

# LAYOFF AVERSION FUND QUALIFYING CHECKLIST

Use this check list to determine if you qualify. You must have and upload all documentation listed.

**PLEASE TAKE NOTE:** Missing information will result in the automatic rejection of your application. Please be sure all information is complete.

- **Company must meet this Criteria:**

- ☐ 3-50 Employees
- ☐ Businesses and CBO's in operation for at least 2 years and in good standing with the state of Florida
- ☐ Primary location in Miami-Dade or Monroe County
- ☐ Gross receipt or gross excise taxes are \$10 million or less
- ☐ Explain how business impacted by COVID and how money helped avoid a layoff
- ☐ Expenses incurred after March 9, 2020 and prior to your application.
- ☐ Receipts for all reimbursement expenses submitted and clearly display date of purchase, vendor, product or service purchased, cost, and proof of payment. All receipts must show proof of payment via credit card, bank statement or cancelled check (back & front of check) Unpaid invoices are not admissible.

- **You must Upload this required documentation:**

- ☐ Copies of **last two (2) completed tax return** – 2017, 2018, 2019 and / or Schedule C (Form 1040), Profit or Loss from Business Statement, or Form 990 of Organization Exempt from Income Tax
- ☐ Copy of IRS 941 or Florida Department of Revenue Employer's Quarterly Report (RT-6) for 2019, covering most recent quarter available as long it is not more than 3 quarters old from the time you apply.
- ☐ Copy of current lease agreement or Certificate of Use for "Home Business".
- ☐ A Copy of organization's W-9
- ☐ For Community-Based Organizations (CBO) Only: Local/State/Federal grant applications (Statement of Work) detailing previous or current grant relationships in working with the following groups:
  - Ex-offenders;
  - Homeless individuals, including homeless children and youths;
  - Youth offenders/youth at risk of court involvement/youth involved in the juvenile justice system;
  - Individuals with disabilities, including youth with disabilities
  - Migrant and seasonal farmworkers