

## COVID-19 WORKING CAPITAL ACCESS

**Please compile and attach the following documents:**

- Project applicant information form
- A project narrative including the following information:
  - amount of the loan request (not to exceed \$100,000)
  - a brief description indicating whether or not the applicant business temporarily closed operations due to COVID-19 and if so, the date the closure started as well as the date operations resumed, if applicable
  - a brief description of the adverse financial impact caused to date by COVID-19 and
  - a brief description for how the working capital loan proceeds will be used to finance the business operations.
- A completed Company Profile Sheet [Exhibit A].
- A completed and signed W-9 form for any individual or entity serving as a Borrower or Co-Borrower.
- A completed and signed Certification Sheet for the applicant company(s) and each principal or entity with 20% or more ownership [Exhibit B].
- For businesses with an operating history of one year or more, if available, the most recent year end accountant prepared financial statements or the most recent filed tax return.
- For businesses with less than a year operating history, the most recent available management prepared financial statements.
- Debt Schedule [Exhibit C] outlining all existing debts of the operating entity. This form is not required if accountant prepared financials are provided and include a detailed debt schedule.
- Signed and Dated Personal Financial Statement [Exhibit E] no less than 12 months old for all individuals with 20% or greater ownership in the eligible business enterprise.
- The most recent year of financial statements for any entity other than an individual with 20% or more ownership in the eligible business enterprise.