



**Small Business Assistance Program
Document Checklist**

	Completed	N/A
1. Application Form	_____	_____
2. Business Plan (Start-up or less than one tax-year of operations)	_____	_____
3. A balance sheet and income statement as well as federal income tax returns for the previous two (2) years	_____	_____
4. Projected financial statements with a description of assumptions – three (3) years for start up business, two (2) years for existing business	_____	_____
5. Personal Financial Statement current within 90 days and personal tax returns for the past one (1) year for each person with ownership in the business	_____	_____
6. Personal History Statement for each person with ownership in the business	_____	_____
7. Price estimates/quotes to verify project costs	_____	_____
8. Resumes of key personnel	_____	_____
9. Copies of permits and licenses, if applicable	_____	_____

Notes:

Those items in **BOLD** are forms that are included in this application packet. The remaining items must be provided by the applicant.

Not all forms will be applicable to your project. If you have any questions about which forms to complete, please call Maria Culp at 570-742-7341.