THE CITY OF Kalamazoo

Community Planning and Economic Development

Business Development Fund CHECKLIST

These are the documents needed to process your BDF Application.
(BDF Application will not be processed without this documentation.)

COMPANY INFORMATION	
Company Name:	
Business Address:	
Personal Address:	
Telephone Number:	
Date Business Started:	
Number of Owners:	
EIN:	

	CHECKLIST	NOTES:
☐	City of Kalamazoo Intake Information - Small Business Grant Application - 1% Application Fee Payment **(Due at time of application.)** - Proof of 5% match (Please show documentation with bank statement.)	

☐	Business Financial Information
	- Financials
	  ○ 2 years of business income history, if available
	  ○ 2 years of projected income	

☐	Personal & Business information - Copies of driver's license - Any necessary documents to illustrate visual impact of the proposed project completion schedule if applicable - Itemized budget for the requested funds - W-9 Form of vendors/ contractors - EFT Form for direct deposit	
☐	**For Whitebox and Façade Grants ONLY:** - 3 quotes of items/services purchased if applicable - Proof of insurance for vendors/ contractors if applicable - Signed Tenant / Landlord Lease Agreement - Written permission from tenant or property owner acknowledging proposed changes to property	