



Great Street Application Checklist

Before you begin applying here are a few things you will need

- Print out this checklist
- Business EIN *(be sure business name on file matches all documents submitted)*
- DUNS Number *(be sure business name on file matches all documents submitted)*
- Business License *(if currently in business)* If not in business, must acquire and submit business license at close of application period.
- Business License Number *(be sure business name on file matches all documents submitted)*
- Fully executed lease or executed contract of sale to purchase the business property (deed)
- Balance Sheet
- Income Statement
- Quotes (2) for proposed work. *(preference given to applicants who submit quotes from CBE's and/or District-based businesses)*
- Business Owner (s) Resume
- Managerial Staff Resume(s)
- Picture(s) of business *(be sure to label each photo and upload – minimum of 2 photos)*
- Project Summary *(must be 1000 words or less)*
- Proposed Budget/ and summary
- Business Tax Returns for last 3 years

If new business or in business less than 2 years:

- Business plan
- 3 year revenue projections
- If applicable Business Tax Return(s), or 3 year personal returns

For 2 or more businesses

- Each business must upload individual information in application.
- Project Summary and Budget should include the entire scope of work for all businesses