



## FY2018 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.