



## FY2023 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
- Department of Licensing and Consumer Protection DLCP- 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.