



## Grant Application Required Documentation Checklists\*

### Micro Grant (\$7,500)

- CAP Workshop Completion Certificate
- Completed Online Application which includes questions in the following categories:
  - a. Vision & Plan
  - b. Experience & Capacity
  - c. Community Impact
  - d. Innovation & Scalability
  - e. Financial Status & Leverage
- Articles of Organization or Operating Agreement
- 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 (form will be provided in application)
- 3 Year Profit and Loss Projections (template will be provided in application)
  - Year 1 (Month to Month)
  - Year 2 (Annual)
  - Year 3 (Annual)
- Consolidated Business Plan or Strategic Plan (6 page maximum)
  - a. Executive summary
  - b. Company description
  - c. Description of organizational management
  - d. Products and services
  - e. Market analysis and competitive analysis
  - f. Marketing and sales Strategies

## **Reimbursable Grant (\$35,000)**

- CAP Workshop Completion Certificate
- Completed Online Application which includes questions in the following categories:
  - a. Vision & Plan
  - b. Experience & Capacity
  - c. Community Impact
  - d. Innovation & Scalability
  - e. Financial Status & Leverage
- 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 (form will be provided in application)
- 3 Year Profit and Loss Projections (template will be provided in application)
  - Year 1 (Month to Month)
  - Year 2 (Annual)
  - Year 3 (Annual)
- Consolidated Business Plan or Strategic Plan (6 page maximum)
  - a. Executive summary
  - b. Company description
  - c. Description of organizational management
  - d. Products and services
  - e. Market analysis and competitive analysis
  - f. Marketing and sales Strategies

**\* Required documentation may vary based on the grant program. The Capital Access Team reserves the right to request additional documentation when/if needed.**