



## Checklist

### ALL APPLICANTS MUST SUBMIT:

- Completed application (Section I & II if you are a returning applicant)
- Exhibit A (provided with the application)
- 2019 business tax returns
- 2020 business tax returns. If 2020 tax is not ready, provide the business Profit & Loss Statement for the 12-month period 01/01/2020 – 12/31/2020.
- Interim Profit & Loss Statement for the period 01/01/2021 – 03/30/2021

IF YOU **PREVIOUSLY APPLIED** FOR A BUSINESS RELIEF GRANT, THESE ARE THE ONLY DOCUMENTS YOU NEED TO INCLUDE.

### FIRST TIME APPLICANTS:

IF YOU HAVE **NOT APPLIED PREVIOUSLY** FOR A BUSINESS RELIEF GRANT, YOU MUST SUBMIT THE DOCUMENTS IDENTIFIED ABOVE AS WELL AS THE FOLLOWING AS APPLICABLE:

- Completed application – All sections
- Provide all financial documents listed in the above checklist
- W-9 (provided with the application)
- Resolution and Authority To Borrow, Lease, Pledge Assets and Collateral & Guarantee (provided with the application)
- Articles of Incorporation (for corporation)
- Articles of Organization (for Limited Liability Company / LLC)
- Bylaws and/ or Operating agreement (for corporation or LLC)
- Operating Agreement (Limited Liability Companies)
- Partnership Agreement (if applicable)