follow up on any issues that are not clear.

Application for Which Grant? Small Business Technical Assistance

2022-2023 SMALL BUSINESS TECHNICAL ASSISTANCE AND GRANT APPLICATION

ABOUT YOUR BUSINESS:

Business Name: Iris's T Designs

Mailing Address: 2520 Creekside Dr

Physical Address: 2520 Creekside Drive

Website Address: irisstdesigns.com

Contact Person: Iris woulard-king

Title: Owner

Business Owner Name: Iris D Woulard King

Business Owner Telephone Number: 8505670565

Business Owner Email: Irisking7@gmail.com

Best Contact Telephone Number: 850-567-0565

Grant Amount Requested: 5,000

Please describe what you would like to purchase with the grant funds: To purchase a large format printer and large heat press

Required Documents

City of Fort Pierce Business Tax Receipt [Adobe Scan Apr 5, 2022 \(1\).pdf](#)

State of Florida Registration Proof [Adobe Scan Oct 17, 2022EIN.pdf](#)

Business Owner Statement [BO Statment regarding employees.docx](#)

Non-Nuisance Statement [BO Non Nuisance Statement .docx](#)

Estimate of Cost [Equipment PrinterandPress.docx](#)

Letter from Owner of
Property [Land owner Statement .docx](#)

Business Plan [Business Plan \(Copy\)-edited.pdf](#)

Email not displaying correctly? [View it in your browser.](#)



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Liability Company
IRISTDESIGNS, LLC

Filing Information

Document Number L21000300526
FEI/EIN Number 88-1438927
Date Filed 06/30/2021
Effective Date 06/30/2021
State FL
Status ACTIVE

Principal Address

2520 CREEKSIDE DRIVE
FORT PIERCE, FL 34981

Mailing Address

2520 CREEKSIDE DRIVE
FORT PIERCE, FL 34981

Registered Agent Name & Address

KING, IRIS D
2520 CREEKSIDE DRIVE
FORT PIERCE, FL 34981

Authorized Person(s) Detail

Name & Address

Title MGR

KING, IRIS D
2520 CREEKSIDE DRIVE
FORT PIERCE, FL 34981

Annual Reports

Report Year	Filed Date
2022	04/29/2022

Document Images

[04/29/2022 -- ANNUAL REPORT](#) [View image in PDF format](#)

[06/30/2021 -- Florida Limited Liability](#) [View image in PDF format](#)

Florida Department of State, Division of Corporations



City of Fort Pierce BUSINESS TAX RECEIPT

Please post in a conspicuous place or keep on person.

Business Name / Mailing Address:	Owner:
IRISTDESIGN LLC 2520 CREEKSIDE DR FT PIERCE FL 34981	IRISTDESIGN LLC

Parcel ID/Business Location*: 2429-802-0017-000/7, 2520 CREEKSIDE DR

***This business tax receipt is valid at this location only.**

Date Issued	Expiration Date	Control Number
April 01, 2022	September 30, 2022	0050839

The business stated above may be engaged in the following business, profession or occupation at the location above-described.

BTR #	Classification	Restrictions
22-00033856	COMPUTER SERVICE & INTERNET SALES	

Tax Amount	\$44.45
Law/Renewal Fee	\$15.00
Penalty	\$0.00
Total	\$59.45

Linda W. Cox

Linda W. Cox, City Clerk (SEAL)



THIS IS A RECEIPT FOR TAX PAID AND IS NOT REGULATORY IN NATURE. This receipt does not warrant that the receipt holder is competent to perform in the business, but that the holder has paid the required tax and provided the necessary documentation (if required) for this business. Valid only when all state and local regulated trade licenses/competency cards are held for the current fiscal year as required by law. This receipt becomes null and void if business name, classification, ownership or address is changed.



THE SUNRISE CITY

FORT PIERCE

Florida

Congratulations! Your EIN has been successfully assigned.

EIN Assigned: 88-1438927

Legal Name: IRISTDESIGNS

IMPORTANT:

Save and/or print this page and the confirmation letter below for your records.

The confirmation letter below is your official IRS notice and contains important information about your EIN.



[CLICK HERE for Your EIN Confirmation Letter](#)

[Help](#)
[Print](#)

Once you have saved or printed your letter, click "Continue" to get a confirmation letter about your new EIN.

2021-2022 Small Technical Assistance & Grant Application

Business Owner Statement:

I certify that Iris's T Design only has 1 employee, and that employee is myself.

Thanks

Iris Woulard-King

2021-2022 Small Technical Assistance & Grant Application

Nuisance Statement:

I certify that Iris's T Design that the business in not under a nuisance abatement investigation and/or Code Enforcement action.

