

REQUIRED DOCUMENTS - City of Clovis CARES Small Business Grant

DOCUMENTS REQUIRED FOR SECTION 3: Use the checklist below to confirm you have attached ALL necessary documents to your application using the dividers provided on pages 10-30 of this application. **Missing documents may result in your application being denied.**

ACCEPTABLE DOCUMENTATION INCLUDES:

- **Receipts or first page only of invoices** with vendor name, amount, date of transaction and adequate description of product or service purchased.
- **Proof of Payment options:**
 - Copy of cleared check (front and back)
 - Copy of credit card or bank statement, clearly showing payee's name

Non-Owner Employee Payroll:

Amount requested: _____

Payroll registers from March 1, 2020 through most recent pay period, with owner payroll removed.

Rent: Amount requested: _____

First page of rental agreement showing landlord, monthly amount, and term; AND
Proof of payment

Mortgage Payments: Amount requested: _____

First page of mortgage showing lender, monthly amount, and term; AND
Proof of payment

Insurance: Amount requested: _____

First page of policy or statement with details; AND
Proof of payment

Utilities: Amount requested: _____

Bills; AND
Proof of payment

Marketing: Amount requested: _____

Invoice(s) or receipt(s); AND
Proof of payment

Reconfiguring Physical Space:

Amount requested: _____

Invoice(s) or receipt(s); AND
Proof of payment

Installing plexiglass barriers:

Amount requested: _____

Invoice(s) or receipt(s); AND
Proof of payment

Purchasing tech to facilitate work-at-home:

Amount requested: _____

Invoice(s) or receipt(s); AND
Proof of payment

PPE for employees: Amount requested: _____

Invoice(s) or receipt(s); AND
Proof of payment

Temporary structures to mitigate the spread of COVID-19: Amount requested: _____

Invoice(s) or receipt(s); AND

Proof of payment

SECTION 4 - ADDITIONAL REQUIRED DOCUMENTS (If your application is missing any of these, it will be denied)

Most recent CRS-1 form (with gross receipts and GRT remittance figures redacted)

Signed IRS [Form W-9](#) (copy included on page 10 of paper application)

First page only of business' 2018 or 2019 Internal Revenue Service Business Tax Form based on the tax structure of the business (2018 tax form will be accepted if 2019 has not yet been filed):

- Corporation Income Tax Return - Form 1120,
- Income Tax Return for an S Corporation - Form 1120-S;
- Return of Partnership Income - Form 1065;
- Individual Tax Return Form 1040 Schedule C Profit or Loss from Business
- Return of Organization Exempt From Income Tax - Form 990, 990-EZ, 990-N

ALL businesses with employees need to submit:

Payroll register from pay period that includes March 1, 2020

Most recent payroll register

Employers Quarterly Wage & Contribution Report - [Schedule A and B on Form ES903A](#) - for Dec. 31, 2019. (Redact SS#'s)

Employers Quarterly Wage & Contribution Report - [Schedule A and B on Form ES903A](#) - for June 30, 2020. (Redact SS#'s)

Not applicable (business doesn't have employees)

(Click these links to view an example of the Form ES903A)