







6. The application must be submitted in the legal name of the applicant (i.e., Name of business owner(s), corporation name as registered with the Florida Department of State, Division of Corporations, etc.)
7. For Corporations, information demonstrating that the corporation has an “Active” status in the Florida Department of State, Division of Corporations. The business owner or an authorized representative of the corporation who has legal authority to bind the organization in a contract with the City of Pembroke Pines must sign applications.
8. Submission of an application shall constitute acknowledgment and acceptance of all terms and conditions contained in these guidelines and the application. Acceptance of an application does not constitute a contract and does not obligate the City to award funds.
9. Applicant must be willing to comply with all regulations, guidelines and policies as they relate to the program. Applications that are incomplete, illegible, out of order, lack required attachments, or have other content errors or deficiencies may be rejected.
10. If recommended for funding, Business Owners will be required to sign a written grant agreement with the City (the *Agreement*, provided by the City). The contract term will be for one (1) year.
11. New hires / jobs must start within 2 weeks upon signing the Agreement.
12. The business is required to pay all employees at least the federal or state minimum wage, whichever is higher.
13. The business must provide proof of Business Liability Insurance, Workers Compensation Insurance, Auto Insurance (if providing transportation services) and appropriate Business Property Insurance. (Other insurance requirements may apply. See application forms.)
14. Payments will be made directly to the business. The business must have a business checking account. The business must complete IRS Form W-9 and the City's Vendor Information Form.
15. The business owner(s) agree to submit copies of the payroll ledger to the City showing the names of the employees and the amounts paid, attesting to its accuracy, no later than 7 days from the end of the pay period.
16. The business will be reimbursed for the payroll expenditure upon review and acceptance of the payroll ledger provided as accurate.

