

# City of Albany COVID-19 Small Business Adaptation Program

## Application Checklist

### RETURN APPLICATION TO:

[Development@CapitalizeAlbany.com](mailto:Development@CapitalizeAlbany.com)

Capitalize Albany Corporation

21 Lodge Street, Albany, New York 12207

### CHECKLIST OF REQUIRED DOCUMENTS

Required documents are identified below. Please use this checklist as a guide to the documentation necessary to complete your grant application. Incomplete grant applications will not be considered.

- Completed Pre-Application and Full Application (link available on website)
  - Completed Budget Worksheet Form (form available on website)
  - Copy of the front of the business owner’s driver’s license or other government-issued photo identification and most recent personal federal tax return (for any persons owning 20% or greater of business)
  - Most recent business federal tax return (if 2019 tax return is unavailable, provide 2018 business federal tax return and 2019 internally prepared year-end financial statements)
  - 2020 interim business financials (balance sheet, profit and loss statement, and cash flow statement)
  - Up to three (3) estimates for each requested budget line item from the Budget Worksheet to substantiate all proposed grant-funded project costs (at least one estimate per line item required)
- Additional documentation that may be required (dependent upon applicant and project specifics, and per discretion of Capitalize Albany Corporation staff):
- For lessees, a legally valid and binding lease for the business location for a period of 3 years or that, at a minimum, does not expire prior to anticipated project completion and monitoring period
  - For lessees with any proposed physical improvements to the real property, completed Property Owner Declaration and Consent Form (form available on website)
  - Proof of any U.S. Small Business Administration applications along with any related approval/denial or ineligibility declaration from all federal, state, local, and private funding sources and detailed budget of expenses covered by other funds
  - Documentation of commitment of funds for the project related expenses not covered by the grant request (bank statement(s) and/or commitment letter(s) per the discretion of Capitalize Albany)
  - If grant request utilizes CDBG funding and indicates job retention, completed Family Income Forms for any retained positions (form available on website)

**Capitalize Albany Corporation has the right to request additional information if necessary during the application review process.**