



City of Norfolk Capital Access Grant Application Checklist

Please Note: The Capital Access Team reserves the right to request additional documentation when/if needed

- Completed Online Application. **(Required)** Must be submitted within Application Round deadline
- One year of business returns (if applicable) (or document that explains tax extensions, or tax situation)
- Organizational Business Documents
 - Current City of Norfolk Business License
 - Organizational Business Documents to include but is not limited to:
 - **Articles of Organization/Incorporation**
 - **Certificate of Good Standing**
- 3 Years of Financial Projections **(Required)** to include:
 1. **Profit and Loss Projections (P&L) - Year 1 (Month to Month)**
 2. **P&L Year 2 (Annual)**
 3. **P&L Year 3 (Annual)**
- Business Plan **(Required)** 6 pages only to include:
 1. **Executive summary**
 2. **Company description**
 3. **Description of organizational management**
 4. **Products and services**
 5. **Market analysis & competitive analysis**
 6. **Marketing and sales Strategies**
- Other related documents (if needed)