

## APPLICANT DOCUMENT CHECKLIST

All documents listed must be present at the time of application submittal.

<b>Required Documents</b>	<b>Specific Requirements</b>
<input type="checkbox"/> Valid Government Issued ID ( <b>mandatory for small businesses and private nonprofits</b> )	<i>Driver's License or Passport of the Entity's Authorized Representative.<sup>1</sup></i>
<input type="checkbox"/> Organization Financial Information ( <b>mandatory for small businesses and private nonprofits</b> )	<i>Most recently submitted Federal Tax Returns from 2018 or 2019. For nonprofits, please provide most recent income and expense statement for 2018 or 2019.</i>
<input type="checkbox"/> Proof of Operations within the County ( <b>mandatory for small businesses and private nonprofits</b> ) <ul style="list-style-type: none"> <li>• Certificate of Incorporation;</li> <li>• Utility Bills;</li> <li>• Tax Statements;</li> <li>• Lease Agreement; or</li> <li>• Deed (if owner-occupied).</li> </ul>	
<input type="checkbox"/> Proof of Business Registration with the Kansas Secretary of State, as applicable: ( <b>mandatory for small businesses and private nonprofits</b> ) <ul style="list-style-type: none"> <li>• Articles of Incorporation (for corporations);</li> <li>• Articles of Organization (for LLCs);</li> <li>• Other Organizational documents such as partnership agreements, bylaws, etc.</li> <li>• Business License (if applicable)</li> </ul>	
<input type="checkbox"/> COVID-19 Impact Documentation ( <b>mandatory for small businesses and private nonprofits</b> ) <ul style="list-style-type: none"> <li>• A loss of gross receipts, sales, or fundraising revenue;</li> <li>• A reduced level of production, sales, employment or service; or</li> <li>• A temporary closure of all operations</li> </ul>	<i>Please provide sufficient documentation to demonstrate the negative impact of COVID-19 on your entity.</i>
<input type="checkbox"/> COVID-19 Related Expenditure Requests ( <b>mandatory</b> )	<i>All future COVID-19 Related Expenditure Requests must be accompanied by three quotes to ensure cost reasonableness.</i>
<input type="checkbox"/> COVID-19 Incurred Expenses Documentation ( <b>if applicable</b> )	<i>All Applicants requesting reimbursements for already incurred costs prior to application submittal, must ensure that each expense is properly documented with a receipt and an explanation of how the expense is tied to COVID-19.</i>
<input type="checkbox"/> Most Recent Approved Budget as of March 27, 2020 ( <b>mandatory for Governmental Entities</b> )	<i>In the case that the Applicant is behind on rent, the Applicant should provide documentation to show the amount of rent that is owed and for which months.</i>

<sup>1</sup> The Authorized Representative is someone with authority to act on behalf of the entity, make representation of the entity, and enter into legally binding agreements on behalf of the entity.