



Grant Application Required Documentation Checklist

- CAP Workshop Completion Certificate
- Completed Online Application which includes questions in the following categories:
 - o Vision & Plan*
 - o Experience & Capacity*
 - o Community Impact*
 - o Innovation & Scalability*
 - o 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)
- Profit and Loss Projections (template will be provided in application)
 - Previous Year Revenue
 - Current Year revenue
 - 1 Year Projected Revenue
- 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 Strategy

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