PROP DOCUMENTATION GUIDELINES

Required Documentation for Existing Businesses, Start-ups and Non-Profits:

1. Written proposal outlining project scope and focus including but not limited to:
    a. Business description
    b. Source and use of funds
    c. Project objectives
    d. Area(s), industry(s), and people served by project
    e. Detailed description of how and how many jobs the project will create
    f. Realistic timetable of project start to completion
    g. Personal and/or business competences and capabilities necessary to achieve project success and completion
    h. Supporting documentation (i.e. company history, resumes etc.)

2. A solid business and development plan
3. All current relevant financial information, such as financial statements, and project pro-forma
4. Documentation of commitment of all sources of funding (equity/other sources of financing)
5. Signed federal personal tax returns for all owners/principals for most recent three (3) years
6. Copy of current government-issued identification for all owners/principals

Additional Required Documentation for Existing Businesses:

1. Tax returns for business including all schedules for prior three (3) years
2. Financial statements for last two (2) quarters
3. Proof of business/ownership structure