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LGBT-Owned  
Business  
REGISTRY

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*City of Cleveland:  
LGBT-Owned Business Registry  
Informational Packet*

plexus

The Chamber of Commerce for the LGBT Community  
and its Allies in Northeast Ohio



# *Understand the LGBT Registry*

In April of 2014, The City of Cleveland, in collaboration with Plexus, launched the Lesbian, Gay, Bisexual and Transgender Owned Business Registry. Cleveland is one of the few cities in the United States to host such a registry.

## **Benefits**

The most obvious reason to becoming registered is the opportunity for your business to provide goods/services to the City of Cleveland. However, there are other benefits to this as well. Applying to the registry is a great practice run for other certifications, loans, grants and other opportunities that may present itself to your business. Plus compared to a bank or federal application, the City of Cleveland and Plexus will provide feedback to help you along the way that does not hinder your application.

Lastly, the registry is a way to stand up and be counted. We know the LGBT consumer market spends more and is one of the most loyal buying markets in the world. But knowing how many of our LGBT residents are also business owners sends a powerful message to the community at large as well as LGBT youth aspiring to become business entrepreneurs.

## **Eligibility**

- The business must be based in “The Cleveland Buying Market”. This consists of the following counties: *Cuyahoga, Geauga, Lake, Lorain, Medina, Portage and Summit*
- The business must be at least 51% owned by LGBT individual(s)

## **Ready to Apply**

Plexus has created a How to Guide when you're ready to apply, the next page contains the list of documents you should have ready prior to applying.

Plexus is happy to assist you along the way. Don't hesitate to contact us. For assistance or questions, contact:

David Robinson  
info@thinkplexus.org  
888-753-9879

For questions after you submit your application pertaining to the status, contact the City of Cleveland's Office of Equal Opportunity:

Office of Equal Opportunity  
Phone: 216-664-4152  
Fax: 216-664-3870

**REGISTER AT:**

**CLEVELAND.DIVERSITYCOMPLIANCE.COM**

# Document Checklist

The City of Cleveland has two sets of document lists that are needed to submit your application:

**Mandatory Documents** must be submitted in order to process your application

**Required Documents** are only needed *when applicable* to your business

## Mandatory Documents

- ◇ Affidavit of Registration (LGBT)
- ◇ Driver's License or Passport
- ◇ Federal Tax Returns

## Required Documents

- ◇ Business Cards and/or Company Brochure
- ◇ NGLCC Certificate
- ◇ Liability Insurance Certificate
- ◇ Worker's Compensation Certificate
- ◇ List of Owned and/or Leased Equipment
- ◇ Past Contracts and/or Purchase Orders
- ◇ Articles of Incorporation (Ownership documents, State Certificates, etc.)
- ◇ Share Ledger and/or Stock Certificates
- ◇ Proof of Stock Purchase
- ◇ Special Licenses Obtained
- ◇ Distributor Agreements
- ◇ Equipment Lease or Rental Agreement
- ◇ Birth Certificate of each Owner
- ◇ Resume of all Principal Officers

## Documents Supporting LGBT Status

**NOTE:** you need to provide enough documentation to attest to your LGBT status (these are NOT all required.) If the business is NGLCC Certified, NONE of these documents are required.

- ◇ Certified Copy of Domestic Partnership, Civil Union or Marriage Certificate
- ◇ Proof of Domestic Partnership Health Insurance
- ◇ Proof of Joint Property Ownership
- ◇ Documentation of Petition for Hospital Visitation Rights
- ◇ Legal Petition Name Change
- ◇ Letters from two Personal References attesting to LGBT Status
- ◇ Letter from Recognized LGBT Organization attesting to LGBT Status
- ◇ Letter from Physician attesting to LGBT Status
- ◇ Certificates/Awards/Honors of the Business and/or Owners as a Member of the LGBT Community.