

FY2022 Locally Made Manufacturing Application Checklist

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



- Print out this checklist
- Review GrantVantage Application [Instructions](#)
- Proposed Budget and Summary
- Provide an organizational chart showing key personnel from the primary entities (developers, tenants, etc.) and/or joint venture partners who will be working on the Project and a brief biography for each person outlining relevant experience.
- [Tax Certification Affidavit](#)
- DC Office of Tax and Revenue (OTR) [Clean Hands Certification](#)
- [Statement of Certification](#)
- DC Department of Consumer and Regulatory Affairs (DCRA) [Certificate of Registration](#)
- Development pro forma financial statement
- Three (3) years Balance Sheet and Income Statement/Profit and Loss Statement. Eligible nonprofit applicants must submit the prior three (3) years Statement of Financial Position and Statement of Financial Activities to determine financial viability. For entities with less than three years of revenue generating operations, applicants must provide its prior year(s) financial statements and business plan. All financial reports must adhere to generally accepted accounting principles (GAAP).
- 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 and a business plan.
- 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.*)
- Fully executed contract of sale to purchase the business property(deed)or lease with the property owner with a minimum unexpired term of at least five (5) years
- Arrest and Conviction Statement
- References or Letters of Support