FY2022 Great Streets Retail Small Business Grant Application Checklist

Before you the application, here are a few things you will need:

- Print out this checklist
- Balance Sheet
- Income Statement
- Two (2) quotes for proposed work. (Preference will be given to applicants who submit quotes from CBE’s and/or District-based businesses)
- Business owner(s) resume
- Managerial Staff Resumes
- Pictures of the business (Be sure to label each photo and upload a minimum of two photos)
- Project Summary (Must be 500 words or fewer)
- Proposed Budget and Summary
- Tax Certification Affidavit
- DC Office of Tax and Revenue (OTR) Clean Hands Certification
- IRS W-9
- Statement of Certification
- Required Financial Documents Statement
- Insurance Policies Affidavit
- Landlord Affidavit
- Business EIN (Be sure that the official business name matches all documents submitted.)
- DUNS Number (Be sure that the official business name matches all documents submitted.)
- Business License (New businesses must submit a business license before the application period closes.)
- Business License Number (Be sure that the official business name matches all documents submitted.)
- Business tax returns for the past three years
- Fully executed lease or executed contract of sale to purchase the business property (deed)
- Master Supplier Form
- Arrest and Conviction Statement
- Equal Employment Opportunity Policy Memo, Employer Information, and Assurance of Compliance
- References or Letters of Support
If the business is fewer than three years old:

- Business plan
- Submit all business tax returns filed in the last three years. If your respective business doesn’t have the qualified number of tax returns, please submit personal tax returns for a combined total of three years worth.