

# LOUISIANA BUSINESS RECOVERY GRANT & LOAN PROGRAM

## GRANT APPLICATION CHECKLIST

Business will need at least **one (1)** item from each of the following categories to apply:

Item	Examples <i>(other means of legitimate proof may be used; unless otherwise indicated, only one of each item required)</i>
<input type="checkbox"/> Proof of business organization or incorporation	<i>For example:</i> <ul style="list-style-type: none"> <li>▪ Articles of Incorporation/Organization</li> <li>▪ Business license</li> <li>▪ Federal tax form (incl. 1040 Schd. C)</li> </ul>
<input type="checkbox"/> Proof of address	<i>For example:</i> <ul style="list-style-type: none"> <li>▪ Utility bill</li> <li>▪ Lease agreement</li> <li>▪ Tax returns</li> </ul>
<input type="checkbox"/> Proof of number of employees	<i>For example:</i> <ul style="list-style-type: none"> <li>▪ Payroll statement</li> <li>▪ State unemployment tax statement</li> <li>▪ Federal form 941</li> </ul>
<input type="checkbox"/> Proof of physical loss (if required - Zone B businesses only)	<i>For example:</i> <ul style="list-style-type: none"> <li>▪ Estimates for repair</li> <li>▪ Photos</li> <li>▪ Insurance claims</li> </ul>
<input type="checkbox"/> Three years (if available) of financial records	<i>For example:</i> <ul style="list-style-type: none"> <li>▪ Federal tax statements/returns</li> <li>▪ Company financial statements</li> <li>▪ Bank statements</li> <li>▪ Sales receipts</li> </ul> <i>Note: submit all of the above that are available</i>
<input type="checkbox"/> Information on future plans	<i>For example:</i> <ul style="list-style-type: none"> <li>▪ Intended use of funds</li> <li>▪ Financial projections</li> </ul>
<input type="checkbox"/> Owner information	<ul style="list-style-type: none"> <li>▪ Government-issued ID</li> </ul>
<input type="checkbox"/> <b>Optional:</b> Information about business	<i>For example:</i> <ul style="list-style-type: none"> <li>▪ Marketing materials</li> <li>▪ Press</li> <li>▪ Photos</li> </ul>
<input type="checkbox"/> <b>Optional:</b> Business reference	<i>For example:</i> <ul style="list-style-type: none"> <li>▪ Letter from supplier</li> <li>▪ Letter from customer</li> </ul>