



Grant Application Required Documentation Checklists

- CAP Workshop Completion Certificate
- Completed Online Application which includes questions in the following categories:
 - Vision & Plan
 - Experience & Capacity
 - Community Impact
 - Innovation & Scalability
 - 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)
- Executive summary
- Company description
- Description of organizational management
- Products and services
- Market analysis and competitive analysis
- 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.**