



## **“CAP” Loan/Grant Application Checklist**

**Please Note:** Required documentation may vary based on the product you are applying for

### **Loan Products**

#### **Micro Loan (\$25K) Required Documentation:**

- Completed Online Application
  - Articles of Incorporation
  - Current City of Norfolk Business License
  - Consolidated Financial Template w/ 3-year annual projections and PFS
  - Personal Resume
  - 6 Page Business Plan or Strategic Plan
    - I. Executive summary
    - II. Company description
    - III. Description of organizational management
    - IV. Products and services
    - V. Market analysis & competitive analysis
    - VI. Marketing and sales Strategies
- Signed Freedom of Information Act Disclosure/ Terms and Conditions
- Other related documents (if needed)

#### **Traditional Revolving Loan (\$50k) Required Documentation:**

- Completed Online Application
  - Articles of Incorporation
  - Current City of Norfolk Business License
  - Most recent business returns
  - Business Debt Schedule
  - Most recent personal federal tax returns for all principals with a 20% or greater ownership
  - Personal Financial Statement for all principals with a 20% or greater ownership
  - 2021 monthly profit & loss statement
  - Current year to date profit and loss statement
  - Consolidated Business Plan or Strategic Plan
    - i. Executive summary
    - ii. Company description
    - iii. Description of organizational management
    - iv. Products and services
    - v. Market analysis & competitive analysis
    - vi. Marketing and sales Strategies
- 3 Year Profit and Loss Projections
  - vii. Year 1 (Month to Month)
  - viii. Year 2 (Annual)
  - ix. Year 3 (Annual)
- Signed Freedom of Information Act Disclosure/ Terms and Conditions
- Other related documents (if needed)

## Grant Products

### **Microgrant (\$5k) Required Documentation**

- Completed Online Application
  - Articles of Organization
  - Current City of Norfolk Business License
  - Most Recent Business Tax Returns
  - Most Recent Personal Tax returns
  - Signed Freedom of Information Act Disclosure/ Terms and Conditions
  - Other related documents (if needed)
  - 3 Year Profit and Loss Projections
    - I. Year 1 (Month to Month)
    - II. Year 2 (Annual)
    - III. Year 3 (Annual)
- Consolidated Business Plan or Strategic Plan
  - I. Executive summary
  - II. Company description
  - III. Description of organizational management
  - IV. Products and services
  - V. Market analysis & competitive analysis
  - VI. Marketing and sales Strategies

### **Reimbursable Grant(\$35k) Required Documentation**

- Completed Online Application
  - Articles of Organization
  - Current Year City of Norfolk Business License
  - Most Recent Business Tax Returns
  - Signed Freedom of Information Act Disclosure/ Terms and Conditions
  - Other related documents (if needed)
  - 3 Year Profit and Loss Projections
    - I. Year 1 (Month to Month)
    - II. Year 2 (Annual)
    - III. Year 3 (Annual)
- Consolidated Business Plan or Strategic Plan
  - I. Executive summary
  - II. Company description
  - III. Description of organizational management
  - IV. Products and services
  - V. Market analysis & competitive analysis
  - VI. Marketing and sales Strategies

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

