

CHECKLIST: Get Ready to Apply!

Please use this checklist to assemble and keep track of information that you will need during the application process.

- Find or create a [DUNS number](#): _____ (9-digit number)
- Complete [Grant Eligibility & Award Estimator](#)
 - Download estimator (Microsoft Excel file)
 - Identify [NAICS code](#): _____ (3-digit) and _____ (6-digit for use later in the application)
 - Calculate revenue loss by entering Q2 2020 (March through June 2020) and Q2 2019 (March through June 2019) revenues:
 - Find revenue records for Q2 2019 (or Q1 2020 if the business opened after April 1, 2019). Enter total revenue for Q2 2019 into the appropriate cell in the estimator file.
 - Find revenue records for Q2 2020. Enter total revenue for Q2 2020 into the appropriate cell in the estimator file.
 - Save revenue documentation for upload during the application.
 - Identify how many employees you had in Q1 of 2020
 - Find your IRS 941 from Q1 (January – March) of 2020. You may be able to obtain these forms from your payroll provider if you use one to process your payroll.
 - Consult your payroll system to identify which were full-time vs. part-time.
 - If you are in a severely impacted industry, based on your NAICS code, determine whether you had qualifying independent contractors. If so, find 1099s.
 - Full-time employees from the calculator (for use in both the prequalification form and the application): _____
- Save documents referenced while completing the [Grant Eligibility & Award Estimator](#)
 - Completed [Grant Eligibility & Award Estimator](#)
 - Documentation of Revenue/Income for Q2 (April - June) of 2019
 - Documentation of Revenue/Income for Q2 (April - June) of 2020Documentation of revenue loss may be shown by submitting information in accordance with any of the following options into the income statement uploads:
 - Option A: Export or screenshot from a point-of-sale system (POS) showing revenue for each month of the two quarters being compared;
 - Option B: A profit and loss statement or a similar report generated by an accounting software program (e.g. Quickbooks, Freshbooks, Xero) that shows revenue for each month of the two quarters being compared; or
 - Option C: Both (1) a summary of self-reported monthly revenue in excel, ledger, other format, or using the income statement template provided on www.commerceri.com; AND (2) bank statements for each month of the two quarters being compared.
- IRS form 941 from Q1 of 2020 to verify the number of employees
- Form 1099 for each “independent contractor” if severely impacted business wishes to include (up to a max of 3)



- **Gather additional documents**
 - [Expense Calculator](#). Listing eligible expenses in excess of the grant amount.
 - **Expense documentation.** For businesses applying for grants of \$5,000 or more, expense documentation such as receipts, bank statements, invoices, or similar showing each expense was paid on or after March 1, 2020.
 - **For the owner:**
 - Color copy of Driver's License
 - Social security number or tax Identification number, and
 - The first page of the most recent federal tax return.
 - **For the business:** In addition to the documents listed above under the Grant Eligibility & Award Estimator, the following information and documents will be needed to complete the application:
 - Business EIN/Tax ID
 - Ownership information
 - Date of business formation
 - Most recent federal tax return (full return)
 - Bank statements from December 2019 and the most recent full month of operations
- **If award is approved:**
 - [W9](#): Filled out with the business' information (required prior to issuance of grant funding)
 - **Business banking information for direct deposit**