Thanks

Iris Woulard-King

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Mon-Fri 7am-4pm PT

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- Astounding print quality, powered by PrecisionCore
- Epson ink delivers bright, brilliant images
- Professional software with Epson Edge Print Pro

- Epson ink delivers bright, brilliant images
- Professional software with Epson Edge Print Pro
- 50-sheet feed tray; roll media support; built-in cutter
- Replace ink less often with high-capacity ink bottles

Model: SCF570PE

MSRP
\$2,895.00

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Geo Knight Digital Clamshell Heat Press Machine (DK20 model) - 16" x 20"

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MANUFACTURER STOCK
SKU: DK20

Ships: 1 Week



Finance for as low as
\$90.63/month

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No impact to your credit score | Approved in minutes | Apply today!

Help

2021-2022 Small Technical Assistance & Grant Application

Land Owner Statement:

I certify that Iris's T Design that the business is not making in changes (improvement) or adding any signage to the structure of the building my business is residing.

Thanks

Iris Woulard-King

Iris's T Designs BUSINESS PLAN

Prepared by:

Iris Woulard-King

Iris Woulard King

2520 Creekside Dr
Fort Pierce, Florida 34981
850-567-0565
irisstdesigns@gmail.com



I. EXECUTIVE SUMMARY

Iris's T Designs (referred to from hereon in as the "Company") was established as a Limited Liability Company at 2520 Creekside Dr, Fort Pierce, Florida 34981 with the expectation of rapid expansion in the clothing - t-shirt industry.

Business Description

The Company was formed on 06/30/2021 as Limited Liability Company under Florida state laws and headed by Iris Woulard-King .

1. Strong Client Database.
2. Wonderful products and service.
3. An understanding of what consumers want.
4. Weekly new clients.
5. Various and ongoing Technical Training
6. Product Inventory

Business Mission

Our Mission is to provide affordable quality fashion, that will allow our clients to express their individuality through collaboration.

Product

The Company's primary product is Clothing : Customizable Designer T-Shirts - primary
Clothing accessories

II. BUSINESS SUMMARY

Industry Overview

In the United States, the clothing - t-shirt industry presently makes 200 dollars in sales.

1. Holidays
2. All age group with regards to birthdays.
3. Graduation season; grade school through college.
4. Focused Markets.

Research shows that consumers in this industry primarily focus on the following factors when making purchasing decisions:

Marketing
Scarcity
Commitment
Involvement
Quality
Design
Professionalism

Business Goals and Objectives

Short Term:

Create and launch website.
Purchase Large Format Printer.
Purchase Large Format Press.
Purchase Rhinestone Equipment.
Establish Business Credit.
Start a Personal Brand.
Continue Education
Improve the Financial Health of Iris'sTDesigns

Long Term:

Rent a store front .
Hire my 1st employee.
Increase productivity.
Continue to work on my personal brand.
Create a New Customer Service Process.
Continue to improve the Financial Health of Iris'sTDesigns.
Conduct a Marketing Audit
Continue Education
2nd Business - Blank Sales

Legal Issues

The Company affirms that its promoters have acquired all legally required trademarks and patents.

III. MARKETING SUMMARY

Target Markets

The Company's major target markets are as follows:

Private Consumers (audience): age, culture, profession, age and background play major roles in Iris'sTDesigns target market.

Schools

Business

Faith Base Institutes

Non-Profit Organization: Clubs

Sports: Cheerleading, Dance, Football, Basketball, Baseball/Softball and etc.

The estimated number of potential clients within the Company's geographic scope is 10,000.

Distribution Strategy

Distribution method will be postal service.

Promotional Strategy

The Company will promote sales using the following methods:

Iris'sTDesigns market methods will be online advertising, direct mailing, word of mouth, and printed ads.

SWOT Analysis

Strengths

Customer Service

Marketing

Quick Turnaround Period

Customizable art

Product

Education

Weaknesses

Mail Service

Credit/Cash Flow

Tech Assistance

Price variation

No company app

No company website

Opportunities

Further develop new sales.

Develop a customer loyalty/retention plan

Build a brand awareness.

Develop relationships with online influencers.

Streamline product features to reduce cost.

Open Business Credit.

Threats

Rising fixed cost.

Losing key/valuable customers

Poor ratings on review websites

Weakening supplier relationships

Slower growth due to the inability to raise funds.

Services

First-rate service is intended to be the focus of the Company and a cornerstone of the brand's success. All clients will receive conscientious, one-on-one, timely service in all capacities, be they transactions, conflicts or complaints. This is expected to create a loyal brand following and return business.

IV. FINANCIAL PLAN

12-Month Profit and Loss Projection

Monthly expense for salaries and overhead (projected):	\$1,000.00
Revenue and sales for upcoming year of business (projected):	\$35,000.00
Gross profit for upcoming year of business (projected):	\$0.00

