

Final Application Checklist

ONLY COMPLETE APPLICATION PACKETS WILL BE ACCEPTED

Please confirm that you have submitted:

Fully completed and signed (certified) Application for Funding _____

Ownership Information (as described in Section 2)_____

Accountant Prepared Financials (as described in Section 4)_____

Balance Sheet (Assets and Liabilities) _____

Profit and Loss Statement (Income and Expense Statement)_____

Cash Flow Statement_____

Current Loans Payable Term Sheets (If not applicable, please put N/A) _____

**Summary of Pending Legal Actions with Monetary Value
(If not applicable, please put N/A) _____**

**Evidence of matching funds for EXP Matching Grant Requests
(If not applicable, please put N/A) _____**

MCRC Credit Authorization_____

Applicant Structure Documentation_____

Detailed Project Description_____

Financing Plan & Budget_____

**Schedule A (As described in section 4. This form is only necessary if any portion of funds is going to support salaries- 50% maximum)
(If not applicable, please put N/A) _____**

Business Plan_____

Personal Financial Statements for owners with over 20% ownership_____

Schedule of Existing Employees and DOL Release (Exhibits A & B)_____

Letter of Good Standing from the Department of Revenue Services_____

Copy of signed lease (If not applicable, please put N/A)_____

Real Estate Purchase Agreements (If not applicable, please put N/A) _____

**Signed Machinery and Equipment Leasing or Purchase Agreements
(If not applicable, please put N/A) _____**