

LOUISIANA BUSINESS RECOVERY GRANT & LOAN PROGRAM

LOAN APPLICATION CHECKLIST

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

<u>Item</u>	<u>Examples</u> <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"> ▪ Articles of Incorporation/Organization ▪ Business license ▪ Federal tax form (incl. 1040 Schd. C)
<input type="checkbox"/> Proof of address	<i>For example:</i> <ul style="list-style-type: none"> ▪ Utility bill ▪ Lease agreement ▪ Tax returns
<input type="checkbox"/> Proof of number of employees	<i>For example:</i> <ul style="list-style-type: none"> ▪ Payroll statement ▪ State unemployment tax statement ▪ Federal form 941
<input type="checkbox"/> Proof of physical loss (if required - Zone B businesses only)	<i>For example:</i> <ul style="list-style-type: none"> ▪ Estimates for repair ▪ Photos ▪ Insurance claims
<input type="checkbox"/> Three years (if available) of financial records	<i>For example:</i> <ul style="list-style-type: none"> ▪ Federal tax statements/returns ▪ Company financial statements ▪ Bank statements ▪ Sales receipts <i>Note: submit all of the above that are available</i>
<input type="checkbox"/> Information about business	<i>For example:</i> <ul style="list-style-type: none"> ▪ Marketing materials ▪ Press ▪ Photos
<input type="checkbox"/> Information on future plans	<i>For example:</i> <ul style="list-style-type: none"> ▪ Intended use of funds ▪ Business plan ▪ Financial projections
<input type="checkbox"/> Business reference	<i>For example:</i> <ul style="list-style-type: none"> ▪ Letter from supplier ▪ Letter from customer
<input type="checkbox"/> Owner information	<i>For example:</i> <ul style="list-style-type: none"> ▪ Resume (form available) ▪ Financial statement (form available)