

## Demonstration Fund Application Checklist

Please refer to this checklist as you prepare to submit your application with the required supporting documentation. If questions on the application are left unanswered or required attachments are not submitted, the application process will not proceed until the missing information or documentation is submitted.

- **Application**

\_\_\_ Certification & Release of Information signature required (page 4)

\_\_\_ Project description is complete

\_\_\_ Project budget is complete

\_\_\_ Business information is complete

\_\_\_ Capitalization table is complete

- **Supporting Documentation**

\_\_\_ **A1 Business Plan**

- Marketing study
- Feasibility study
- Projected profit and loss statements for three years into the future
- Project budget
- Production operations
- Management structure
- Personnel needs
- Descriptions of product or process
- Status of product/process development
- Patent status (if applicable)

\_\_\_ **A2 Affidavit** that states the Business has not, within the last five years, violated state or federal statutes, rules, and regulations, including environmental and worker safety regulations, or, if such violations have occurred, that there were mitigating circumstances or such violations did not seriously affect public health or safety or the environment.

\_\_\_ **A3 Financial Information**

- Profit and loss statements; Cash flow statements and balance sheets for past three year-ends
- Current YTD profit and loss statement and balance sheet
- Schedule of aged accounts receivable
- Schedule of aged accounts payable
- Schedule of other debts
- Explanation of significant financial transactions