

Date: _____

Time: _____

Accepted by: _____

MCAMP 2019 Application Checklist

Name of Business: _____

Name of Owner: _____

Existing

New Business

- Completed and Signed Application
- Signed Letter of Agreement
- Credit Release Form
- Personal Financial Statement and/or tax returns for the past two years – signed copies (*business and personal*)
 - 1040 Tax Forms
 - Schedule F
- Documentation to support use of funds and amount requested
 - quotes*
 - cost estimates*
 - sales brochure*
- Copy of Certificate of Incorporation, DBA certificate, partnership filing, or joint venture agreement
- Business Plan
- Microenterprise Training Certificate
- Family income form (*only if applying as lmi family*)
- Job creation supporting documentation (not required but helpful)
- Any other documents you feel would help this application
 - Proof of funds*
 - References*
 - Marketing Materials*
 -
 -