# Small Business Grant Application Checklist (Pocono Region)

This checklist is designed to help small business owners in the Pocono region prepare strong grant applications. Use this as a step-by-step guide to organize documents, budgets, and requirements before submitting your application.

## Required Documents

- Business Registration/Certificate of Incorporation
- Business License (if applicable)
- Tax Identification Number (TIN/EIN)
- Proof of Address (utility bill, lease, etc.)
- Bank Statements (last 6–12 months)
- Personal Identification (driver's license, passport)

## Financial Preparation

- Business Plan with financial projections
- Budget outlining use of grant funds
- Profit & Loss Statement
- Cash Flow Statement
- Balance Sheet

## Additional Supporting Materials

- Letters of Recommendation or Community Endorsements
- Partnership Agreements (if applicable)
- Previous Grant or Loan Approvals

■ Evidence of Community Impact or Job Creation

### Before You Submit

■ Double-check all forms are signed and dated

■ Ensure financials are accurate and updated

■ Make digital copies of all documents

■ Submit before the deadline