

965 FLORIDA AVENUE, NW LOCAL RETAILERS ASSISTANCE PROGRAM GRANT APPLICATION CHECKLIST

Please double check your grant application before submission and ensure that ALL the following documents are submitted. If any required information or items are not included with the submission, the application will be ineligible to receive a grant. No supplemental filings of missing information will be allowed.

- ✓ A fully completed, SIGNED application.
- ✓ A detailed outline of the business' overall budget, including line items for income and expenses.
- ✓ A detailed line item budget for the project and a description of how grant funds will be used.
- ✓ An explanation of the source(s) of funding if additional funds in excess of the grant request are required in order to complete the project.
- ✓ A copy of the federal tax return for the business' most recent fiscal year (2017 or 2016, if 2017 has not yet been filed).
- ✓ A Certificate of Good Standing for the applicant issued by the Department of Consumer and Regulatory Affairs no later than January 2, 2018.
- ✓ Cost estimates provided by vendors for all aspect of the project.