

Ferguson Business Assistance Grant – Checklist

*To ensure that your application is reviewed as soon as possible, please review this checklist and **submit ALL of the following** items below:*

- Application ('Request for Assistance')
- Documentation of any/all attempts to seek assistance (PPP, CARES, EIDL, Etc.)
 - If you received aid, provide dollar amounts and proof of receipt
- Documented verification of the following conditions:**
 - The business employs no more than 25 full-time equivalent employees
 - The business has experienced a loss of revenue from being forced to shut down
 - The business has a commitment to retain employees by participating in this program (signed acknowledgement form in application)
 - The business has *not* already been *fully* reimbursed by insurance or by SBA, PPP, or other program for shutdown related expenses
- Revenue statements for two-month period in 2019 and same period in 2020 (February/March, March/April)
- Updated W9
- City of Ferguson EOE Letter for your business (on website)
- Payroll record information (small business grants have a 25 full-time equivalent employee cap)
- Documentation of direct financial harm to business by closure order
- Copy of valid and current city business license
- Copy of valid and current occupancy permit
- Copy of valid and current state business registration