

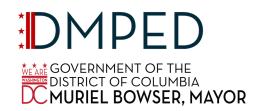
FY2019 Great Streets Small Business Retail Grant Application Checklist

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

Print out this checklist
Balance Sheet
Income Statements
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(s)
Managerial staff resumes
Pictures of the business (Be sure to label each photo and upload a minimum of two (2) photos)
Project Summary (Must be 500 words or less)
Proposed Budget and Budget Narrative
Tax Certification Affidavit
DC Office of Tax and Revenue (OTR) Clean Hands Certificate
IRS W-9 Form
Statement of Certification
Required Financial Document Statement
Insurance Policies Affidavit
Landlord Affidavit
Business EIN (Be sure that official business name matches all documents submitted)
DUNS Number (Be sure that 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 official business name matches all
documents submitted)
Business Tax returns for the past three years
List continued on next page

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Master Supplier Form
Fully executed lease or executed contract of sale to purchase business
property (deed)
EEO Policy Commitment Package
References or Letters of Support
DCRA-Certificate of Good Standing
If the business is less than three (3) years old:
Business Plan
Submit all business tax returns files in the last three (3) 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.

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