

# REBUILD BERKS BERKS COUNTY SMALL BUSINESS NEW START GRANT PROGRAM



## CHECKLIST OF NECESSARY INFORMATION AND DOCUMENTATION

We recommend compiling this information prior to starting the application, as you may need to reference these documents during the application process.

**Please note that this is NOT a first-come, first-served program.** There is no advantage to submitting your application in a rush. Take your time and make sure you have complete and correct information for the application.

### **Required for Application: (Have this information prepared BEFORE starting an application)**

1. Our signed business certification form, which will be available closer to when the application opens
2. Financial Information (only one of the following is required):
  - a. Most recent tax return filed – (2019 or 2018) – must be in an electronic form for online upload, such as PDF or JPEG.
  - b. If the applicant was a startup in 2019 and has not yet filed taxes, a management prepared statement of revenue and expenses as of December 31, 2019; must be in an electronic form for online upload, such as PDF or JPEG.
  - c. If the applicant is a startup as of January 1, 2020, a profit and loss statement as of 3/31/20 - must be in an electronic form for online upload, such as PDF or JPEG.
3. Any form of acceptable government-issued photo ID for primary business owner or authorized representative; must be in an electronic form for online upload, such as PDF or JPEG.
4. Applicants will enter a dollar amount of total gross revenues generated from March 1, 2019 – May 31, 2019 and will enter a dollar amount of total gross revenues generated from March 1, 2020 – May 31, 2020.

### **Required if Approved for Funding: (Not needed for initial application submission)**

1. Copy of official filing with the Department of State or local municipality must be provided in electronic format for upload, such as PDF or JPEG (only one of the following is required):
  - a. Articles of Incorporation
  - b. Certificate of Organization
  - c. Fictitious Name Registration
  - d. Government issued Business License